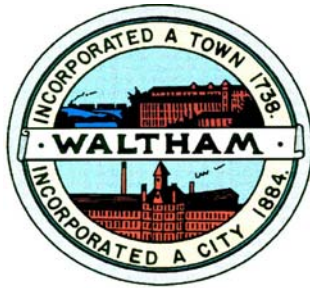


The City of Waltham



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

Evaluation Services: Carol White Physical Education Program

The bid opening will be held: Monday, December 19, 2011 at 2 PM

Phone: 781-314-3244, Fax: 781-314-3245

Table of Contents:

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Invitation to Bid

The City of Waltham

Purchasing Department

REQUEST FOR PROPOSAL (RFP)

Under the rules of M.G.L. Chapter 30B, the Chief Procurement Officer of the City of Waltham Purchasing Department hereby requests sealed proposals for:

Evaluation Services: Carol White Physical Education Program

Price Proposals will be received at the office of the Purchasing Agent, City Hall, 610 Main Street, Waltham MA 02452, until,

Monday, December 19, 2011 at 2 PM

At which time and place the proposals will be publicly opened and read.

Specifications and information available at the Purchasing Agent's Office or in the Waltham Purchasing Department web site at

www.city.waltham.ma.us/purchasing/index.html

PROPOSALS MUST BE SIGNED AND ENCLOSED IN A SEALED ENVELOPE AND MARKED:

BID FOR: Evaluation Services

If the Bidder is a corporation, state your correct corporate name and State of incorporation. If Bidder is a partnership, state names and addresses of partners. If Bidder is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.

EXCEPTION OR ALTERNATES TO SPECIFICATIONS, TERMS OF SALE, AND DISCOUNTS AVAILABLE, MUST BE INCLUDED IN THE BID PRIOR TO OPENING DATE.

Intent of Project

Waltham Public Schools is seeking proposals from qualified evaluation firms, colleges and universities, or consultants to conduct formative, summative, and outcome evaluations for the district's Carol White Physical Education Grant Program, WPSAPPE during the period 2011 – 2014. Waltham Public Schools was recently awarded a Carol White Physical Education Program grant and wishes to develop a comprehensive evaluation process, including evaluation design to comply with Government Performance and Results Act (GPRA) and WPSAPPE reporting requirements, data collection and analysis, and reporting schedules. This Request for Proposals focuses on the evaluation component of the comprehensive program being created by the District.

Instructions

INSTRUCTIONS FOR PROPOSERS

1. **READ ALL DOCUMENTS.**

Bidders should familiarize themselves with all the documents contained herein; it is mandatory that all Proposals be in compliance with all the provisions contained in said documents.

2. **FORMS AND ATTACHMENTS.**

Proposals are to be completed on the forms provided ONLY and enclosed in a sealed envelope marked on the outside "PROPOSAL (title)" and the name and address of bidder. Attachments submitted in addition to the Waltham Purchasing Department produced forms may not be considered.

3. **PRINTED OR TYPED RESPONSE.**

All information must be typewritten or printed in ink, including the price the bidder offers in the space as provided on the bid form.

4. **CORRECTIONS.**

Proposals that are submitted containing cross outs, white outs or erasures, will be rejected. All corrections or modifications to the original bid are to be submitted in a separate envelope, properly marked on the outside, "CORRECTION/ MODIFICATION TO BID (title)" and submitted prior to the bid opening.

ALL DOCUMENTS SUBMITTED WITH YOUR RESPONSE WILL BE INCORPORATED INTO THE CONTRACT.

5. **PRICE IS ALL INCLUSIVE.**

Bid prices shall encompass everything necessary for furnishing all items, materials, supplies or services as specified, and in accordance with the specifications, including proper packing, cost of delivery, and in the case of services, completion of same, as per specifications.

6. **PRICE DISCREPANCY.**

In the event of a discrepancy between the Unit Price and the Extension, the Unit Price shall prevail.

7. EXPLANATIONS, EXCEPTIONS

Explanations, exceptions or other information pertinent to the specifications may be made in writing and included in the same envelope with the bid.

8. BID DEPOSITS.

Bid deposits are to be made payable to the City of Waltham. In the event that the successful bidder fails to execute a Contract within (10) days of the receipt of said contract, such security shall be retained by the city as liquidated damages. Unsuccessful bidders' deposits will be returned immediately following the award to said successful bidder.

9. WITHDRAW.

A Bid may be withdrawn by written request prior to the schedule for the Bid Opening. No withdrawals are permitted after the bid opening date and time. Withdrawals after the bid opening date will cause the forfeit of the bid Deposit.

10. AWARD.

Proposals will be awarded not later than (90) ninety days after the scheduled bid opening date, unless otherwise stated, in the specifications. Unless otherwise specified, proposals will be evaluated on the basis of, completeness of your RFP response, responsiveness, responsibility, best price and experience.

11. AWARD CRITERIA.

Qualified and responsive proposals will be evaluated based on criteria outlined in the Scope of service section as well as Price, Technical, and Compliance requirements

12. DISCOUNTS.

Discounts for prompt payments will be considered when making awards.

13. TAX EXEMPT.

Purchases by the City of Waltham is exempt from any Federal, State or Massachusetts Municipal Sales and/or Excise Taxes.

14. SAMPLES.

The City of Waltham may require the submission of samples either before or after the awarding of a contract. Samples are to be submitted, at no charge to the City, so as to ascertain the product's suitability. If specifically stated in the Bid that samples are required, said samples must be submitted with the Bid prior

to the Official Bid Opening. Failure to submit said samples would be cause for rejection of Bid. All samples must be called for and picked up within (30) thirty days of award or said samples will be presumed abandoned and will be disposed of.

15. **ACTIVE VENDOR LIST.**

Vendors who wish to remain on the Active Bid List must either submit a Bid, No Bid, or a letter requesting same, no later than the Official Bid Opening. This is applicable to those vendors who have received the Invitation to Bid.

16. **FUNDS APPROPRIATION.**

THE CONTRACT OBLIGATION ON BEHALF OF THE CITY IS SUBJECT TO PRIOR APPROPRIATION OF MONIES FROM THE GOVERNMENTAL BODY AND AUTHORIZATION BY THE MAYOR.

17. **THE AWARDING AUTHORITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, OR ANY PART OF ANY BID, WHICH IN THE OPINION OF THE AWARDING AUTHORITY, IS IN THE BEST INTERESTS OF THE CITY OF WALTHAM.**

18. **THE TAX ATTESTATION CLAUSE, CERTIFICATION OF NON-COLLUSION AND THE CERTIFICATE OF VOTE AUTHORIZATION,** are required by statute and are an integral part of the Invitation for Bid and must be completed and signed by the person submitting the Bid, or by the person/persons who are officially authorized to do so. Failure to do so may disqualify the bid.

19. **STANDARD OF QUALITY.**

Where, in the specifications, one certain kind, type, catalog number, brand or manufacturer of material is named, it shall be regarded as the required standard of quality. Where two or more are named, these are presumed to be equal and the Bidder may select one or the other. If the Bidder proposes to offer a substitute as an equal, he shall so indicate on the Bid Form, the kind, type, catalog number, brand, or manufacturer of material that is offered as an equal, and describe where it differs from the specifications. Substituted items must be capable of performing all the functions and/or operational features described or indicated in the specifications. Failure to indicate the description of any

substitute item on the Bid will be interpreted to mean that the Bidder will furnish the item or service as specified.

20. MODIFICATION.

No agreement, understanding, alteration or variation of the agreement, terms or provisions herein contained shall bind the parties, hereto unless made and executed in writing by the parties hereto.

21. ASSIGNMENT.

The final payment for work done under this Contract shall be made only after the Contractor has signed a statement under the penalty of perjury, certifying that he has completed the work described in the final estimate. Neither party hereto shall assign this Contract or sublet it in part or as a whole without the prior written consent of the other party hereto. The Contractor shall not assign any sum or sums due or becoming due to him hereunder without the prior written consent of the City.

22. DELIVERIES:

a) The Contractor shall pay all freight and delivery charges. The Waltham Purchasing Department does not pay for shipping and packaging expenses. Items must be delivered as stipulated in the specifications. All deliveries must be made to the inside of city buildings. Sidewalk deliveries will not be accepted. City personnel are not required to assist in the deliveries and contractors are cautioned to notify their shippers that adequate assistance must be provided at the point of delivery, when necessary.

b) All items of furniture must be delivered inside the building, set up, in place and ready for use. Deliveries are to be made between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday, except on holidays.

c) All damaged items, or items which do not comply with specifications will not be accepted and title therefore will not vest to the Waltham Purchasing Department until such items are accepted and signed for, in good order, by the receiving department.

d) The contractor must replace, without further cost to the Waltham Purchasing Department, such damaged or non-complying items before payment will be made.

23. LABELING.

All packages cartons or other containers must be clearly marked with (a) building and room destination; (b) description of contents of item number from specifications; (c) quantity; (d) City of Waltham Purchase Order Number and (e) Vendor's name and order number.

24. GUARANTEES.

Unless otherwise stipulated in the specifications, furniture, equipment and similar durable items shall be guaranteed by the contractor for a period of not less than one year from the date of delivery and acceptance by the receiving department. In addition, the manufacturer's guarantee shall be furnished. Any items provided under this contract which are or become defective during the guarantee period shall be replaced the contractor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The contractor shall make such replacement immediately upon receiving notice from the Purchasing Agent.

25. SINGLE VENDOR.

The Waltham Purchasing Department desires to award a single contract based on the Grand Total Price. However, where applicable, the City reserves the right to make multiple awards on a unit price basis if, in the opinion of the Waltham Purchasing Department, it is in the best interest of theWaltham Purchasing Department.

26. BEST AND FINAL OFFER.

The City of Waltham reserves the right to request best and final offers from one or more bidders. Best and final offer will be exercised should the City of Waltham deem it is in the best interest of theWaltham Purchasing Department in order to obtain the best value.

27. CHANGE ORDERS.

Change orders are not effective until, if, as and when signed by the Mayor and no work is to commence until the change orders are fully executed.

GENERAL CONDITIONS

GENERAL CONDITIONS

1. INFORMATION

All information shall come from the Office of the City Purchasing Agent. The Contractor shall inquire at this office for any information needed. Wherever the words "or equal as approved" are used, it is to be understood that the opinion of the City Purchasing Agent shall govern.

2. SUITS

The Contractor shall assume defense of and shall indemnify and hold the City and its agents harmless from all suits and claims against the City and its sub-contractors arising from the use of any invention, patent right labor or employment, or from any act of omission or neglect of the City, its agents, employees or any subcontractor in performing the work, under this contract.

3. LAWS AND REGULATIONS

The Contractor shall conform to all the applicable rules, regulations, laws and ordinances of the City of Waltham, the Commonwealth of Massachusetts, the United States of America and all agencies having jurisdiction over this contract.

4. PROTECTION OF PROPERTY

The Contractor shall take all proper precautions to protect the City's property from damage and unnecessary inconvenience. Any City property damaged by the Contractor in carrying out the provisions of this contract shall be restored to its original condition, by and at the expense of the Contractor.

5. PROTECTION OF PERSONS

The Contractor shall take all proper precautions to protect persons from injury, unnecessary inconvenience, and shall be responsible for his failure to do so. The Contractor agrees to hold the City harmless from any and all liabilities of every nature and description, which may be suffered through bodily injury, including death, to any person, by reason of negligence of the Contractor, his agents or employees, or any subcontractor.

6. **CONTRACT DURATION.**

This contract is for a period of three (3) years. The first year begins with the date of the Mayor's signature and ends one year later. The Contract maybe renewable at the discretion of the City of Waltham for an additional one (1) one-year period beyond the initial three year term.

7. **INSURANCE**

A. **WORKMAN'S COMPENSATION:** The Contractor shall provide by insurance for the payment of compensation and furnishing of other benefits under Chapter 152 of the General Laws of the Commonwealth of Massachusetts to all persons to be employed under this contract, the premiums for which shall be paid by the Contractor.

B. **COMPREHENSIVE GENERAL LIABILITY**

Bodily Injury:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate
Property Damage:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate

C. **AUTOMOBILE (VEHICLE) LIABILITY**

Bodily Injury	\$2,000,000 Each Occurrence
Property Damage	\$1,000,000 Aggregate

D. **UMBRELLA POLICY**

General liability	\$1,000,000
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Your bid response must include a Certificate of Insurance with the above limits as a minimum. In addition, the Certificate of Insurance must have the following text contained in the bottom left box of the Certificate: "The City of Waltham is named Additional Insured for General Liability". The

Certificate of Insurance must be mailed directly to:

Office of the Purchasing Agent
Purchasing Department
City of Waltham
610 Main Street
Waltham, MA 02452

8. **PERSONNEL:**

The Contractor shall employ a competent supervisor and all properly licensed personnel necessary to perform the services required in this contract. The City Purchasing Agent shall have the right to require the Contractor to remove and/or replace any of the personnel for nonperformance or for unprofessional behavior. The City Purchasing Agent may require the Contractor to submit a weekly performance record of the areas and of the work performed, on forms approved by the City Purchasing Agent. The Contractor or his supervisor shall be available to inspect such work as required by the City Purchasing Agent.

9. **MATERIALS**

The City or its Agent reserves the right to approve or reject any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any rejected supplies, materials or equipment, to the satisfaction of the City or its Agents.

10. **TERMINATION OF CONTRACT**

This contract may be terminated by the City upon deliverance to the Contractor of a five-day written notice of said termination.

11. **CONTRACT OBLIGATIONS**

Contract obligations on behalf of the City are subject to an annual appropriation to cover the contract obligation.

12. **BIDDER EXPERIENCE EVALUATION**

Each bidder shall submit with his bid, all the information relative to their experience and qualifications in performing the work required under this contract and shall have been in business for a minimum of five (5) years, in order for their bid to be considered.

15. **NOT-TO-EXCEED AMOUNT**

The bid amount proposed in your company's response is a "not-to- Exceed" amount unless the City makes changes, in writing, to the scope of work to be performed. The Change Order must be signed and approved by the City's Purchasing Agent, City Auditor, Law Department and the Mayor prior to the

commencement of the change order work. No work is to begin until the proper approvals have been obtained. A change order will be priced at the unit price. Failure to comply with this procedure will result in the cancellation of the contract and the non-payment of services provided

16. FINANCIAL STATEMENTS.

The City may require, within five (5) days after the bid opening, a complete and detailed Financial Statement prepared by a Certified Public Account, to determine a bidder's financial stability.

17 BREACH OF CONTRACT/ NON PERFORMANCE

If the Contractor shall provide services in a manner, which is not to the satisfaction of the City, the City may request that the Contractor refurnish services at no additional cost to the City until approved by the City. If the Contractor shall fail to provide services, which are satisfactory to the City, the City in the alternative may make any reasonable purchase or Contract to purchase services in substitution for those due from the Contractor. The City may deduct the cost of any substitute Contract for nonperformance of services together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Contractor. If the damages sustained by the City exceed sums due or to become due, the Contractor shall pay the difference to the City upon demand. The Contractor shall not be liable for any damages sustained by the City due to the Contractor's failure to furnish services under the terms of this Contract if such failure is in fact caused by the occurrence of a contingency the nonoccurrence of which was a basic assumption under which this Contract was made, including a state of war, embargoes, expropriation of labor strike or any unanticipated federal, state or municipal governmental regulation of order, provided that the Contractor has notified the City in writing of such cause within seven (7) days after its occurrence.

18 RIGHT TO AUDIT

The City of Waltham has the right to review and audit documents related to this contract. This right extends to any subcontractor, supplier or other entity used by the prime contractor to fulfill the obligations under this contract.

19. **CITY ORDINANCE. APPROVAL OF CONTRACTS BY MAYOR, SEC. 3-12 OF THE CITY ORDINANCES.**

All contract made by any department, board or commission where the amount involved is two thousand dollars (\$2,000) or more shall be in writing, and no such contract shall be deemed to have been made or executed until the approval of the Mayor is affixed thereto. Any construction contract shall, and all other contracts may, where the contract exceed five thousand dollars (\$5,000) be required to be accompanied by a bond with sureties satisfactory to the Mayor.

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

Specifications/Scope of Service

Scope of Services

All quotes must meet or exceed the requirements of this Request for Proposal (RFP). Any responses that do not meet the requirements will be rejected. The successful service provider is required to: (1) meet with key informants once the grant is awarded to mutually discuss how the evaluation will be conducted, (2) make on-site visits to collect and analyze evaluation data according to grant evaluation schedule, (3) monitor grant activities according to the grant proposal, (5) conduct data collection through such methods as focus groups, interviews, observations, surveys, and statistical analysis, (6) prepare for and assist in program audits and on-site technical visits, (7) complete evaluation reports as required by the government, and (8) provide ongoing feedback to key program staff to ensure continuous quality improvement.

PEP GPRA measures include:

1. The percentage of students served by the grant who engage in 60 minutes of daily physical activity (measured with pedometers and activity logs);
2. The percentage of students served by the grant who achieve age-appropriate cardiovascular fitness levels (measured by 20 meter shuttle runs);
3. The percentage of students served by the grant who consume fruit two or more times per day and vegetables three or more times per day (measured with surveys – YRBS).

Additional WPSAPPE Goals include:

Goal 1: Students will adopt healthy lifestyle choices in and out of school.

Goal 2: Students will increase physical activity by gaining access to in-school and out of school time opportunities to be active.

Goal 3: Students will learn healthy ways to decrease BMI, increase self-esteem, develop healthy self-image and gain problem-solving skills.

Goal 4: Students will achieve and maintain a health-enhancing level of physical fitness.

Tentative evaluation schedule as follows:

January 2012: Create evaluation plan; baseline GPRA analysis and report;

February 2012: Conduct GPRA Evaluation 1; Develop WPSAPPE outcomes evaluation plan, including logic model, indicators, and evaluation tools;

March 2012: GPRA Evaluation 1 analysis and report;

April 2012: Implement WPSAPPE outcomes evaluation plan.

May 2012: Conduct GPRA Evaluation 2;

June 2012: GPRA Evaluation 2 analysis and report; WPSAPPE outcomes evaluation of spring programs.

July 2012: Mid year review of all PEP components; improvement plan for Year 2 developed. Begin DOE Year 1 report (in partnership with Project Director)

August 2012: Conduct GPRA Evaluation 3. Complete and submit DOE Year 1 report.

September: GPRA 3 analysis and report; WPSAPPE analysis and report; Conduct GPRA Evaluation 4.

October 2012: Year 1 analysis and report.

Contact

Any questions regarding this RFP should be directed by e-mail only to:

Joseph Pedulla, Chief Procurement Officer, City of Waltham Purchasing Department 610 Main Street, Waltham, MA 02452. E-mail address: jpedulla@city.waltham.ma.us

Bid Opening

Sealed proposals for grant evaluation services will be entertained through **December 19, 2011 at 2 PM** at which time the award will be made to one or more firms or consultants. Any proposals received after this date and time will not be entertained. Send all proposals by registered or certified mail that requires a receipt to: Joseph Pedulla, Chief Procurement Officer, City of Waltham Purchasing Department 610 Main Street, Waltham, MA 02452 or hand deliver to the receptionist no later than **December 19, 2011 at 2 PM**. No telephone calls, please.

Qualifications for Vendor

It is anticipated that there may be varying levels of bachelor's degree, master's degree, and Ph.D.-holding staff involved in this project. However, the professional who oversees each evaluation must have a Ph.D. from an accredited college or university and a minimum of five years of qualified evaluation experience.

Rating of Proposals

The following criteria will be used to rate each response to this RFP.

1. Years the consultant or firm has been evaluating grants (**up to 20 points**). The District is most interested in working with a firm, organization, or consultant that has been conducting grant evaluations for at least five years and has a solid history in this field. Please outline your history of conducting evaluations as a consultant or firm (limit to no more than one single-

spaced page). Include any websites that describe your history, services, and other related information that will be helpful in evaluating your experience.

2. Number of grants the firm or consultant has evaluated (**up to 20 points**). The District seeks to engage firms or consultants that have significant experience in evaluating grant programs. It is the District's hypothesis that the more grants a consultant or firm has evaluated, the higher the quality the evaluations and services will be in the future for the District. Include a list of grants for which your organization or consultant served as the principal evaluator or assistant evaluator. Separate the grant programs into two lists: those instances where the firm or you as a consultant served as the principal evaluator and those instances where the evaluator assisted in the evaluation of grant programs. (Limit to no more than five pages).
3. Experience in evaluating educational and school district grant proposals (**up to 15 points**). The District is most interested in working with a consultant or firm that has significant experience and knowledge about how school districts, schools, and physical education programs operate. Bidders should include at least three letters of reference from school principals, district office assistant superintendents, or superintendents where the evaluator has conducted evaluations of educational programs (not to exceed three pages).
4. Formal education and other experience of evaluation staff (**up to 15 points**). Please attach résumés for each evaluation staff member who will work with the District on evaluation projects (not to exceed five professionals. Limit to no more than fifteen pages). The District understands that staff may vary for each project.
5. Cost of evaluation (**up to 10 points**). Though quality is our primary focus, we also want to be cost-conscious. Our goal is to secure the highest quality of services at a reasonable price. Responders may indicate per hour fees or a certain percentage of the grant funds that they will charge for evaluations. Please outline any other additional costs such as travel, supplies, long distance, indirect costs, etc. that the evaluation firm may charge the District. While not required, the District is most interested in seeing this information as a set fee for grants (if at all possible) so the District clearly knows the billing methods for any consultant or organization. The District understands that evaluation fees may vary according to the complexity of the grant, number of schools and coalition districts that are involved in the program, evaluation requirements, reporting mandates, quality of staff involved in the project, etc. If indirect costs will be included in the proposal, include a federally approved indirect cost summary sheet and add the costs into the overall bid. List all costs (i.e., salaries, fringe, supplies, equipment, travel, etc.) associated with conducting an evaluation, although it is not required that responders list a dollar value for each category. (Maximum length of this section shall not exceed three pages).

6. Description of the firm's or consultant's philosophy of evaluation (**up to 20 points**). Please describe the consultant's or organization's philosophy on: how a quality evaluation should be conducted during the stages of grants development; creating the evaluation section of the grant proposal; how the grant writer and evaluator should work together in the grant proposal stage; preparing for early meetings with key stakeholders and decision-makers; providing ongoing communications with the project director and other key informants (such as task forces, committees, and district or school personnel); how the firm will provide guidance for course corrections when the program is deviating from the original grant proposal; how evaluation reports will be developed in collaboration with key decision-makers prior to submission to the funding source; the methods the firm uses to resolve problems; filtering problems or concerns observed to key decision-makers; sharing of practices of excellence; minimum requirements for visits and documentation; sustainability of the program; concluding the program's evaluation activities; and other relevant information.

Compliance

(Required Documents.)

Compliance

The compliance documents in this section must be completed, signed and returned **with your bid package**.

Purchasing Department

City of Waltham

610 Main Street

Waltham, MA 02452

Failure to submit the completed documents will cause the disqualification of the proposal.

Section Index

	Check when Complete
• Non-collusion form and Tax Compliance form.....	_____
• Corporation Identification Form.....	_____
• Certificate of Vote Authorization.....	_____
• CORI background Check	_____
• Certificate of Insurance (showing all limits of WC &GL).....	_____
• Three (3) References.....	_____
• Debarment Certificate	_____

Your Company's Name: _____

Service or Product Bid _____

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.

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)

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.

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: _____

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

CORI CHECK VERIFICATION

NOTICE TO ALL CONTRACTORS

ALL CONTRACTORS AWARDED A CONTRACT MUST PROVIDE THE WALTHAM PURCHASING DEPARTMENT WRITTEN CONFIRMATION OF ITS FULL COMPLIANCE WITH M.G.L. CHAPTER 71, SECTION 38R, WHICH REQUIRES CORI CHECKS FOR ALL SCHOOL EMPLOYEES AND VOLUNTEERS, AS WELL AS ANY AND ALL CONTRACTORS OF ANY KIND, OR LABORERS WHO PERFORM WORK ON SCHOOL GROUNDS, AND WHO MAY HAVE DIRECT AND UNMONITORED CONTACT WITH CHILDREN PLEASE SIGN BELOW TO INDICATE THAT THE ABOVE MASSACHUSETTS GENERAL LAW HAS BEEN ADDRESSED BY YOUR COMPANY.

PLEASE SIGN BELOW TO INDICATE THAT THE ABOVE MASSACHUSETTS GENERAL LAW HAS BEEN ADDRESSED BY YOUR COMPANY

COMPANY NAME: _____

ADDRESS: _____

Signature _____, Date _____

Print Name _____, Title _____

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.

PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES

1. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

2. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

3. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.

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 _____

BID PRICE FORM

(Follows)

My company proposes to provide the services as described within this solicitation for the **ALL INCLUSIVE AND NOT TO EXCEED YEARLY AMOUNT OF:**

\$ _____ per year
(In numbers)

_____ per year
(In Words)

Company's Name: _____

Authorized Signature: _____

Print Name: _____

Date: _____