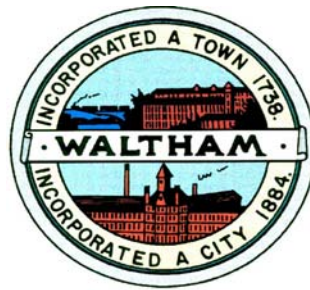


The City of Waltham



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

GREASE TRAP INSPECTIONS, 2016

The bid opening will be held: 10 AM Wednesday April 6, 2016

Table of Contents:

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Invitation to Bid

The City of Waltham
Purchasing Department

REQUEST FOR QUOTATION (RFQ)

Under the rules of M.G.L. Chapter 30B The Purchasing Department of the City of Waltham hereby requests sealed bids for:

GREASE TRAP INSPECTIONS

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

10 AM Wednesday April 6, 2016

At which time and place the bids 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/open-bids

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

BID FOR: [Grease](#) Trap Inspections, 2016

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

The City of Waltham wishes to enter in an agreement with a qualified company who will conduct, prepare and inspect existing grease traps in over 300 food service establishments throughout the City.

AGREEMENT

CITY OF WALTHAM

ARTICLE 1. This agreement, made this _____ day of _____, 2016 by and between the CITY OF WALTHAM, party of the first part, hereinafter called the CITY, by its MAYOR, and

hereinafter called the CONTRACTOR.

ARTICLE 2. Witnesseth, that the parties to this agreement, each in consideration of the agreement on the part of the others herein contained, do hereby agree, the CITY OF WALTHAM for itself, and said contractor for his heirs, executors, administrators and assigns as follows:

To furnish all equipment, machinery, tools and labor, to furnish and deliver all materials required to be furnished (except as otherwise specified) and deliver in and about the project and to do and perform all work in strict conformity with the provisions of this Contract and of the Notice to Bidders, bid, Project Manual, and Drawings hereto annexed. The said Notice to Bidders, bid, Project Manual, and Drawings are hereby made a part of this contract as fully and to the same effect as if the same had been set forth at length and incorporated in the contracts.

ARTICLE 3. In consideration of the foregoing premises the CITY agrees to pay and the CONTRACTOR agrees to receive as full compensation for everything furnished and done by the CONTRACTOR under this contract, including all work required by not included in the items herein mentioned, and also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of the work specified, and for well and faithfully completing the work, and the whole thereof, as herein provided, such prices as are set forth in the accompanying bid.

This Agreement entered into as of the day and year first written above.

CITY OF WALTHAM, MASSACHUSETTS

FOR THE CITY

Jeannette A. McCarthy, MAYOR,
City of Waltham
Date: _____

John B. Cervone, City Solicitor
Date: _____
APPROVED AS TO FORM ONLY

Stephen Casazza, City Engineer
Date: _____

Joseph Pedulla, Purchasing Agent
Date: _____

Paul Centofanti, Auditor
Date: _____

I CERTIFY THAT SUFFICIENT FUNDS
ARE AVAILABLE FOR THIS CONTRACT

FOR THE COMPANY

CONTRACTOR (Signature),
Date: _____

Company

Address

Instructions

INSTRUCTIONS FOR BIDDERS

1. READ ALL DOCUMENTS.

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

2. FORMS AND ATTACHMENTS.

Bids are to be completed on the forms provided **ONLY** and enclosed in a sealed envelope marked on the outside "BID (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.

Bids 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. EXCEPTIONS

No Exceptions will be acceptable to the City. The City's intent is to purchase precisely what is specified in the document. Only equal or better grade specifications shall be considered by the City.

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.

Bids will be awarded not later than (90) ninety days after the scheduled bid opening date, unless otherwise stated, in the specifications. Unless otherwise specified, bids 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 the following rating, which will apply to all Price, Technical, and Compliance requirements.

12. DISCOUNTS.

Discounts for prompt payments, based on City Pay Day, 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 *(if applicable)*.

The Waltham Purchasing Department 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 BIDS, 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 CORPORATION INFORMATION, 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.

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. STABILITY of AGREEMENT *(if applicable)*:

Section 1. The failure of the City or the Union to insist, in any one or more incidents, upon performance of any of the terms or conditions of this Agreement shall not be considered as a waiver or relinquishment of the rights of the City or of the Union to future performance of any such term or condition and the obligations of the Union or of the City to such future performance shall continue in full force and effect.

Section 2. The provisions of this Agreement supersede any conflicting or inconsistent rule, regulation, ordinance or order promulgated by the City.

Section 3. Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation of such part or portion of this agreement shall not invalidate the remaining portions hereof and the remaining parts of provisions shall remain in full force and effect.

23. DELIVERIES *(if applicable)*:

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.

24. LABELING *(if applicable).*

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.

25. 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.

26. 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 the Waltham Purchasing Department.

27. BEST AND FINAL OFFER.

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

28. 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.

29. BID OPENING INCLEMENT WEATHER

If, at the time of the originally scheduled bid opening, City Hall is closed to inclement weather or another unforeseeable event, the bid opening will be extended until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.

30. TIE BREAK

In the event of a tie where both vendors were responsive and responsible the vendors with a tie agree to a coin toss to determine the winner. The Coin toss will be executed in the presence of both vendors and a witness from the Purchasing Office. The coin will be flipped by the Chief Procurement Officer in the presence of the two bidders. A written record of the process you used, including the results and the names of those participating. The low bidders shall sign an agreement stating that they will abide by the results of the tie breaker. As an alternative, you may allow for a "second round" between the tied vendors

GENERAL CONDITIONS

GENERAL CONDITIONS

1. INFORMATION

All information shall come from the Office of the City 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 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 them arising from the use of any invention, patent right labor or employment, or from any act of omission or neglect of the Contractor, his 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 United States of America and all agencies having jurisdiction.

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 the period of one year beginning on the date first placed by the Mayor's signature.

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 \$2,000,000

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 a named additional insured for all insurances under the contract, excluding Automobile and Workers Compensation coverage"*. **Failure by the contractor to provide a current and updated insurance policy, during the entire duration of the contract, may result in additional legal 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
General liability

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 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 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 Agent. The Contractor or his supervisor shall be available to inspect such work as required by the City Purchasing Agent.

9. MATERIALS *(if applicable)*

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 CPO PRIOR to the commencement of the change order work. 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

TheWaltham Purchasing Department 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.

20. **ACTIVE REPARATION CLAIMS**

Does your company or any of its Principals have an active reparation Claim with the City. A claim is any demand by a contract for the payment of disputed invoices, payment penalties, labor disputes, interest, etc. YES _____, NO _____ (*circle or check applicable*). If YES Please explain the nature of the claim, date of the claim and City Department

(Add an additional page if necessary)

21. **THE CITY OF WALTHAM EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

The City of Waltham is committed to a policy of equal employment opportunity and to a program of affirmative action in order to fulfill that policy. The City will accordingly recruit and hire into all positions the most qualified persons in light of job-related requirements, and applicants and employees shall be treated in employment matters without regard to unlawful criteria including race, color, religion, ancestry, national origin, sex, sexual orientation, disability, age, positive HIV-related blood test results, status as a disabled or Vietnam Era Veteran, genetic information, or gender identity or expression, as these terms are defined under applicable law, or any other factor or characteristic protected by law.

In addition, The City of Waltham recognizes that discriminatory harassment and sexual harassment are forms of unlawful discrimination, and it is, therefore, the policy of the City of Waltham that discriminatory harassment and sexual harassment will not be tolerated. The City of Waltham also prohibits unlawful harassment on the basis of other characteristics protected by law.

Further, employees and applicants will not be subjected to harassment or retaliation because they have engaged in or may engage in the following: filing a complaint or assisting or participating in an investigation regarding alleged discrimination or

harassment as prohibited in the policy statement above; filing a complaint or assisting or participating in an investigation, compliance evaluation, or any other activity related to the administration of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 ("VEVRAA"), Section 503 of the Rehabilitation Act of 1973 ("Rehabilitation Act"), or the Affirmative Action provisions of federal, state or local law; opposing any act or practice made unlawful by VEVRAA requiring equal employment opportunities for individuals with disabilities, disabled veterans, or veterans of the Vietnam Era; or exercising any rights under VEVRAA or the Rehabilitation Act.

Sources: Titles VI and VII of the Civil Rights Act of 1964; the Immigration Reform and Control Act of 1986; Title IX of the Education Amendments of 1972; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246 as amended; The Genetic Information Nondiscrimination Act of 2008 and such other federal, state and local non-discrimination laws as may apply.

22. BUY RECYCLING REQUIREMENTS

The City of Waltham's Buy Recycling Procedure follows the EPA's Comprehensive Procurement Guideline (CPG) program **promoting the use of materials recovered from solid waste. Buying recycled-content products ensures that the materials collected in recycling programs will be used again in the manufacturing of new products. The City requires that the purchase of products and material supplied by subcontractors originate, as often as practical, from the recycling of previously used materials.**

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 Services – Grease Trap Inspections

1. Prepare for and inspect existing grease traps and interceptors at up to 300 food service and other establishments. In general the inspections will include the following
 - a. Verify owner/occupant and facility information
 - b. Inspect Grease Management systems:
 - Internal Grease Traps: Open Traps (where accessible); estimate grease/solids layers; Inspect grease trap components; ensure drainage hose is connected to waste grease reservoir
 - External Grease Interceptors: Open manhole covers, inspect sample tee for signs of grease, estimate grease and solids layers
 - c. Review maintenance records
 - d. Review findings with contact person, provide handouts and respond to questions
 - e. Document the results of the inspection on the City’s existing Grease Control Log Form
 - f. Provide a spreadsheet summarizing the findings of the inspections
2. Provide one copy of the Grease Control Log Form completed for the project.

The City of Waltham will provide the following to facilitate work:

1. Pre-arranged authorization for the contractor’s field staff to enter each of the food service establishments to perform the grease trap inspections. Contractor will contact owner/occupant to make appointments and/or other prior arrangements, with the assumption that entry will be granted upon arrival.
2. An Excel spreadsheet of the existing information with current food establishments to be inspected, as well as the type/nature of these facilities and any data available from prior inspections.
3. A copy of the inspection form utilized by the City when performing prior grease trap inspections so that contractor’s inspectors gather similar data.

Schedule of Work

Work will commence once a purchase order has been issued by the city of Waltham. Inspections will be completed by the date established by the Engineering Department. Reports and data, as described above, will be transmitted to the City within 30 days of completing the inspections.

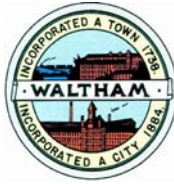
Fee

The estimated hours to complete this work is

300 hours - Field work	Rate _____/hour x 300 hours = _____
15 hours – Project Management	Rate _____/hour x 15 hours = _____
10 hours - Administration	Rate _____/hour x 10 hours = _____
Total	_____

Please provide an hourly rate that includes all expenses. Please note that prices must encompass everything necessary for furnishing all items, materials, supplies or services, travel communication, reproduction overhead, profit, packing, cost of delivery, etc., and in the case of services, completion of same, as per specifications.

CITY OF WALTHAM
 Engineering Department
 Office of the City Engineer



Stephen Casazza, P.E.
 City Engineer and Director

GREASE CONTROL LOG FORM

Failure to maintain this log shall result in violation of City of Waltham Ordinances and your facility will be subject to the non-criminal disposition.				
<i>This log must be available for viewing by Engineering personnel at all times.</i>				
Name of Business:		Address:		
Name of Owner:		Contact:		
		Phone Number:		
		Email Address:		
Date:		Inspector:		
Number of Traps:		How Often Cleaned:		
Trap #1 Trap Size:		Manufacturer & Model #:		
Date Installed:		Location: (describe)		Outside Inside
Trap #2 Trap Size:		Manufacturer & Model #:		
Date Installed:		Location: (describe)		Outside Inside
Trap #3 Trap Size:		Manufacturer & Model #:		
Date Installed:		Location: (describe)		Outside Inside
CLEANING LOG				
Date	Who Removed Grease	Amount	Signature	W-S-D

Please attach another sheet if there are more than three grease traps.

WALTHAM, MASSACHUSETTS
GREASE TRAP INSPECTION SUMMARY

This is not a final listing. the food services facilities constantly change with new ones added and old ones deleted. THIS IS ONLY A SAMPLE

ID	Date	No.	Street	Name of Facility	Trap #	Days	Comments
1		34	Alder Street	Salvation Army Kitchen	unk		New on list
2		140	Beal Road	Fitzgerald Elementary School	2	360/720	
3		155	Bear Hill Road	Uno's Chicago Grill	2	30/90	
4		704	Beaver Street	Dorothy Francis Home	unk		New on list
5		785	Beaver Street	Chapel Hill/Chauncy Hall School	2	30	
6		3	Carter Street	Biagio Express	2	30	Formerly Mimi's Roast Beef
7		99	Cedar Street	Sons of Italy Hall	2	90	
8		24	Charles Street	Taqueria Mexico	1	30	
9		62	Church Street	Mary's House (Shelter)	unk		New on list
10		75	Church Street	McDevitt Middle School	2	360/720	
11	Vacant	9	Cooper Street	Marcellino Restaurant - closed	1	30	Closed late December 2015?
12		10	Crescent Street	Karibu Restaurant	1	60	
13		287	Crescent Street	Crescent Suites Hotel	1	90	
14		169	Elm Street	Creative Start Child Care Center	unk		New on list
15		193	Elm Street	French American Victory Club	1	90	
16		39	Emerson Road	Gracies Kitchen (Catering/Take out)	1	14/90	
17		20	Exchange Street	Boys & Girls Club	1	30	
18		20	Farnsworth Avenue	Plympton Elementary School	2	360/720	
19		16	Felton Street	Community Day Center of Waltham (upstairs)	unk		New on list
20		16	Felton Street	Brelundi Italian Ready Meals (downstairs)	unk		New on list
21		139	Felton Street	Cruz Market	1	30	
22	Vacant	210	Felton Street	Vacant	N/A	N/A	No longer any kitchen
23		200	Fifth Avenue	Epicurian Feast Café	1	90	
24		400	Fifth Avenue	Corporate Chefs @ Prospect Cor. Café	1	90	
25		175	Forest Street	Bentley College - LaCava Bldg - Basement	1	30	
26		175	Forest Street	Bentley College - LaCava Bldg - Kitchen	1	180	
27		175	Forest Street	Bentley College - LaCava Bldg - Under Sink	1	180	
28		175	Forest Street	Bentley College - Student Center - dock	1	30	
29		175	Forest Street	Bentley College - Student Center - In Floor	1	30	
30		175	Forest Street	Bentley College - Student Center - Behind Counter	1	180	
31		175	Forest Street	Bentley College - Library - Bagel Restaurant	1	180	
32		175	Forest Street	Bentley College - Dana Center/Gym	1	180	
33		175	Forest Street	Bentley College - Collins/Dunkins	1	60	
34		333	Forest Street	Gann Academy (Jewish High School)	2	90/90	

ID	Date	No.	Street	Name of Facility	Trap #	Days	Comments
35		385	Forest Street	Veterans Fields (Waltham Recreation)	1	180	Official Address is 424 Trapelo Road
36		16	Fountain Street	Manero Catering	2	60/60	
37		32	Fourth Avenue	Extended Stay America Hotel #9846	N/A		Extended stay hotel; check floor drain
38		52	Fourth Avenue	Extended Stay America Hotel #9667	unk		Extended stay hotel; Check Kitchen for traps
39		54	Fourth Avenue	Hyatt House Hotel	1	90	
40		77	Fourth Avenue	Café (City Point)	2	90/365	
41		35	Gatehouse Drive	Astra Zeneca (Flik Int'l)	1	30	
42		45	Georgian Road	Cambridge School of Weston	2	90/90	
43		121	Hammond Street	Fulcinitis	1	30	
44		21	Hickory Drive	Rita's	1	60	
45		60	Hickory Drive	Converge/Nexdine Café	unk		New on list
46		220	High Street	Antonia's Sub Shop	unk		New on list
47		223	High Street	Paisano Restaurant	1	7	
48		9	Hope Avenue	Childrens Hospital @ Waltham	1	30	
49		201	Jones Road	Rita's Café	2	180/360	
50		227	Lake Street	B&F Pizza	1	30	
51		33	Lexington Street	Kiwaz	1	7	
52		35-37	Lexington Street	Despensa Familiar Market	unk		New on list (check for traps)
53		47	Lexington Street	NY Deli & Pizzeria	2	30	
54		130	Lexington Street	Dunkin Donuts	2	90/360	
55		146	Lexington Street	Demo's	2	30/180	
56		168	Lexington Street	Waltham Pizza	1	30	
57		205	Lexington Street	Dominos	1	30	
58	Vacant	249	Lexington Street	City Streets Restaurant - Closed 10-2015	n/a	30	Closed moved to 411 Waverley Oaks Road
59		554	Lexington Street	Stigmatine Fathers Espousal and Retreat Center	2	90	
60		617	Lexington Street	Waltham High School	2	360	
61		655	Lexington Street	John F. Kennedy Middle School	2	360/720	
62		822	Lexington Street	Burger King	2	90/90	
63		876	Lexington Street	Dunkin Donuts	1	30	
64		878	Lexington Street	Grassfield's Restaurant	1	30	
65		1018	Lexington Street	Papa Gino's	1	30	
66		1070	Lexington Street	Star Market	7	30/90	
67		1077	Lexington Street	Subway	unk		New
68		1099	Lexington Street	Boston Market	1	21	
69		1100	Lexington Street	Panera Bread	1	60	
70		1105	Lexington Street	Glen Meadow Condominiums	1	30	

ID	Date	No.	Street	Name of Facility	Trap #	Days	Comments
71		1110	Lexington Street	McDonalds	1	30	
72		1111	Lexington Street	Friendly's	1	30	
73		494	Lincoln Street	MacArthur Elementary School	2	360/720	
74		495	Lincoln Street	Pizzi Farms	1	180	
75		590	Lincoln Street	Café (Hobbs Brook Mgmt)	1	60	Contact John Shea 781-389-1300.
76		610	Lincoln Street	Café (Hobbs Brook Mgmt)	2	60/360	Contact John Shea 781-389-1300.
77		53	Linden Street	Dunkin Donuts	1	30	
78		185	Lyman Street	Lyman Estate	1	90	
79		39	Main Street	John Brewers Restaurant	1	14	
80		488	Main Street	William Stanley Senior Center	1	90	
81		501	Main Street	KFC Restaurant	2	30/30	
82		504	Main Street	Campania Restaurant	2	7	
83		507	Main Street	Wilson's Diner	2	30/30	
84		573	Main Street	Bldg.#573 - Asia Wok	3	14	
85		573	Main Street	Bldg.#573 - Via Latina	1	30	
86		603	Main Street	Common Café	1	90	
87		610	Main Street	Waltham City Hall	1	185	
88		617	Main Street	SusiYasu	3	7	
89		619	Main Street	The Waltham Sports Pub	2	30/30	New Business in Fall of 2015
90		655	Main Street	Leo's Place	1	30	Inspect
91		659	Main Street	Baan Thai	2	30	
92		663	Main Street	Gustazo Cuban Restaurant	1	30	Inspect
93		677	Main Street	Café on the Common	1	30	
94		789	Main Street	McDonalds	2	90/7	
95		805	Main Street	Josephs Two Restaurant	1	30	
96		806	Main Street	Wendy's	2	30/90	
97		831	Main Street	Moe's Southwest Grill	1	30/45	
98		835	Main Street	Mu Lan	2	7	
99		837	Main Street	Mu Lan	1	30	Mulan took over Arcadia Restaurant Space next door
100		841	Main Street	Mad Raven	1	30	
101		849	Main Street	Joe Sent Me	1	30	
102		859	Main Street	Dunkin Donuts	1	30	
103		864	Main Street	Absolutely Asia Restaurant	2	30	
104		869	Main Street	Subway	1	90	
105		873	Main Street	Anna's Pizza House	1	30	

ID	Date	No.	Street	Name of Facility	Trap #	Days	Comments
106		888	Main Street	Il Capriccio	1	30	
107		889	Main Street	Lena's Pizza and Subs	1	30	
108		894	Main Street	Gordon's Fine Wines & Liquors	1	90	
109		895	Main Street	Sabatino's Italian Kitchen	1	7	
110		912	Main Street	Bits and Bites Café	1	30	
111		922	Main Street	Jin's House (Hon Dynasty)	2	30	
112		987	Main Street	Domenic's Italian Bakery & Café	1	7	
113		1030	Main Street	Five Guys Burgers & Fries	1	90	
114		1030	Main Street	Chipotle Mexican Grill	1	90	
115		1030	Main Street	Panera Bread	2	30/180	
116		1056	Main Street	Café Angelino's	1	30	
117		1075	Main Street	Bank of America - Cricket Café	1	90	
118		1250	Main Street	Steve's Pizza	1	30	
119		1440	Main Street	Bear Hill Café & Deli - 1440 Café	1	14	
120		15	Market Place Drive	Starbucks	2	90	Inspect
121		56	Market Place Drive	Not Your Average Joe's	2	30/30	New to list
122		70	Market Place Drive	Jake & Joes	1	90/90	
123		110	Market Place Drive	Market Basket	6	90	Inspect
124		123	Moody Street	Biago Restaurant	1	30	
125		174	Moody Street	Springwell Inc. (Elder Services)	unk		New to list - Meal Prep Check for traps
126		211	Moody Street	Margarita's Mexican Restaurant	2	21	
127		240	Moody Street	Garcia Brogan's Restaurant (Formerly Skellig)	1	14	
128		248	Moody Street	Alba Mediterraen Market and Bakery	unk		New to list - check for traps
129	Under Constr.	256	Moody Street	Waltham Beer Works - under renovation (Formerly Watch City Brewery)	1	14	Under Construction
130		265	Moody Street	In A Pickle	1	30	
131		273	Moody Street	Guanachapi's	1	30	
132		275	Moody Street	Bison County	1	30	
133		286	Moody Street	Ponzu	2	30	
134		288	Moody Street	Tara	1	30	
135		315	Moody Street	Waltham India Market Bldg.#315	1	14	
136		315	Moody Street	Kabab - Bldg.#315	1	14	
137		336	Moody Street	Bistro 781 (new restaurant)	2	14	
138		342	Moody Street	Playmakers Bar & Grill (Formerly Stadium)	1	90	
139		350	Moody Street	Edible Arrangements	unk		New to list - check for traps
140		359	Moody Street	K 2 Market	1	30	

ID	Date	No.	Street	Name of Facility	Trap #	Days	Comments
141		361	Moody Street	Red Bird Restaurant	2	90	
142		367	Moody Street	Lizzy's Ice Cream	1	30	
143		374	Moody Street	Pho 1 Restaurant (Formerly Tom Can Cook)	2	7	
144		388	Moody Street	Solea Restaurant	1	0	
145		450	Moody Street	Joco's Bar & Kitchen	1	90	
146		457	Moody Street	Pho & Spice	2	30/7	
147		458	Moody Street	Santa Bana (Formerly Bombay Mahal)	1	14	
148		464	Moody Street	Backroom at Moody's (Restaurant)	1	30	
149		467	Moody Street	The Gaff	1	30	
150		468	Moody Street	Moody's Delicatessin & Provisions	1	90	
151		469	Moody Street	Nonna's Italian Restaurant	3	7	
152		474	Moody Street	Tempo	2	7	
153		475	Moody Street	Little India	1	14	
154		482	Moody Street	Guido's Charcol Grill	2	90	
155		484	Moody Street	Amuleto Mexican Table	1	30	
156		487	Moody Street	Tea Leaf	unk		New to list - check for traps
157		489	Moody Street	Antojito's Café	1	14	
158		545	Moody Street	Bristol Lodge Soup Kitchen (Church)	1	120	
159		569	Moody Street	Tiki House	1	30	
160		579	Moody Street	Angelo's House of Pizza	1	30	
161		581	Moody Street	Masao's Kitchen	1	30	
162		585	Moody Street	Mi Terra	1	30	
163		591	Moody Street	Dunkin Donuts	1	60	
164		596	Moody Street	Rendezous	1	90	
165		671	Moody Street	Athens	1	14	
166		677	Moody Street	Dragon Chef	2	14	
167		714	Moody Street	Franco's	1	14	
168		723	Moody Street	Heidi's	1	30	
169		731	Moody Street	Shoppers Café	2	60	
170		881	Moody Street	Burger King	1	30	
171		934	Moody Street	NY Pie Pizza	1	30	
172		21	Newton Street	Leland Home	1	30	
173		66	Newton Street	Marist Hill	1	30	
174		203	Newton Street	Casa D'Italia	unk		New to list - check for traps
175		229	Newton Street	Panela De Barro	1	30	

ID	Date	No.	Street	Name of Facility	Trap #	Days	Comments
176		230	Newton Street	Los Latino Meat Market	1	30	
177		235	Newton Street	Subway	1	30	
178		344	Newton Street	Salgueros Market	unk		New to list - check for traps
179		6	Oak Street	Llos Latinos	1	30	
180		30	Parmenter Road	Whittemore Elementary School	2	180/720	
181		5	Pine Street	Sakura	2	90	
182		11	Pine Street	The Grill	1	90	
183		16	Pine Street	Embassy Cinema	1	90	
184		48	Pine Street	Springwell Inc. (Elder Services)	unk		New to list - Meal Prep Check for traps
185		53	Prospect Street	Tree Top	2	30	
186		55	Prospect Street	Carl's Steak Subs	1	30	
187		137	Prospect Street	Prospect Café & Pizzeria	1	30	
188		179	Prospect Street	Michael J's	unk		New to list - check for traps
189		200	Prospect Street	Nova Biomedical	2	90	
190		70	Putney Lane	Northeast Elementary School	2	360/720	
191		49	River Street	Dunkin Donuts - Bldg. #49	1	30	
192		49	River Street	D'Angelo's - Bldg. #49	1	30	
193		54	River Street	Lily's	2	7	
194		85	River Street	Pini's Pizza	1	30	
195		90	River Street	Subway	1	90	
196		130	River Street	Shaws Supermarket	5	30/90	
197		154	River Street	Guanichapis Bar & Grill	1	14	
198		430	River Street	Rinchon	1	30	
199		100	Robert Treat Paine Drive	Paine Estate (hosts events such as weddings etc)	1	90	
200		55	Russell Street	Hannaford Supermarket	5	30	
201		51	Sawyer Road	Café	1	60	
202		101	School Street	Elks Hall	1	180	
203		195	School Street	Chateau Restaurant	6	21-30	Double check on # traps
204		52	Second Avenue	Corporate Chefs Café	1	90	
205		71	Second Avenue	Costco	8	30/180	
206		266	Second Avenue	Café	1	30	
207		275	Second Avenue	Waltham Place Café	1	30	
208		66	Seyon Street	BJ's Store	7	45	
209		126	Smith Street	Waltham Crossing	1	90	
210		110	South Street	99 Restaurant	2	30/90	

ID	Date	No.	Street	Name of Facility	Trap #	Days	Comments
211		250	South Street	Wm Stanley Elementary School	2	360	
212		415	South Street	Brandeis - Shapiro - Bagel	1	120	
213		415	South Street	Brandeis - Sherman - Kitchen	1	120	
214		415	South Street	Brandeis - Sherman - Dock	1	120	
215		415	South Street	Brandeis - USDAN - Basement	1	120	
216		415	South Street	Brandeis - USDAN - Quiznos	1	120	
217		415	South Street	Brandeis - Faculty - On Floor	1	120	
218		415	South Street	Brandeis - Faculty - In Floor	1	120	
219		415	South Street	Brandeis - Village - POD	1	180	
220		415	South Street	Brandeis - Library - Farber	1	180	
221		559	South Street	Cappy's Pizza	1	30	
222		580	South Street	Prime Deli	1	30	
223		800	South Street	Watermill Café	1	30	
224		36	Spruce Street	Waltham Fresh Fish & Prime Market	1	30	
225		40	Sylvan Road	Café - National Grid	2	90/180	
226		60	Sylvan Road	Café - Verizon	1	90	Check to see if any Café at 50 Sylvan Road
227		28	Thayer Road	OMG Bagel	1	7	
228		70	Third Avenue	Westin Hotel	2	30/30	
229		75	Third Avenue	D'Angelo's - Bldg. #75	1	90	
230		75	Third Avenue	Dunkin Donuts - Bldg. #75	1	30	
231		99	Third Avenue	Bonefish Grill	unk		new
232		99	Third Avenue	Osteria Posto	unk		new
233	Under Constr.	99	Third Avenue	Not Open Yet - Tenancy not finalized per Bldg Dpt			new
234		230	Third Avenue	Rebecca's Café	1	90	
235		61	Tomlin Street	Highland Variety	1	365	
236		295	Totten Pond Road	Veteran's Rink (Waltham Recreation)	1	180	
237		410	Totten Pond Road	Rebecca's Café	1	90	
238		450	Totten Pond Road	Hilton Garden Inn	1	30	
239		455	Totten Pond Road	Naked Fish - Bldg.#455	1	30	
240		455	Totten Pond Road	Home Suites Inn - Bldg.#455	1	90	
241		460	Totten Pond Road	Rebecca's Café	1	90	

ID	Date	No.	Street	Name of Facility	Trap #	Days	Comments
242		511	Totten Pond Road	Shell Gas Station	1	360	No Grease Trap - Oil Separator in Garage
243		74	Tower Road	Flank's Steak House			New-Part of the Market Basket Complex(1265 Main Street)
244	Under Constr.	170	Tracer Lane	Building is under construction	1	90	
245		623	Trapelo Road	VFW Post #10334	unk		New to list - check for traps
246		920	Trapelo Road	Our Lady Comforter of the Afflicted Church & School	1	90	
247		1019	Trapelo Road	Starbucks	1	90	
248		1019	Trapelo Road	Chinese Restaurant	unk		New to list - check for traps
249		1033	Trapelo Road	Mobil Gas	1	90	
250		1455	Trapelo Road	Gulf	1	360	
251	Vacant	1560	Trapelo Road	Café (former location of AutoDesk) - may be vacant	1	180	
252		1601	Trapelo Road	Rebecca's Café	1	90	
253		1841	Trapelo Road	Carroll School	unk		New to list - check for traps
254		5	Turner Street	South Street Café	1	30	
255		130	Turner Street	Nexdine Café @ Stony Brook	3	90	
256		215	Waverley Oaks Rd.	American Legion Hall	1	90	
257		307	Waverley Oaks Rd.	Duffy Properties - Corporate Chefs @Starburst	1	30	
258		411	Waverley Oaks Rd.	Protestant Guild - Bldg.411	1	90	
259		411	Waverley Oaks Rd.	City Streets Restaurant - Bldg.411	1	21	
260		411	Waverley Oaks Rd.	Sichuan Garden - Bldg.411	2	30	
261		235	Wellesley Street	Regis College - Weston MA	1	90	Inspect last ... will get building where trap is
262		134	West Street	Weston Raquet Club	1	90	
263		195	West Street	Eurest Dining/Compass Group Café	1	90	
264		200	West Street	Café Services	2	90/360	
265		170	Willow Street	Obento Sushi Catering	1	180	
266		179	Willow Street	Three Fortunes Chinese Restaurant	1	7	
267		196	Willow Street	Taqueria El Amigo Restaurant	1	7	
268		265	Winter Street	Café (Hobbs Brook Mgmt)	1	60	Contact John Shea 781-389-1300.
269		281	Winter Street	Corp. Chefs @ Somerset Court	1	120	
270		380	Winter Street	Copper House Tavern	2	30/90	
271		372	Winter Street	Best Western Hotel	unk		New to list - check for traps
272		385	Winter Street	Holiday Inn Express	unk		New to list - check for traps
273		387	Winter Street	Courtyard Marriot Hotel	1	90	
274		475	Winter Street	Green Papaya - Bldg.#475	3	14/7	
275		475	Winter Street	Bertucci's - Bldg.#475	2	30/90	
276		475	Winter Street	Umi Restaurant - Bldg.#475	2	7	

ID	Date	No.	Street	Name of Facility	Trap #	Days	Comments
277		475	Winter Street	Jimmy-Johns Gourmet Sandwiches	unk		New to list - check for traps
278		475	Winter Street	Childrens Workshop (daycare)	unk		New to list - check for traps
279		550	Winter Street	Embassy Suites Hotel	2	30	
280		830	Winter Street	Café Services	1	180	
281		840	Winter Street	Boston Sports Club - Paul's Café and Catering	1	90	
282		850	Winter Street	Café Services	2	90/180	
283		860	Winter Street	Mass Medical Society - Sodexo	1	90	
284		870	Winter Street	Raytheon - Eurest Dining	1	30	
285		880	Winter Street	Café (Nexdine)	1	90	
286		890	Winter Street	Café (Nexdine)	1	90	
287		920	Winter Street	Café Services	2	90/180	
288		950	Winter Street	Rita's Café	1	90	
289		1000	Winter Street	Rita's Café	3	90	
290		1050	Winter Street	Rita's Café	3	90	
291		1100	Winter Street	Rita's Café	1	90	
292		45	Woburn Street	Meadow Green Nursing Home	1	90	
293		81	Wyman Street	Thermo Electron - Eurest Dining	1	90	
294		175	Wyman Street	Café (Hobbs Brook Mgmt)	3	60/360	Contact John Shea 781-389-1300.
295		225	Wyman Street	Café (Hobbs Brook Mgmt)	1	60	Contact John Shea 781-389-1300.
296		235	Wyman Street	Shire @ 235 Wyman Café	1	30	Contact John Shea 781-389-1300.
297	Building Status?	255	Wyman Street	Status of Building			Contact John Shea 781-389-1300.
298	Building Status?	275	Wyman Street	Status of Building			Building demolished
299		303	Wyman Street	Café (Hobbs Brook Mgmt)	1	60	Contact John Shea 781-389-1300.
300		333	Wyman Street	Hobbs Brook Office Park - Corporate Café	unk		Inspect; John Shea 781-389-1300
301		404	Wyman Street	Café (Hobbs Brook Mgmt)	2	60	Contact John Shea 781-389-1300.
301	# Facilities				381	# Traps	Estimate 425 Traps (several new establishments)
9	Currently Vacant or Under Construction				Plus 50+ Potential New Traps		
292	# Facilities to be inspected						

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.....	_____
• Three (3) References.....	_____
• Workman’s and General Liability Insurance.....	_____
• Debarment Certificate	_____
• Right-to-know Law.....	_____

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)

(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

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 _____

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.

RIGHT TO KNOW LAW

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L. c. 111F, §§8,9 and 10 and the regulations contained in 441 CMR 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. c. 111F §7 and regulations contained in 441 CMR 21.05. Failure to furnish MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F or M.G.L. are cautioned to obtain and read the laws, rules and regulations referenced above. Copies may be obtained from the State House Bookstore, Secretary of State, State House, Room 117, Boston, MA (617) 727-2834.

Authorized Signature Indicating Compliance with the Right-to-know laws:

Signature Date

Print Name

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.

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 Chief Procurement Officer 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 _____