

GENERAL BID FORM

CITY OF FITCHBURG
MGL c. 149 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)

D. The subdivision of the proposed contract price is as follows:

Item 1. The work of the general contractor, being all work other than that covered by Item 2.
\$ _____

Item 2. Sub-bids as follows:

Sub-trade	Name of Sub-bidder	Amount	Bonds required, indicated by "Yes" or "No"
		\$	
		\$	
	Total of Item 2	\$	

Undersigned agrees that each of the above named sub-bidders will be used for the work indicated at the amount stated, unless a substitution is made. The undersigned further agrees to pay the premiums for the performance and payment bonds furnished by sub-bidders as requested herein and that all of the cost of all such premiums is included in the amount set forth in Item 1 of this bid.

Undersigned agrees that if he is selected as general contractor, he will promptly confer with the awarding authority on the question of sub-bidders; and that the awarding authority may substitute for any sub-bid listed above a sub-bid filed with the awarding authority by another sub-bidder for the sub-trade against whose standing and ability the undersigned makes no objection; and that the undersigned will use all such finally selected sub-bidders at the amounts named in their respective sub-bids and be in every way as responsible for them and their work as if they had been originally named in this general bid, the total contract price being adjusted to conform thereto.

E. Undersigned agrees that, if he is selected as general contractor, he will 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 general 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.

The undersigned hereby certifies that he is able 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.

The undersigned further 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. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

(Name of General Bidder)

(Name of Person Signing Bid and Title)

(Business Address)

(City and State)

(Email address)

(Federal UEI number, if applicable)

SUB-BID FORM

CITY OF FITCHBURG
MGL c. 149 FORM FOR BID
[insert contract number and title]

To all General Bidders Except those Excluded:

A. The undersigned proposes to furnish all labor and materials required for completing, in accordance with the hereinafter described plans, specifications and addenda, all the work specified in Section No. _____ of the specifications and in any plans specified in such section, prepared by _____ (name of architect or engineer) for _____ (project) in Fitchburg, MA for the contract sum of _____ dollars (\$______).

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

[Repeat preceding line for each alternate]

B. This sub-bid includes addenda numbered _____
C. This sub-bid

may be used by any general bidder except:

may only be used by the following general bidders:

[To exclude general bidders, insert "X" in one box only and fill in blank following that box. Do not answer C if no general bidders are excluded.]

D. The undersigned agrees that, if he is selected as a sub-bidder, he will, within 5 days, Saturdays, Sundays and legal holidays excluded, after presentation of a subcontract by the general bidder selected as the general contractor, execute with such general bidder a subcontract in accordance with the terms of this sub-bid, and contingent upon the execution of the general contract, and, if requested so to do in the general bid by the general bidder, who shall pay the premiums therefor, or if prequalification is required pursuant to section 44D 3/4, furnish a performance and payment bond of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority, in the full sum of the subcontract price.

E. The names of all persons, firms and corporations furnishing to the undersigned labor or labor and materials for the class or classes or part thereof of work for which the provisions of the section of the specifications for this sub-trade require a listing in this paragraph, including the undersigned if customarily furnished by persons on his own payroll and in the absence of a contrary provision in the specifications, the name of each such class of work or part thereto and the bid price for such class of work or part thereof are:

Name	Class of Work	Bid price

[Do not give bid price for any class or part thereof furnished by undersigned.]

F. The undersigned agrees that the above list of bids to the undersigned represents bona fide bids based on the hereinbefore described plans, specifications and addenda and that, if the undersigned is awarded the contract, they will be used for the work indicated at the amounts stated, if satisfactory to the awarding authority.

G. The undersigned further agrees to be bound to the general contractor by the terms of the hereinbefore described plans, specifications, including all general conditions stated therein, and addenda, and to assume toward him all the obligations and responsibilities that he, by those documents, assumes toward the owner.

H. 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 plans and specifications:

1. Have been in business under present business name _____ years.
2. Ever failed to complete any work awarded? _____
3. List one or more recent buildings with names of the general contractor and architect on which you served as a sub-contractor for work of similar character as required for the above-named building.

	Building	Architect	General Contractor	Amount of Contract
(a)				
(b)				
(c)				

4. Bank reference _____

I. The undersigned hereby certifies that he is able 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 of subcontracts subject to section forty-four F.

The undersigned further certifies under penalties of perjury that this sub-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. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

(Name of Sub-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 PROPOSAL
DO NOT RETURN SPECIFICATIONS SECTIONS OF THE SOLICITATION

c. 149 Required Forms, \$150k and up with filed subs

MINORITY/WOMEN BUSINESS ENTERPRISES AND WORKFORCE PARTICIPATION GOALS

All contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance or repair must contain workforce participation goals for minorities and women.

“State-assisted” is defined as a project for the planning, acquisition, design, construction, demolition, installation, repair or maintenance of a capital facility or public work and whose costs are paid for, reimbursed, grant funded, or otherwise supported, in whole or in part, by the Commonwealth.

The undersigned hereby certifies that they are familiar with the provisions of both the MBE/WBE goals and the Workforce Participation goals, and agrees to adhere to the provisions therein.

COMPANY NAME

FEDERAL TAX ID NUMBER

BY: SIGNATURE AND TITLE

PRINT NAME

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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.

BY: SIGNATURE AND TITLE

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 PROPOSAL
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.

BY: SIGNATURE AND TITLE

PRINT NAME

FILED SUB-BIDDER'S CERTIFICATION FORM

I 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.

BY: SIGNATURE AND TITLE

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	
Minority/Women Business Enterprises and Workforce Participation Goals	
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>	

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