**ELECTIONS COMMISSION**

**CITY OF BROCKTON, MASSACHUSETTS**

**INVITATION TO BID**

**EC-BID21-BOOTH**

Bids for the Furnishing and Delivery of Voting Booths may be downloaded on/after, Monday, September 21, 2020. Procurement documents may be downloaded from the City's website: [www.brockton.ma.us](http://www.brockton.ma.us). Go to the Postings Tab, then click on See All Procurement Postings. **Bids may be uploaded until 11:00AM EDST on Tuesday, October 6, 2020.**

All procedures shall be in strict accordance with Chapter 149 of the Massachusetts General Laws, sections1 through 25, inclusive, and/or Chapter 40, Section 4B and/or Chapter 30 section 39M and Chapter 30B.

The awarding authority reserves the right to reject any/or all bids and to waive any informalities in the bidding if it be in the public interest to do so, provided such rejection or waiver be in conformance with Section 1 to 25 inclusive of Chapter 30B of the Massachusetts General Laws and all other chapters and sections pertaining to public bidding as adopted.

Applicants may download bid specifications on or after **Monday, September 21, 2020.** Specifications, information for bidders, and bid forms will be available from the City's website: [www.brockton.ma.us](http://www.brockton.ma.us). Go to the Postings Tab, then click on See All Procurement Postings.

INFORMATION FOR BIDDERS

1. Specifications are available on or after **Monday, September 21, 2020.**
2. Forms and Specifications, will be available from the City's website: [www.brockton.ma.us](http://www.brockton.ma.us). Go to the Postings Tab, then click on See All Procurement Postings.
3. Any bids received after **11:00 AM (EDST) on Tuesday, October 6, 2020** shall be rejected.
4. Bids will be opened via zoom and read at 11:10 AM on Tuesday, October 6, 2020. [https://zoom.us/j/97805367186?pwd=MlV4TmpqeU42WENxRnQxMGg3clBJQT09](https://www.google.com/url?q=https://zoom.us/j/97805367186?pwd%3DMlV4TmpqeU42WENxRnQxMGg3clBJQT09&sa=D&source=calendar&ust=1601129329348000&usg=AOvVaw0GajR11A6rQYzKZCxXfadz). Meeting ID: 978 0536 7186 Passcode: 4bcNjW
5. *All bids shall be uploaded on the Vendor Registry Portal at* <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=feb6b383-c991-46ae-ad51-91bae6a5973f> *and all appropriate signed appendices A-G along with the price page shall be included in the uploaded packet.*
6. All successful bidders of corporations, which are located outside the confines of the Commonwealth of Massachusetts, should be registered with the Commonwealth of Massachusetts as a Foreign Corporation prior to the awarding of the bid. If not registered in Massachusetts, an affidavit of incorporation in another state and the date of incorporation must accompany the contract. Additionally, all out of state applicants, unless otherwise notified must have an identified resident agent as stated in Appendix “I”.
7. Double check all prices submitted. Awards that are based on unit prices that are submitted by a vendor in error will be considered as a firm bid by the City of Brockton, “adjustments” may not be made after the bid opening to correct such errors. Failure to honor bid prices - even the error - may place the bidder in jeopardy for future bids.
8. Unit prices shall prevail. All prices must include freight costs. Shipments shall be F.O.B., Brockton, Massachusetts.
9. The contract, or any part of it, may not be transferred or assigned to another company or individual without the consent of the City of Brockton:
10. These bids shall contain firm prices and shall not be withdrawn for a period of no less than forty-five (45) days, subsequent to the opening thereof, without the consent of the City.
11. No bids will be acceptable unless properly made out on the enclosed bid forms, where provided, and signed by the bidder. All bids must be legible, either typewritten or in ink. “Bid Form” Appendix’s must be completed and returned.

c. Each item bid must be clearly identified by manufacturer’s name.

1. Action on the award of bids will be taken no more than thirty (30) days after the opening of the bid.
2. **Contracts will be in force until June 30, 2021.**
3. On request, (if applicable) samples will be required of bidders prior to the award of the bid.
4. To be considered as a responsive bid, bidders must base their bids on all functions, standards, precision and quantity as specified. Any and all revisions/omissions must be clearly stated on the attached deviation sheet; moreover, any substitutions or deviations must be enumerated and detailed with the amount to be deducted, if the omission substitution of deviation is approved.
5. The naming of specific manufacturer’s catalog number has been used only to define the type, quality, and construction details required. Products of other manufacturers or approved equal quality may be accepted. In all cases where equals are bid the following must be done:
6. The equal must be clearly identified by manufacturer’s name and number.

1. Catalogs describing the number listed must be submitted with the bid.
2. Manufacturer’s name and number must be listed on all items.
3. The following information must be marked on all shipping cartons:
4. Shipper’s name - if the item is shipped directly from the manufacturer, etc., the vendor’s name (the name appearing on the contract) must still appear on the shipping carton.
5. The carton containing the packing slip must be marked to indicate that the packing slip is inside.
6. The ability of the bidder(s) to supply the **Furnishing and Delivery of Voting Booths** promptly and professionally as required by the City of Brockton shall be heavily weighted in the review of bids. Any past record of failure to comply with this aspect of the business procedure will lead to rejection of the bidder as not responsible to the needs of the City of Brockton. A responsible bidder has the capability to perform the contract requirements and the integrity and reliability which assures good faith performance.
7. The successful bidder(s), shall guarantee for a minimum of three (3) years from the date of acceptance the quality of supplies and materials furnished by him/her and to remedy to the satisfaction of the petitioning department all defects and to replace all defective supplies or materials. No substitute supplies or materials which were approved bid items will be accepted without the prior approval of the petitioning department head.
8. The successful bidder(s) furnishing and/or installing new equipment/hardware with a minimum of ninety (90) day warranty, effective from the date of acceptance of said equipment/hardware shall replace all defective, damaged or incorrectly supplied equipment/hardware.
9. Delivery to be made to the **ELECTION COMMISSION**, unless other arrangements are agreed upon.
10. The successful bidder(s) must comply with the following billing procedures:
11. Invoices must contain contract number, quantity, description, catalog number, and all serial numbers, if any, on all items.
12. Invoices must correspond accurately with the contract held with the City of Brockton.
13. Invoices must be sent to the specific department purchasing the goods/services.
14. Questions regarding any item should be directed either to the Chief Procurement Officer, the department head, or their designee.
15. The City of Brockton reserves the absolute right to choose that product which best meets its needs and the degree of quality, workmanship, and the vendor’s proven ability to provide service and support after a sale, bear on that determination.
16. The City of Brockton is an Affirmative Action/Equal Opportunity/Title IX employer.
17. Warranties on any equipment will not commence until delivery is made and the equipment is operational.
18. Bidders may bid on individual items, where appropriate, where multi-item bids are advertised or otherwise solicited.
19. The contract award is subject to appropriation of the City Council.
20. The City reserves the right to issue award(s) in whole or in part if it is in the best interest of the City of Brockton to do so.
21. THE MASSACHUSETTS RIGHT-TO-KNOW LAW: Massachusetts General Laws (Chapter 111F) requires that all employers in the Commonwealth of Massachusetts establish and maintain a central workplace file of complete and up-to-date Material Safety Data sheets (MSDS) for all products which the successful bidders supply; and which contain or may contain regulated toxic hazardous substances recorded on the Massachusetts Substance List (MSL). The successful bidder(s) shall place labels detailing MSL toxic or hazardous substances on all containers containing chemicals or chemical derivatives which appear on this bid. Compliance with this law is mandatory on the part of all successful bidders.
22. On all attachments of Bid Specifications, a signature is required rather than a stamp or printed name on all applicable lines. Failure to do so would be considered an informality in considering the merits of the submitted bid and/or proposal.
23. All bid items on the Bid Price Form (Unit Price and Total Cost) must be completed or bid shall be rejected.

**SCOPE OF SEVICES**

1. **GENERAL DESCRIPTION**

The City of Brockton is seeking proposals to furnish and deliver Polling Booths as per the attached requirements and specifications. **Delivery of product MUST be no later than Friday, October 30, 2020**

The City of Brockton is exempt from sales tax; an exempt certificate will be furnished upon request.

**MINIMUM CRITERIA:**

**Quantity of 28** – Handicap Accessible voting booth with four (4) voter stations - one at an accessible and three at standard height meeting the following dimensions and standards.

• All compartments are accessible on the horizontal plane to voters who use

wheelchairs or voters who need to sit while marking their ballot.

• At least one writing table is at a lower level on the vertical plane

**Quantity of 122** -Voting Booths with four (4) voter stations. All four (4) voter stations will be at standard height.

1. **GENERAL REQUIREMENTS**

***All polling booths must meet the following dimensions and standards as applicable.***

• One-piece construction with no loose parts. No tools required for either assembly or dismantling

• Telescopic leg assembly that "locks in place" ‘*spring button’* on inner leg of the telescopic leg assembly must have a no-collapse feature on legs.

• Booths must include extension visors that provide additional privacy to voters with disabilities and others.

• Booths must contain industrial standard furniture casters for ease of transport. (Caster may be at top or bottom of shelving area)

• Booths must be delivered in 3ply corrugated board

• Booth requires upgraded shelf catch

• Mechanism for ensuring shelf stays up

• Booths must fold up for easy storage and minimal footprint.

• Folded booth must be secured with strap and buckle

**Polling Booth Dimensions**

*• Assembled dimensions:*

61 inches to frame top

68"/70" inches to visor top (can be extended)

37 1/2 inches to standard writing shelf

30 inches to seated/wheelchair/accessible shelf

32-inch width between outside legs

*• Writing Table Dimensions*

Extended shelf depth for larger ballots of a full 20.5 inches.

20 3/4" across shelf.

29" across entire width of booth

• Packed Dimensions

38 ½ " length, 25 ¼” height, 9 ½” depth

Gross weight: 481bs - Net weight: 421bs

**Framing/Exterior Components**

• All-metal framing must be constructed from Aluminum extruded profile to 6060 T6 with minimum wall thickness of 1.5mm with framing and metal components anodized to AA5

**Shelf Design**

• Shelf must be reinforced for additional rigidity

• Must have mechanism for self-catch.

**Plastic/Shelf Components**

• Plastic/Shelf materials must have Class I fire rating and must be warranted for a period of 10 years against weather resistance and discoloring.

***Failure to meet the minimum standard shall be deemed non responsive.***

##### WARRANTY:

The successful vendor must provide a 2-year warranty to the City of Brockton.

##### REFERENCE:

Vendor must provide at least 3 reference from within the last 3 years with similar size and demographics as the City of Brockton.

**AWARD OF CONTRACT**:

The City of Brockton shall award a single contract to the most responsive and responsible bidder offering the lowest total price for 150 Polling Booths.

**BID PRICE FORM**

The undersigned propose to furnish the goods/services required per bid specifications to the City of Quincy for the amount listed below:

**UNIT QTY UNIT PRICE SUB TOTAL**

Handicap Accessible Voting Booths 28 X $\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Voting Booths 122 X $\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRAND TOTAL FOR ALL ITEMS

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Receipt of Addendum No. \_\_\_\_\_\_\_\_\_ Acknowledged By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bid Signed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***CITY OF BROCKTON – CONTRACT APPENDIX A (SUBMIT WITH BID)***

**VENDOR TAX CERTIFICATE**

I certify, under the pains and penalties of perjury, that to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required under the law.

***For use by CORPORATIONS ONLY:***

PROPER CORPORATE NAME

SIGNATURE OF AUTHORIZED CORPORATE OFFICER

FEDERAL INDENTIFICATION NUMBER (FEIN)

***For use by INDIVIDUALS OR COMPANIES OTHER THAN CORPORATIONS ONLY:***

\*

SIGNATURE OF INDIVIDUAL

\*\*

SOCIAL SECURITY NUMBER

\*Approval of contract or other agreement will not be granted unless this certification clause is signed by applicant.

\*\*Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing/payment obligations.

**CERTIFICATE OF CORPORATE VOTE**

I, ; clerk/officer of hereby notify that at a meeting of the Board of Directors/Officials of said corporation/company, held on the following vote was passed:

Vote to authorizing to sign in behalf of the corporation/company with the City of Brockton for .

Signature of Clerk/Officer

**\* PLEASE ATTACH COPY OF OFFICIAL CERTIFICATE OF CORPORATE VOTE.**

***CITY OF BROCKTON – CONTRACT APPENDIX B (SUBMIT WITH BID)***

**AFFIDAVIT OF CLERK OF CORPORATION VENDOR**

**(To be signed and completed by Clerk)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify as follows:

(Print full name of Clerk)

1. I am the Clerk of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print exact name of corporation) which is duly organized and incorporated under the laws of the Commonwealth of Massachusetts (or State of \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) and is/is not (circle one) duly registered to do business in the Commonwealth of Massachusetts with a principal place of business at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_ \_\_.
2. That the names, residential addresses and title officers of the above-named corporation are as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident/Registered Agent Address

1. That the above-named corporation was incorporated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The federal tax identification number of said corporation is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. That the above-named corporation is in good standing with the Secretary of the Commonwealth of Massachusetts or the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if incorporated under the laws of a foreign State) and has filed all federal and state tax returns and paid all federal, state and/or local taxes required under law.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is authorized to sign contract/agreements on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pursuant to a vote of the Board of Directors/Officers on \_\_\_\_\_\_\_\_\_\_\_\_\_.

1. I, on behalf of the within corporation, do hereby acknowledge that by this contract, this corporation is transacting business within the Commonwealth of Massachusetts as defined by M.G.L. Chapter 223 A, Section 1, et seq. And is subject to the jurisdiction of its courts. (Pertaining to Non-Massachusetts Corporations Only.)

SIGNED under the pains and penalties of perjury this \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Clerk of Corporation

***CITY OF BROCKTON – CONTRACT APPENDIX C (SUBMIT WITH BID)***

**VENDOR REGISTRATION FORM**

**TO BE COMPLETED BY ALL VENDORS:**

TYPED/PRINTED NAME AND TITLE:

SIGNATURE: DATE:

PROPER LEGAL NAME OF BUSINESS ENTITY:

FEIN or SOCIAL SECURITY NUMBER if FEIN is N/A:

BUSINESS ADDRESS:

TELEPHONE NO: EMAIL:

**IF CORPORATION:**

1. GIVE YOUR CORRECT CORPORATE NAME:

1. STATE AND DATE OF INCORPORATION:

1. IF FOREIGN CORPORATION, GIVE MASSACHUSETTS REGISTRATION DATE:

**IF FOREIGN BUSINESS ENTITY TRANSACTING BUSINESS IN MA, GIVE NAME/ADDRESS OF RESIDENT/REGISTERED AGENT IN MA (REQUIRED):**

**IF COMPANY, GIVE the OWNER’S NAME AND TITLE:**

**IF PARTNERSHIP, GIVE NAMES AND ADDRESSES OF PARTNERS**:

**IF TRUST OR LEGAL ENTITY, GIVE NAMES AND ADDRESSES OF TRUST OR LEGAL ENTITY:**

**MINORITY/WOMEN BUSINESS CLASSIFICATION STATEMENT**

1. Our firm is principally (more than 50%) minority owned.

YES\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_

1. Our firm is principally (more than 50%) woman owned.

YES\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_

1. Our firm is registered with S.O.M.B.A. (State Office of Minority & Business Assistance)

YES\_\_\_\_NO\_\_\_\_

SOMWBA CERTIFICATION CATEGORY: MBE\_\_\_\_\_\_OR WBE\_\_\_\_\_\_

***CITY OF BROCKTON – CONTRACT APPENDIX D (SUBMIT WITH BID)***

**Attestation Clause**

Under Chapter 233, Section 35 of the Acts of 1983, political subdivisions and agencies of the Commonwealth must annually furnish to the Commissioner of Revenue a list of all persons who have provided goods, services or real estate space in the aggregate of five thousand dollars ($5,000.00) or more. Chapter 233 of the Acts of 1983, Sections 35 and 36 require that each provider or vendor of goods and services to any municipal agency must attest that it/he is in compliance of all laws relating to taxes. The Attestation must occur at the time of issuing, renewing, or extending a license, contract or agreement. Any person/company failing to execute this Attestation Clause shall not be allowed to obtain, renew or extend a license, contract or agreement. Each successful bidder shall certify that he is in compliance with Chapter 233 by providing a Social Security Number or Federal Identification Number when a contract is issued.

VENDOR/COMPANY:

AUTHORIZED SIGNATURE:

TYPED/PRINTED NAME AND TITLE:

**Certificate of Non-Collusion and Certificate of Bona Fide Bid**

As per Chapter 30B, Section 10, any person submitting a bid for the procurement or disposal of supplies or services to any governmental body shall certify in writing, on the bid, as follows:

**The undersigned certifies under the penalty of perjury that this bid 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.**

VENDOR/COMPANY:

AUTHORIZED SIGNATURE:

**Assurance of Non-Discrimination Compliance**

Vendor does not subject employees or applicants for employment by this firm to discrimination on the basis of race, color, national origin, handicap, age or sex, in any of the following areas:

* 1. Recruitment, hiring, upgrading, promotion, whether for full-time employment, consideration for demotion, transfer, layoff, or rehiring.
  2. Rates of pay or any other form of compensation and changes in compensation.
  3. Job assignments and seniority status.
  4. Granting and returning from leaves of absence, leave for pregnancy, or any other leave.
  5. Fringe benefits available by virtue of employment, whether or not administered by the recipient.
  6. Selection and financial support for training, including apprenticeship, professional meetings, conferences and other related activities, selection for tuition assistance, and selection for sabbaticals and leaves of absence to pursue training.
  7. Employer-sponsored activities, including social or recreational programs.
  8. Any other term, condition, or privilege of employment.

VENDOR/COMPANY:

AUTHORIZED SIGNATURE/TITLE/DATE:

ADDRESS AND TELEPHONE:

***CITY OF BROCKTON – CONTRACT APPENDIX E (SUBMIT WITH BID)***

**Certificate of Insurance**

**(Service Contracts Only\*)**

As successful bidder on this Contract, you must supply the City of Brockton with a properly endorsed CERTIFICATE OF INSURANCE. Both the City of Brockton and the Vendor shall be named as co-insured/additional insured and the City shall be named certificate holder, and certificates of insurance shall be furnished to both parties. Reporting of accidents and claims shall be done by the Vendor. This Certificate MUST accompany the Contract. Unless otherwise provided for by the Contract, Vendor shall meet the following insurance requirements:

**WORKERS’ COMPENSATION:** The Vendor, before commencing performance of the work required to be done under the Contract, shall provide for the payment of compensation, provided by the General Laws (ter. Ed.) Chapter 152 as amended to all persons to be employed by him/her in connection with said performance and shall continue in full force throughout the period of this Contract.

**PUBLIC LIABILITY:** Within fifteen (15) days after the award of this Contract the Vendor shall, at his/her own expense, procure and maintain insurance for Public Liability in the minimum amount of $500,000/$1,000,000 and Property Damage Liability in the minimum amount of $50,000/$100,000.

The policies shall contain a provision worded as follows: “The Insurance Company waives any right to subrogation against the City of Brockton which may arise by reason on any payments under this policy.”

The policy/policies must contain on the face a notation that it/they cannot be cancelled without at least thirty (30) days’ notice in writing to the City as owner.

Furthermore, the certificates of all policies shall provide for notice of cancellation of the Contracting officer and the certificates shall indicate that the above provisions have been included.

**\*DESIGN/CONSULTING SERVICES, PLEASE PROVIDE PROOF OF PROFESSIONAL LIABILITY INSURANCE.**

AUTHORIZED SIGNATURE:

**Indemnification and Release**

The Vendor shall indemnify and hold the City of Brockton harmless from any and all acts & omissions arising out of this contract by the Vendor, its agents, employees or representatives. Furthermore, the term Vendor shall include the aforementioned wherever stated in the Contract.

Further, the Vendor shall indemnify and hold harmless the City of Brockton against any/all suits, claims, actions, costs or damages to which the City may be subject to by reason of damages to the property or person of anyone, arising or resulting from fault, negligence, or wrongful omissions by the Vendor. Said indemnification and hold harmless should apply in any event that a claim is brought against the City of Brockton for said acts caused by others.

The Vendor, their agent(s), representatives or employees shall release and hold the City of Brockton harmless for any injury to themselves, corporate officers, agents, representatives or employees in connection with the performance or omission of this Contract or any related sub-contract thereof.

AUTHORIZED SIGNATURE:

***CITY OF BROCKTON –CONTRACT APPENDIX F (SUBMIT WITH BID)***

**DEVIATION SHEET**

All deviations and/or substitutions from the original specified items (or equal) must be noted in writing on the Deviation Sheet (Appendix “F”). Additional pages may be used if necessary. These items shall be approved by the lead department for compatibility, workmanship, and functionality before award of contract.

**PLEASE LIST BELOW:**

COMPANY:

TYPED NAME:

SIGNATURE:

TITLE:

***CITY OF BROCKTON – CONTRACT APPENDIX G (SUBMIT WITH BID)***

**VENDOR WORK HISTORY**

1. The undersigned proposes to supply: .
2. The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon, according to all the requirements of the specifications.
3. Have been in business under present business name for \_\_\_\_\_\_\_\_\_\_\_years.
4. Are you fully licensed to do business under this contract? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Do you comply with all ordinances and regulations mandated by M.G.L. and the community in which you are located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Ever fail to complete any work awarded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Have you been involved in litigation in the past five (5) years? \_\_\_\_\_\_\_\_\_\_\_\_\_
8. List at least three (3) state, local or private companies and/or organizations which you have served recently of similar character as required for the above-mentioned.

**LOCATION DATE DESCRIPTION OF WORK CONTACT INFO**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Bidders shall indicate firm date of delivery on receipt of contract and subsequent purchase order form the City of Brockton.

DELIVERY DATE:

COMPANY:

TYPED NAME:

SIGNATURE:

TITLE:

D. Bidders shall note that this bid reflects all changes in addendum/amendment numbers:

---------------------------------------------------------------------------------------------------------