

**CITY OF EVERETT
PURCHASING
DEPARTMENT**

Rental of event space, catering of events and or restaurant orders

REQUEST FOR PROPOSAL:

RFP #25-08

Proposal Date Opening: September 26, 2024 at 1:00 p.m.

Proposals are to be submitted to:

City of Everett
Purchasing Department – Room 14
484 Broadway
Everett, MA 02149

CITY OF EVERETT
PURCHASING DEPARTMENT
REQUEST FOR PROPOSALS #25-08

The City of Everett (City) invites sealed proposals from vendors for:

Rental of event space, catering of events and or restaurant orders.

Proposals will be received until: 1:00 p.m., September 26, 2024

Proposals must be submitted to the Purchasing Department, Room 14, Evertt City Hall, 484 Broadway., Everett, MA 02149. Immediately following the deadline for proposals a list will be created of all proposer names received and will be posted to the City's website: [Purchasing - Everett, MA - Official Website \(cityofeverett.com\)](http://cityofeverett.com)

Contract Documents will be available on line at [Purchasing - Everett, MA - Official Website \(cityofeverett.com\)](http://cityofeverett.com). There will be no charge for contract documents. Bid surety is not required with this bid.

Awards will be made to the most advantageous proposer for services based on a percentage of receipts payable by the proposer to the City.

The term of the awarded contract shall extend from the date of execution through October 1, 2024 and may be renewed at the sole option of the City for two (2) additional terms of 12-months each.

All proposals are subject to the provisions of M.G.L. c.30B. F.O.B. Destination inside designated department, Everett, MA.

All proposals shall be submitted as follows: one (1) ORIGINAL three (3) paper COPIES and one (1) DIGITAL copy of the Technical Proposal and one (1) ORIGINAL COPY of the Price Proposal.

All City bids are available on the City's web site at [Purchasing - Everett, MA - Official Website \(cityofeverett.com\)](http://cityofeverett.com). It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening.

Addenda will be available online.

The City will reject any and all bids in accordance with the above referenced General Laws. In addition, the City reserves the right to waive minor informalities in any or all bids, or to reject any or all bids (in whole or in part) if it be in the public interest to do so.

The Department seeks multiple contractors. The intent of this RFP is to establish and maintain a list of pre-qualified vendors from which the City of Everett and Everett Public Schools, can select.

**EVERETT,
MASSACHUSETTS
PURCHASING
DEPARTMENT REQUEST
FOR PROPOSAL #25-08**

Rental of event space, catering of events and or restaurant orders

I. DECISION TO USE COMPETITIVE SEALED PROPOSALS

The *Chief Procurement Officer* has determined that a Request For Proposals (RFP) is appropriate in order to select the most advantageous proposals for event rentals, catering services, or restaurant orders for City and School events.

It is essential that the City retain the services of companies with the appropriate rental space, catering options and or restaurant food. The City's evaluation committee shall review, evaluate and rate each proposer's technical information on the factors set forth below. Upon completion of the evaluations, the City will open price proposals. It is the policy of the City to continually improve the quality of service being offered at affordable prices. To achieve this goal, the City will award multiple contracts, to the vendors the City determines most advantageous, taking into consideration its price and non-price proposals.

II. PURPOSE

The intent of this RFP is to establish and maintain a list of pre-qualified vendors from which city and or school departments can select.

III. SCHEDULE

Key Dates for This Proposal:

RFP Released:	September 9, 2024 at 9:00 AM
Question(s) Submittal Deadline:	September 19, 2024 at 2:00 PM
Proposal Due:	September 26, 2024 at 1:00 PM

IV. INSTRUCTIONS TO PROPOSERS

A. GENERAL

All proposals must be submitted in accordance with Massachusetts General Laws Chapter 30B, Section 6, to the Chief Procurement Officer in the Purchasing Department, Everett City Hall, 484 Broadway, Room 14, Everett, MA 02149, no later than **1:00 p.m., September 26, 2024.**

Proposals shall consist of two parts:

- (i) a Technical Proposal, which shall consist of all information responsive to this RFP except the percentage of gross revenues the proposer pay to the City in consideration of the contract hereunder and
- (ii) a Price Proposal. Proposers shall submit four (4) copies each of the Technical Proposal and one (1) of the Price Proposal. Please ensure that Technical and Price Proposals are submitted in separate sealed envelopes. A Technical Proposal which includes Price Proposal information may be rejected as non-responsive.

EMAIL AND FAXED PROPOSALS WILL NOT BE ACCEPTED.

B. SUBMISSION OF PROPOSAL

One (1) Original, Three (3) Copies and One (1) Digital Copy of the TECHNICAL and One (1) Original (no copies) of the PRICE PROPOSALS must be submitted in separate sealed envelopes, plainly marked:

“TECHNICAL PROPOSAL - RFP #25-08 Rental of event space, catering services and or restaurant services

and

“PRICE PROPOSAL - RFP #25-08 Rental of event space, catering services and or restaurant services

along with your company’s name on both envelopes.

IF PRICE IS INCLUDED IN THE TECHNICAL PROPOSAL, A PROPOSAL MAY BE DISQUALIFIED.

1. The Proposer’s technical proposal shall be signed by a duly authorized representative and submitted with **Attachment B-Technical Proposal Cover Sheet** and shall include but not be limited to the narrative descriptions outlined on the sheet entitled Technical Proposal - Minimum Criteria
2. **Attachment B** and the narrative descriptions shall be placed in a separate sealed envelope marked **"RFP #25-08 - Technical Proposal - Rental of event space, catering services and or restaurant services."**
3. The Price proposals shall be submitted on **Attachment A**. This completed form shall be signed by an authorized representative of the Proposer and **placed in a separate sealed envelope marked " RFP #25-08 Price Proposal – Rental of event space, catering services and or restaurant services"**

C. QUESTIONS: Questions should be submitted in writing **before 2pm on September 19, 2024 to:**

City of Everett
Purchasing Department – Room 14
484 Broadway
Everett, MA 02149
E-mail: Allison.jenkins@ci.everett.ma.us

Copies of addenda will be made available for inspection at the location listed in the City’s Purchasing Department will be posted to the City’s website [Purchasing - Everett, MA - Official Website \(cityofeverett.com\)](http://Purchasing - Everett, MA - Official Website (cityofeverett.com)).

All proposers must acknowledge each Addendum in both the TECHNICAL and PRICE proposals.

- D. EXAMINATION OF DOCUMENTS:** Each Proposer shall be satisfied, by personal examination of the location of the contemplated services and by any other means, as to the requirements of the contemplated services to enable the intelligent preparation of this proposal. The Proposer shall be familiar with all RFP Documents before submitting the proposals in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information as to the nature and character of the area or contemplated service.
- E. PROPOSAL ACCEPTANCE.** The City will give notice of the acceptance of the proposal(s) and intention to award a contract by emailing a letter to the vendor. The City reserves the right to reject any or all proposals, or any part(s) thereof, if in the best interest of the City to do so, and to amend the Agreement as the City deems to be in its best interest.
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- F. The City reserves the right to waive any mistakes or informalities in the proposals received and may request supplementary information from any particular Proposer if it determines that the granting of such waiver or the receipt of such additional information would be in the best interest of the City. Each out-of-state Proposer shall furnish with its proposal a certification from the Office of the Secretary of State verifying that it is legally authorized to do business in the State of Massachusetts. Any proposal which fails to include any material information or documentation specified in the proposal submission requirements is non-responsive and will be rejected.
- G. **PRICE PROPOSAL.** Proposers shall use Attachment A to this RFP in submitting their Price Proposal.
- H. **TECHNICAL PROPOSAL.** The technical proposal shall consist of documentation that the Proposer satisfies the minimum criteria as set forth in this document. Proposer's response to the evaluative criteria as set forth in this document
- I. **ACCEPTANCE OF PROPOSAL CONTENT.** All or part of the successful proposal submitted shall become incorporated into the final contract documents.
- J. **PROPOSAL EXPENSES.** Expenses for developing the proposals are entirely the responsibility of the Proposer and shall not be chargeable in any manner to the City.
- K. **CONTRACT TERM.** The term of the contract shall extend from day of execution of contract through October 1, 2025. There will be two (2) one-year renewal options, at the sole discretion and approval by the City, available through October 1, 2027.
- L. **INSURANCE REQUIREMENTS** - The Contractor will provide the City with one or more certificates of insurance as follows:
WORKER'S COMPENSATION
Worker's Compensation: Per M.G.L. c.149, §34 and c.152 as amended.
PUBLIC LIABILITY
Personal Injury \$500,000 each occurrence, \$1,000,000 aggregate
Property Damage \$500,000 each occurrence, \$1,000,000 aggregate
VEHICLE LIABILITY
Personal Injury \$500,000 each person, \$1,000,000 aggregate
Property Damage \$300,000 each occurrence, \$500,000 aggregate
- M. **FORCE MAJEURE.** Neither the City nor the proposer shall be deemed in breach of any contract which may result from this proposal submission if it is prevented from performing any of the obligations hereunder by reason of Acts of God, acts of the public enemy, acts of superior governmental authority, strikes or labor disputes, floods, riots, rebellion, sabotage, or any similar other circumstances not within its reasonable control.
- N. **NON-DISCRIMINATION/EQUAL OPPORTUNITY.** The Proposer shall comply with all local, state and federal laws and regulations pertaining to non-discrimination and equal opportunity in the areas of employment and subcontracting.
- O. **ASSIGNMENT.** The Proposer shall not assign or subcontract any portion of the operation without prior written approval from the City.
- P. **INDEPENDENT CONTRACTOR.** The Proposer and its employees will operate as an independent contractor and are not considered to be City of Everett employees.
- Q. **PURCHASES, INVOICES AND PAYMENT.** Individual departments will reach out to vendors chosen as part of this RFP for services they require. To proceed with the purchase, the department will issue a PO to the vendor covering all costs, for the event space, catering, or food orders. Itemized invoices shall be sent to the proper department by the vendor no later than 30 days after completion of services or receipt of goods. The Contractor's invoices at a minimum shall include the following:

Name and address of Contractor
Telephone number, e-mail address, date of invoice and date of delivery
Name of Department contact person
Prompt payment discount terms
Valid City of Everett Purchase Order number

Itemized invoices shall include a copy of all receipts and any backup documentation. Itemized invoices shall include a complete description for each charge such as number of meals, the hourly rate, an explanation and description of the work performed, etc.

R. TAX EXEMPT

Tax shall not be charged to City of Everett. The Contractor may request a copy of the Tax-Exempt form from the Department. The Department makes no guarantee that any services will be purchased from any contract resulting from this RFP.

The contract resulting from this procurement creates no entitlement or guaranteed funding and payment is subject to completion and acceptance of performance by the Department.



SCOPE OF SERVICES

This procurement has five (5) categories: catering services; catering with rental of event space; space rental only; equipment rental; and other event services.

Category I - General Catering Services

Provision of food for breakfast, lunch, snacks and dinner including but not limited to: muffins, bagels, fruit, coffee, tea, deli platters, sandwich buffets, box lunches, hot lunch buffets, dessert trays, and hot dinner buffets. Set up, clean up, linens, utensils, paper goods and delivery fees are to be included in quoted price. Bidders responding to this section will only be required to provide catering services.

Bidders MUST include with their bid response a menu with pricing information.

Category II - Catering Services with Event Space Rental

Catering services, as defined above (Category I), affiliated with event space rental. Eligible entities temporarily use space with catering services for training, conferences, seminars, ceremonies and large meetings. The price of the event space rental is inclusive of all conference incidentals (i.e. audiovisual equipment, internet connections, etc.). All charges must be itemized on the quote/invoice. Optional services, upgrades, and/or package add-ons with resultant charges must be explained up front and approved by the Department prior to being applied. Bidders responding to this section will be required to provide catering services with event space (e.g. hotels, convention centers, halls, etc.).

Bidder MUST include with their bid response a menu with pricing information and indicate size of the space(s) with related pricing and maximum seating capacity.

Category III – Rental of event space only

Rental of event space, as defined in Category II without catering.

Bidder MUST indicate size of the space(s) with related pricing and maximum seating capacity.

Category IV - Equipment rental

Equipment rentals include but are not limited to: tables, chairs, tents, cleaning stations, and other rental items.

Category V – Restaurant food orders

Food orders placed at include but are not limited to: tables, chairs, tents, cleaning stations, and other rental items not available on a statewide contract.

In addition, the City of Everett requires the following:

- The ability to negotiate deposit terms to reserve rental space.
- The ability to visit the event location for planning purposes.

V. MINIMUM CRITERIA

In order to be deemed responsive, proposers must satisfy the Minimum Criteria set forth below.

Proposals that do not demonstrate compliance with the Minimum Criteria will not be further considered.

The City will not award a contract except to a responsible and responsive proposer that has documented successful experience in accordance with the certain minimum requirements:

A. QUALIFICATIONS AND CERTIFICATIONS

1. Food Establishment Service Permit
2. Common Victualler License
3. A copy of your Food Manager Certification and Allergen Awareness Certification
4. All contracted caterers and food service providers must follow the Massachusetts Sanitary Code for Food Service Establishments, Article X, 105 CMR 590.000 (MA Food Code)
5. Caterers and food service establishments must follow MA Food Code provisions.
 - Your base of operations must be a licensed establishment with a permit to operate as a caterer provided by the city or town board of health where the base of operations is located.
 - Establishments must notify their board of health where and when they will cater from their base of operations when applying for annual permits. Each caterer must have a copy of their annual permit onsite at each event. Attach your annual catering permit to your catering registration.
 - Caterers must notify the board of health of the city it plans to serve a meal in about their upcoming event. Caterers must give the board of health written notice on a registration form provided by that board.
 - Only serve food and water served from licensed, approved vendors and sources. The food you serve must be clean, wholesome, and unadulterated
6. Application for Permit for In-State and Out-of-State Manufacturer of Bottled Water or Carbonated Nonalcoholic Beverages to be Sold and Distributed. In Accordance with M.G.L. C.94, § 10A and/or 105 CMR 500.000
7. Vendors who serve any time/temperature control for safety (TCS) foods must have a certified food protection manager onsite at each campus location where food is prepared and served. The food protection managers must be present for the entire event. Each event's onsite certified food protection manager must complete allergen awareness training. Attach your food protection manager's ServSafe and Allergen Awareness certificates to your catering registration. Make available onsite during your event for EH&S review:
 - Special food processes you submitted to your base of operation's health department.
 - Approved variances you will use during your event. Menus Include consumer advisories for raw or undercooked TCS foods and allergy notices¹ on all menus and menu boards, as applicable

Gloves and Hand Sanitation Bare-hand contact of "ready-to-eat" foods is prohibited; you must use gloves or another suitable barrier. You can't use latex gloves because of potential allergic reactions. Use vinyl, nitrile, or other food grade gloves. Catering staff should practice proper personal hygiene, including hand washing with warm water, soap, and paper towels upon arrival and as often as required by the MA Food Code thereafter. Provide portable hand washing stations if there isn't a properly plumbed sink directly available at your location. You can't substitute waterless hand sanitizer for hand washing stations but can use after hands have been properly washed. If plumbed running water isn't available, use a minimum five-gallon insulated container with a continuous flow on/off valve filled with warm water.

Sterno Safety Sterno Gel Food Warming Precautions, You can use Sterno type gel fuel to warm food at approved events if you follow Sterno Solid Alcohol Fuel Safe Use Guidelines. When working with Sterno gel fuel:

- Handle open flame products with caution.
- Ensure fire extinguishers are available for use.
- When opening Sterno cans, use a blunt object like a spoon to remove the lid. Don't use a sharp knife to pry off the lid. Cup your hand over the lid when opening the can.
- If you're using the lid as a regulator, remove any excess gel from the lid.
- Wash your hands to remove any fuel residue.
- Place the can underneath the chafing dish or beverage urn before lighting it. Make sure the can is placed securely in the equipment.
- Use a long-handled match or a butane lighter to light the can. Never use a lit can to light another one.
- While in use, don't carry lit cans or carry chafing dishes or beverage urns with lit cans. Keep loose clothing, napkins, or tablecloths away from flames.
- To extinguish the flame, use a snuffer paddle, regulator, or saucer. Never blow out the flame or use your hands to extinguish flames.
- Let the can cool before touching it. Don't touch cans that are still hot. For more information, review the Sterno Safety Posters

The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances or bylaws, and the rules and regulations of all authorities having jurisdiction over food and building occupancy of the project shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though written out in full.

VI. COMPARATIVE CRITERIA

Proposals that meet or exceed the Minimum Criteria will be evaluated and rated on the basis of the Comparative Criteria set forth below. The City reserves the right to ask any proposer to provide additional supporting documentation in order to verify its response.

Ratings of Highly Advantageous (HA); Advantageous (A); Not Advantageous (NA); or Unacceptable (U) will be given to each of the following criteria for each proposer. A composite rating will then be determined. A composite rating of Highly Advantageous or Advantageous may be assigned only if a proposal has received at least one such rating among the criteria listed below.

To the extent that an Evaluation Criterion requires the certification of fact, the proposer's certification as to that fact shall be an adequate response provided, however, that on request the proposer shall provide to the City such evidence as the City may request to support that fact.

Proposals for Catering and Restaurant shall be evaluated based on the following criteria:

A. Years in business as an event space, restaurant or caterer.

_____ *Highly Advantageous* - More than three (3) years' actual on-site experience by all the management employees of the management firm.

_____ *Advantageous* - Three (3) years actual on-site experience by one or more of the management employees of the management firm.

_____ *Not Advantageous* - Less than three (3) year actual on-site experience by management employees of the management firm.

B. Menu items offered (caterer or restaurant)

_____ *Highly Advantageous*: 50+ items offered.

_____ *Advantageous*: 25 to 50 items offered.

_____ *Not Advantageous*: 1 to 24 Items offered

*Note: Please provide menu with your technical proposal

C. Online Ordering Available (caterer or restaurant)

_____ *Highly Advantageous*. On-line ordering available for all items.

_____ *Advantageous*. On-line ordering available for most items.

_____ *Not Advantageous*. No on-line ordering.

D. Menu items offered Gluten Free and or Vegan (caterer or restaurant)

_____ *Highly Advantageous*. Gluten Free and Vegan options available.

_____ *Advantageous*. Gluten free or Vegan options available.

_____ *Not Advantageous*. No gluten free or vegan options.

Please complete the following questionnaire. It will help our managers choose the best venue/caterer for their needs:

What type of catering do you offer:

- On-premise catering:** the food is prepared at a kitchen on-site.
- Off-premise catering:** the food is prepared at another location and delivered to the event.
- Both**

Catering Styles Offered:

A plated dinner service is a seated multi-course meal. This traditional style is ideal for formal events, but can be pricey and requires a more extensive serving staff than less formal options.

Buffet tables are a casual option that allow more choices for guests and require fewer serving staff. A serve-yourself-style meal, however, means guests are likely to eat more food, which can eat away at the budget.

Food stations are similar to buffet-style catering: Tables are arranged throughout the venue, usually with a station for each entree, sides, salad, and soup. Lines may be shorter than at a traditional buffet, but this layout requires more room to fit the stations.

Cocktail-style with passed or buffet-style hors d'oeuvres" can range from elegant to light and casual. This style is popular at venues with limited seating space, but can be a challenge if the area is crowded.

Action stations are similar to a buffet, except meals are prepared as attendees watch the show. Action stations require more space, so ensure your [event floor plan](#) allows enough room.

Family-style meals are a serve-yourself style meal. Guests plate their own meals from communal platters placed on the table.

Food truck catering involves one or more food trucks serving up fun dishes and experiences, generally (but not always) outdoors.

Light, casual fare such as a [finger food bar](#).

Equipment

Do you provide equipment, serve ware, linens, etc. or must we rent them elsewhere?

Does your company provide and set dinnerware?

How long do you need to set up and break down?

Does this location allow adequate access to electricity, water, and refrigeration space?

VENUE QUESTIONNAIRE

NO.	QUESTION	ANSWER
1.	What are your venue hiring fees?	
2.	Does this differ per day of the week or season?	
3.	Do I need to pay a deposit? If so, how much and by when?	
4.	Are there any extra charges – for cleaning as an example	
5.	What is your overall venue capacity?	
6.	What is your standing capacity?	
7.	What is your seated capacity?	
8.	Do you need to know how many attendees will be present in advance of the event? If so, how much notice do you need?	
9.	What happens if fewer people attend than anticipated?	
10.	Do you allow ticketed events?	
11.	How do you manage and avoid members of the public entering the building/room during our private event?	
12.	Do you allow event conferences/meet-ups?	
13.	What is your latest finishing time?	
14.	Are there any other restrictions around use of the venue that we should be aware of?	
15.	Will there be a dedicated coordinator looking after my event and there on the day?	
16.	Do you have public liability insurance?	
17.	Can you send us photographs of the venue in use? Can we use these in marketing for our event?	
18.	Can you send us a video walkthrough of the venue?	
19.	Do you have tables and chairs for us to use?	

VENUE QUESTIONNAIRE (Continued)

NO.	QUESTION	ANSWER
20.	Do you have any other furniture available – i.e. sofas?	
21.	Can you send us photos of the furniture available?	
22.	Is your venue wheelchair accessible?	
23.	Is there on-site parking? If there is, how many parking spaces can we use? Fees?	
24.	Do you have an outdoor area for guests?	
25.	Do you have high-speed wired internet we can use? LAN is preferred	
26.	Do you have TVs we can use?	
27.	If you do, are the TVs mobile? Do they have wheels for ease?	
28.	Do you have a projector and projector screen we can use?	
29.	Do you have any sound equipment available? e.g. speakers, PA system	

VII. EVALUATION OF PROPOSALS AND AWARD OF CONTRACT

The contract(s) will be awarded to the Proposer(s) offering the most advantageous proposals, taking into consideration all evaluation criteria as well as price. Any proposals, which submit a price that is abnormally low or high, as determined by the City, may be rejected as unrealistic. All proposals shall remain firm for ninety (90) calendar days after the proposal opening.

As used herein, the term “qualified, responsible and responsive proposer” shall be defined as (i) a proposer which has demonstrated the skill, ability, and integrity necessary to the faithful performance of the contract and (ii) a proposer which has provided everything requested in this RFP.

A thorough reference check will be performed by PRC staff to determine the qualifications and past history of proposer’s previous contract(s) of comparable size.

In evaluating proposals, the City will consider the qualifications of only those proposers whose proposals are in compliance with the prescribed requirements. The City reserves the right to reject any proposal if the evidence submitted by, or the reference check of such proposers fails to satisfy the City that the proposers is properly qualified to carry out the obligations of the contract.

END OF SECTION



Attachment A

Price Bid Proposal

Price Proposal – RFP #25-08

EVENT SPACE, CATERER and RESTAURANT BID

This form must be completed and placed in a **separate** sealed envelope marked
Price Proposal – Event Space, Caterer and Restaurant Bid

Name of Firm or Individual Submitting Proposal: _____
(Please Print Clearly)

Address: _____

Telephone No.: _____

E-mail Address: _____

Please attach any pricing sheets (menu's, venue pricing, etc.)

Proposer acknowledges the following Addenda: _____, _____, _____, _____, _____,

Signature on behalf of Firm: _____

Print Name of Signor: _____

Name of Firm: _____

Date: _____

END OF SECTION



Attachment B

Technical Proposal Cover Sheet

Price Proposal – RFP #25-08 - **Event Space, Caterer and Restaurant Bid**

This form and accompanying documents must be completed and placed in a **separate** sealed envelope marked

Technical Proposal - Event Space, Caterer and Restaurant Bid

Name of Firm or Individual Submitting Proposal: _____
(Please Print Clearly)

Address: _____

Telephone No.: _____

E-mail Address: _____

Proposer acknowledges the following Addenda: _____, _____, _____, _____, _____,

Signature on behalf of Firm: _____

Name of Person _____

Name of Firm: _____

Date: _____



CITY OF EVERETT

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

- 1. FIRM NAME: _____
 - 2. WHEN ORGANIZED: _____
 - 3. INCORPORATED? _____ YES _____ NO DATE AND STATE OF INCORPORATION: _____
 - 4. IS YOUR BUSINESS A **MBE**? _____ YES _____ NO **WBE**? _____ YES _____ NO or **MWBE**? _____ YES _____ NO
 - * 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

 - * 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
_____ YES _____ NO IF YES, WHERE AND WHY?

 - * 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? _____ YES _____ NO IF YES, PROVIDE DETAILS.

 - * 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

 - * 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
-
-

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____)_____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____)_____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____)_____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #:(____)_____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

10. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

END OF SECTION

**CERTIFICATIONS REQUIRED BY LAW
FOR PUBLIC CONSTRUCTION CONTRACTS**

You must COMPLETE and SIGN the following certifications. You must also print, at the bottom of this page, the name of the vendor for whom these certifications are submitted.

TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

COMPLETE AND SIGN BELOW:

Authorized Person's Signature

Date

Print Name & Title of Signatory

Name of Contractor
