

## BID FORM

### CITY OF FITCHBURG

### MGL c. 30, 39M FORM FOR BID

[insert contract number and title]

To the City of Fitchburg:

A. Undersigned proposes to furnish all labor and materials required for \_\_\_\_\_  
(project) in Fitchburg, MA, in accordance with the accompanying plans and specifications prepared by \_\_\_\_\_  
\_\_\_\_\_ (name of architect or engineer) for the contract price specified below,  
subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered \_\_\_\_\_

C. The proposed contract price is \_\_\_\_\_ dollars (\$\_\_\_\_\_).

For alternate No. \_\_\_\_\_ Add \$ \_\_\_\_\_; Subtract \$ \_\_\_\_\_

(Repeat preceding line for each alternate)

Undersigned agrees that, if selected as contractor, within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the contractor and are included in the contract price; provided, however, that if there is more than one surety company, the surety companies shall be jointly and severally liable.

\_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
(Name of Person Signing Bid and Title)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City and State)

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Federal UEI number, if applicable)

## REQUIRED FORMS AND CERTIFICATIONS

### CERTIFICATION OF NON-COLLUSION AND GOOD FAITH

The undersigned certifies under 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 paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

\_\_\_\_\_  
BY: SIGNATURE AND TITLE

\_\_\_\_\_  
COMPANY NAME

### STATEMENT OF TAX COMPLIANCE

Pursuant to Massachusetts General Laws c. 62C, Section 49A, I certify under the penalties of perjury that to the best of my knowledge and belief, the bidder has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
FEDERAL TAX ID NUMBER

\_\_\_\_\_  
BY: SIGNATURE AND TITLE

\_\_\_\_\_  
PRINT NAME

Your social security or tax identification number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

### WAGE THEFT AND RESPONSIBLE EMPLOYERS

The Contractor certifies that neither it nor any of its subcontractors have been subject to a final decision by a state or federal authority resulting from a violation of MGL c. 149, MGL c. 151, the Fair Labor Standards Act, or any other state or federal laws regulating the payment of wages within three years prior to the date of the contract; or certifies that it has provided copies of any and all of the above to the City prior to the date of the contract and has obtained any wage bond or insurance required under § 42-2E of the Code of the City of Fitchburg or other applicable law; and certifies that while the contract is in effect, it will report any instance of the above to the City within five days of the contractor's receipt.

Further, all requirements, duties, rights, and remedies outlined in §§ 42-2 through 42-4 of Chapter 42 of the Code of the City of Fitchburg are incorporated into this Contract by reference with the same force and effect as though fully set forth herein. To the extent that there is any conflict between the terms of this Contract and the terms of that Chapter, the terms of the Chapter shall control.

\_\_\_\_\_  
BY: SIGNATURE AND TITLE

\_\_\_\_\_  
PRINT NAME

**FORMS FROM THIS SECTION MUST BE COMPLETE AND INCLUDED WITH YOUR BID**  
**DO NOT RETURN SPECIFICATIONS SECTIONS OF THE SOLICITATION**

**CERTIFICATE OF AUTHORITY/CORPORATE VOTE OF AUTHORIZATION**

At a duly authorized meeting of the Board of Directors of the \_\_\_\_\_  
(Name of Corporation)

held on \_\_\_\_\_, 20\_\_\_\_ Directors were present or waived notice, it was voted that

\_\_\_\_\_, \_\_\_\_\_ be and is hereby authorized  
(Officer Name) (Title)

to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract or bond of obligation in this company's name on its behalf of such Officer under seal of the company shall be valid and binding upon this company.

A true copy of the record,

(Corporate Seal)

ATTEST: \_\_\_\_\_

I hereby certify that I am the \_\_\_\_\_ of the \_\_\_\_\_  
(Title) (Name of Corporation)

that \_\_\_\_\_ is the duly elected \_\_\_\_\_  
(Officer Name) (Title)

of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

\*The company's Corporate Vote may be substituted for the Certificate of Authority.

## CERTIFICATIONS

**CORI COMPLIANCE:** Contractors to the City of Fitchburg required by law to perform CORI checks, are further required by the City of Fitchburg to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. The undersigned certifies under penalties of perjury that said undersigned employs CORI related policies, practices and standards that are consistent with the provisions of the Commonwealth's CORI Policies.

Contractor agrees that for certain municipal projects, the City or School Department may require their own CORI compliance check prior to the start of work.

**FOREIGN CORPORATION:** Undersigned certifies under penalties of perjury that said undersigned is not a foreign corporation; or, if the undersigned is a foreign corporation, they have provided, with this submittal, a Certificate from the Secretary of State stating that such corporation has been given the authority to transact business in the Commonwealth.

**DEBARMENT:** Undersigned certifies under penalties of perjury that said undersigned is not presently debarred from doing public work in the Commonwealth of Massachusetts, under any applicable debarment provisions of any Chapter of the General Laws, or any Rule or Regulation.

**COMPLIANCE:** Bidder has carefully examined the work described herein; has become thoroughly familiar with local conditions and the character and extent of the work; has carefully examined the drawings, project manual, specifications, contract documents, bid form and all addenda which are a part of this proposal, and thoroughly understands their stipulations, requirements, and provisions; and the Bidder will contract, in the form of contract required, to provide all necessary and proper machinery, equipment, facilities, and means to do all the work and furnish all the materials necessary and proper to carry out such contract in the manner and on the conditions set forth therein in accordance with the contract; and to perform or observe all other contract requirements thereby.

**ELECTRONIC SIGNATURES:** Bidder acknowledges consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. Bidder is not required to receive notices and disclosures or sign documents electronically and may request to receive paper copies and withdraw consent at any time.

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BY: SIGNATURE AND TITLE

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PRINT NAME

## BIDDERS REFERENCE FORM

Bidder's number of years in business \_\_\_\_\_ Dates in business \_\_\_\_\_ to \_\_\_\_\_

Bidder must provide five (5) business references for projects performed and completed within the past five (5) years (attach additional pages if necessary).

(1) Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and date(s) of work: \_\_\_\_\_

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

(2) Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and date(s) of work: \_\_\_\_\_

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

(3) Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and date(s) of work: \_\_\_\_\_

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

(4) Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and date(s) of work: \_\_\_\_\_

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

(5) Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and date(s) of work: \_\_\_\_\_

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

References will be contacted to confirm the bidder's skills, abilities and qualifications to faithfully perform the work as specified.

FORMS FROM THIS SECTION MUST BE COMPLETE AND INCLUDED WITH YOUR BID

DO NOT RETURN SPECIFICATIONS SECTIONS OF THE SOLICITATION

## OSHA CERTIFICATION FORM

**Pursuant to Chapter 306 of the Acts of 2004  
An Act Relative to the Health and Safety on Construction Projects**

### CONTRACTOR'S CERTIFICATION FORM

Undersigned hereby certifies the ability to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

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BY: SIGNATURE AND TITLE

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PRINT NAME

## BIDDER'S CHECKLIST

<p>The following components of your bid are necessary for consideration of your bid package. This checklist is provided to assist you in meeting the minimum requirements.</p>	
Place a check mark (✓) beside each of the components and place in your bid package	✓
Reviewed and Understand the Plans and Specifications?	
Reviewed and Understand Contract Terms and Conditions?	
Reviewed Insurance Requirements?	
Reviewed Bond Requirements?	
Addenda Acknowledged?	
Bid Deposit or Bid Bond	
Form for Bid	
Certification of Non-Collusion and Good Faith	
Statement of Tax Compliance	
Wage Theft and Responsible Employers	
Certificate of Authority/Corporate Vote	
Certifications	
Bidder's Reference Form	
OSHA Certification Form	
W-9 Form Completed and Included	
<p><i>Don't forget to place all required documents and forms in a sealed envelope, and label properly!</i></p>	