REQUEST FOR PROPOSAL

CITY OF NEW BEDFORD

TREASURER’S OFFICE

OUTSOURCING OF TAX AND UTILITY BILL PRINTING AND MAILING SERVICES

New Bedford, Massachusetts

#20145022

August 12, 2019

Jonathan F. Mitchell
Mayor

Treasurer’s Office
133 William Street
New Bedford, MA 02740
CITY OF NEW BEDFORD
MASSACHUSETTS
Advertisement
REQUEST FOR PROPOSAL
Outsourcing Tax and Utility Bill Printing and Mailing Services
#20145022

The City of New Bedford, Purchasing Department, in conjunction with the Treasurer’s Office is soliciting proposals for the outsourcing of tax and utility bill printing and mailing services.

Sealed proposals will be received by the Purchasing Department, in the office of the Purchasing Agent, Room 208, City Hall, 133 William Street, New Bedford, Massachusetts, 02740, during business hours, until the date and time of the bid opening.

Responses Due: Monday, August 26, 2019 at 11:00 AM. Prevailing Time

Contract Documents, including the Information for Responders Form of Contract, Specifications, and other Contract Documents, may be obtained and/or examined on or after Monday, August 12, 2019, in the office of City of New Bedford, Purchasing Department, 133 William Street, Room 208, New Bedford, MA 02740, (Monday thru Friday – 8:30 AM – 4:00 PM) Documents may obtained by downloading them at www.newbedford-ma.gov/Purchasing or by emailing purchasing@newbedford-ma.gov.

Attention is called to the fact that supplies furnished as part of this Contract are exempt from the Sales and Use Tax. All proposals submitted should take this factor into consideration, and be calculated accordingly.

The contract will be awarded within thirty (30) days after the bid opening. The time for award may be extended by mutual agreement between the City and the awarded bidder.

No Responder may withdraw his/her bid for a period of thirty (30) days, excluding Saturdays, Sundays, and legal holidays, after the actual date of the opening thereof.

The Responder must furnish a Non-Collusion Form and Statement of Taxes, with their bid.

Proposals must include ALL DOCUMENTS required by the Invitation for Bid. The Awarding Authority reserves the right to waive any informality, reject any or all proposals, or accept other than the lowest priced proposal.

AWARDING AUTHORITY
CITY OF NEW BEDFORD
Susan Bruce, Director of Purchasing
Proposal for the Outsourcing of Tax and Utility Bill Printing and Mailing Services

1. Sealed proposals for the above will be received in the Purchasing Department, Room 208, 133 William Street, New Bedford, MA, until **Monday, August 26, 2019 at 11:00**, at which time all proposals received will be recorded in the presence of such Respondents as desire to be in attendance. No proposals will be accepted after the time and date specified. This is not a public opening.

2. There will be no scheduled bidder’s conference, however, all questions must be submitted to Susan Bruce, Director of Purchasing at susan.bruce@newbedford-ma.gov no later than Friday, August 16, 2019 by 4:00 pm. Answers will be provided to all Responders of Record as having requested the proposal documents.

3. The Respondent must submit their Technical Proposal and Price Proposal in separate sealed envelopes bearing on the outside the name and address of the Respondent, addressed to the Director of Purchasing, City Hall, New Bedford, MA 02740. The Technical Proposal must be properly filled out, signed, sealed and endorsed: “RFP # 20145022 Outsourcing of Tax and Utility Bills - Technical Proposal.” The Price Proposal must be properly filled out, signed, sealed and endorsed: “RFP # 20145022 Outsourcing of Tax and Utility Bills – Price Proposal”.

   Telephone responses and faxed replies will not be accepted. No responsibility shall be attached to any person or persons for the premature openings of proposals not properly marked.

4. Proposals that are incomplete, not properly endorsed, or signed, or which are otherwise contrary to these instructions may be rejected as informal by the Procurement Officer.

5. The Respondent will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts and of the City of New Bedford. Certificates of all required insurances’ will be required prior to executing a contract.

6. All submitted proposals and associated price quotes must be guaranteed to the City of New Bedford for a period of thirty (30) days from the date of the proposal opening. If a contract is to be awarded as a result of this RFP, it will be awarded within the thirty (30) day time period.

7. As provided by Massachusetts General Law, Chapter 64H, §6(d), purchases made by the City of New Bedford are exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax; any such taxes must not be included in the quoted price.

8. The City reserves the right to reject any and all proposals, and to make awards in a manner deemed in the best interest of the City.

9. The Respondent will not be permitted to either assign or underlet the contract nor assign either legally or equitably, any monies hereunder, or its claim thereto, without the previous written consent of the Director of Purchasing.
10. All proposal prices stated must be firm.

11. When submitting a proposal, the Respondent shall submit (1) original and (5) five copies of the technical proposal and one (1) copy of the price proposal and if the City accepts said proposal, it shall constitute part of the contract.

12. Before submitting a proposal, each Respondent must make a careful study of the specifications contained in this Request for Proposal document and fully assure themselves as to the quality, quantity and type of services that the City is seeking to have performed.

13. The proposal for this work must cover all contingencies, including all labor and materials, transportation, etc., necessary for the purchase and delivery/execution of the services required by the City of New Bedford.

14. The Respondent who is selected to provide services will be required to indemnify the City for all damage to life and property that may occur due to their negligence or that of their employees, subcontractors, etc., during the period of this contract.

15. The contract agreement will be in the form customarily employed by the City and is attached hereto.

16. The specifications as detailed under part entitled TECHNICAL PROPOSAL SPECIFICATIONS shall constitute a part of the contract of purchase, as well as all conditions listed on these first 2 pages. A copy of the successful Respondent’s/vendor’s proposal will be incorporated herein and made a part of this contract.

17. The City of New Bedford Massachusetts is seeking proposals for the outsourcing of Tax and Utility bill printing and mailing services.

18. The successful Respondent will be responsible for supplying all labor and materials necessary to satisfy the requirements of this proposal.

19. The City of New Bedford reserves the right to award a contract based upon bill type and service. The City reserves the right award only real estate tax services, utility bill tax services, demand water/sewer bill services or a combination of all of the above. One contract will be awarded to the one responsive and responsible Respondent whom the City determines offers the most advantageous proposal, taking into consideration all evaluation criteria set forth in the RFP, as well as price.

20. The contract that is awarded as a result of this Request for Proposals will be effective upon completed execution of a contract signed by both the successful Respondent and the appropriate City officials. The contract will be for a period of one year, 2019-2020 with two one- year options to renew, 2020-2021 and 2021-2022.

21. TERMINATION CLAUSE: If at any time the Vendor fails to fulfill or comply with any of the requirements of this proposal/contract, such as shoddy workmanship, executing improper operating procedures, supplying sub-standard, improperly trained employees, not adhering to the work schedule, etc., the City, at its option, can terminate this contract upon thirty (30) days written notice to the firm.
SCOPE OF SERVICES:

PROPOSAL SUBMISSION REQUIREMENTS

Only Respondents who can demonstrate that they comply with the following should submit proposals as only proposals from such Respondents will be considered:

• You must be able to provide all services for Real Estate and Personal Property within ten (10) weeks of the award.
• You must have been in the printing/mailing business for 5+ years.
• You must be able to convert the Munis data to the bill format.
• You must have 10 municipal clients with at least 5 Munis Real Estate.
• You must be able to provide bulk mailing discounts.
• You must submit proof from the U.S. Postal Service of a bulk mailing permit.
• You must provide an affidavit of mailing each time.
• The vendor must be capable of including up to 2 inserts plus a return envelope in each mailing.
• The vendor will submit a proof of all bills to the City of New Bedford contact person within one business day of receiving the data file.
• The City agrees to accept or amend the proof within one business day.
• The vendor must agree to on-site inspection by City of New Bedford staff.
• For quality assurance, prior to the start of services, the City may choose to run a parallel test with the existing vendor.
• All work must be done in-house by the successful bidder and not sub-contracted out.
• The scan line on all forms is to be OCR-A.
• Dedicated Customer Service Representative for the City must be provided.

TECHNICAL PROPOSAL

Respondents are expected to address the Scope of Work provided herein. However, respondents are expressly encouraged to consider the Scope of Work to be a foundation upon which to provide an expanded and/or modified approach. Regardless of which approach each respondent proposes to undertake, each proposal should comprehensively address the details of the proposed approach.

Technical Proposals submitted in response to this RFP should consist of:

Water/Sewer Monthly Bills:
• 25,000+/- Monthly Water/Sewer bills must be mailed out within 1 business day of receipt of file.
• All bills to be printed on 60 pound, 8 ½ x 11 paper; portrait orientation.
• Each page will have one (1) - 3¾” micro-perforation.
• Bills will have print on two sides.
• Bills will use black ink only.
• We would like to have the ability to have large customers with 10 or more bills in a common envelope.
• PDF of all bills with scan lines must be uploaded to the City’s online bill provider and to the City for each billing.
• Scan line must show on remit.

Water/Sewer Demands:
• 5,000+/- Monthly Water/Sewer demands must be mailed out within 1 business day of receipt of file.
• All bills to be printed on 60 pound, 8 ½ x 11 paper; portrait orientation.
• Each page will have one (1) - 3¾” micro-perforation.
• Bills will use black ink only.
• Scan line must show on remit.

Real Estate Preliminary Bills:
• 25,000+/- Real Estate preliminary quarterly bills must be postmarked in accordance with M.G.L. “No later than July 1st of each year”
• All preliminary real estate bills must contain an affidavit of address in accordance with M.G.L.
• Bills will have print on two sides.
• Bills will use black ink only.
• All preliminary real estate bills to be printed on 60 pound, 8 1/2 x 14 paper.
• Each page will have three (3) - 3 3/4” micro-perforation.
• Scan line must show on remit.
• PDF of all bills with scan lines must be uploaded to the City’s online bill provider and to the City for each billing.
• Bills must conform to the Department of Revenue Guidelines that are issued in its annual Information Guideline Release.

Personal Property Preliminary Bills:
• 500+/- Personal Property preliminary quarterly bills must be postmarked in accordance with M.G.L. “No later than July 1st of each year”
• Bills will have print on two sides.
• Bills will use black ink only.
• All preliminary bills to be printed on 60 pound, 8 1/2 x 11 paper.
• Each page will have two (2) - 3 3/4” micro-perforation.
• Scan line must show on remit.
• PDF of all bills with scan lines must be uploaded to the City’s online bill provider and to the City for each billing.
• Bills must conform to the Department of Revenue Guidelines that are issued in its annual Information Guideline Release.

Real Estate and Personal Property Actual Bills:
• 25,500+/- Real Estate and Personal Property actual bills must be postmarked in accordance with M.G.L. “No later than December 31st of each year”
• Bills will have print on two sides.
• Bills will use black ink only.
• All actual real estate and personal property bills to be printed on 60 pound, 8 1/2 x 11 paper.
• Each page will have two (2) - 3 3/4” micro-perforation.
• Scan line must show on remit.
• PDF of all bills with scan lines must be uploaded to the City’s online bill provider and to the City for each billing.
• Bills must conform to the Department of Revenue Guidelines that are issued in its annual Information Guideline Release.

Real Estate and Personal Property Demand Bills:
• 2,000-5,000 Real Estate and Personal Property demand bills must be mailed within one (1) business day of receipt of file.
• Bills will use black ink only.
• All demand real estate and personal property bills to be printed on 60 pound, 8 1/2 x 11 paper.
• Each page will have two (2) - 3 3/4” micro-perforation.
• Scan line must show on remit.
• Bills must conform to the Department of Revenue Guidelines that are issued in its annual Information Guideline Release.
Additional Requirements:
• You must be able to accept data via FTP process or by compressed e-mail. All data will be provided in standard .TXT format provided by the MUNIS Software. The vendor must coordinate with the City’s MIS Department on data file field definitions and with City’s lockbox bank for testing and processing.
• You must complete two (2) successful tests with the City of New Bedford before each mailing. Tests will include totals of both count and dollar amounts and must be sent within two (2) days of receipt of file.
• Proof copies, twenty-five (25) samples of real estate bills varying in type of tax (residential, commercial, mixed use) and ten (10) samples of personal property tax bills must be provided to the City Collector prior to printing. Proofs must be approved in writing by the City Collector and the Director of Assessing before bills are printed.

Mailing of all documents:
• Bills must be folded and stuffed into a #10 envelope, along with one #9 preprinted return envelope. The return envelope must have the correct bar-coding and Facing Identification Mark (FIM). All envelopes are to be provided by the vendor.
• Bills are to be mailed by vendor on correct dates. The vendor must use a management system that will provide zip + four, carrier route sorting and bar coding as applicable to each piece. The City will pay for postage.
• A certified United State Postal Service “Postage Statement – First Class Mail and Priority Mail” is to be provided.
• The vendor will bundle mail to achieve the lowest postage rate.

Inserts:
• The vendor must be able to print in both color or black and white and stuff inserts into mailings.
• Inserts may vary in size (example 8 ½ x 11, 8 ½ x 14, buck slip)
• Inserts may be one or two-sided.
• Preprinted inserts must be picked up by vendor or mailed at no cost to City.

Forms Design Services:
• The successful vendor will, at no additional cost to the City, layout the templates for the City.
• The vendor must be familiar with Munis layouts and deal with updates, and Edifice layouts.
• Final design and form must be approved by the City Collector before actual form printing begins.
• If the City requests changes/modifications to the existing format in the future, the vendor will quote an hourly rate for this service, if applicable.
• Bills must be laser-printed.
• Taxpayer information as required by the Department of Revenue must be preprinted on the back, top two (2) sections of the form only. The third section is reserved for city payment information.
• The forms shall be high quality OCR bond and ink, contain an OCR-A scan line that complies with FIS equipment specifications.

Minimum Comparative Evaluation Criteria/References:
• You must provide your implementation strategy including staffing requirements.
• You must provide samples of bills produced for other clients.
• Five (5) Municipal references must be supplied and will be checked, preferably comparable size communities and similar types of bills.

Respondents who submit proposals that meet all minimum evaluation criteria will be evaluated and rated on the basis of comparative evaluation criteria as judged by the selection team.

Each of the following five Evaluation Criteria pertain to requirements listed in this RFP. These questions will be applied to all proposals submitted. Each question will receive one rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable. The rating each question receives will be used to compile a composite rating
for each Respondent, to be used in the Selection Process segment of this RFP. If any question receives a rating of "Unacceptable" that proposal will be REJECTED.

1: Experience in providing Tax and Utility Billing Printing and Mailing Services.

Highly Advantageous: Firm has provided similar services for at least 10 Municipal organizations in the last five years.
Advantageous: Firm has provided similar services for at least five Municipal organizations in the last five years.
Not Advantageous: Firm has provided fewer than three similar services in the last five years.
Unacceptable: Firm never provided similar services.

2: Response to Scope of Services

Highly Advantageous: Response is very thorough, consistent with services to be provided, and responds to needs expressed by the City of New Bedford in all areas.
Advantageous: Response is adequate, consistent with services to be provided, and responds to needs expressed by the City of New Bedford in all areas.
Not Advantageous: Response is vague. The City of New Bedford is unable to determine if it is consistent with expressed needs or services to be provided.
Unacceptable: Response is inadequate, is not consistent with services to be provided and does not respond to needs expressed by the City of New Bedford in all areas.

3: Number of Municipal or Government Client using similar services

Highly Advantageous: At least 10 Municipal or Government Clients with at least 5 with Munis Real Estate
Advantageous: At least 5 Municipal or Government Clients with at least 3 with Munis Real Estate.
Not Advantageous: Less than 3 Municipal or Government Clients with less than 3 with Munis Real Estate.
Unacceptable: No Municipal or Government Clients.

4: Quality of references feedback.

Highly Advantageous: Firm exceeds expectations; would be hired again
Advantageous: Firm was responsive
Not Advantageous: Firm was somewhat responsive
Unacceptable: Unsatisfactory; would not hire again

5: Ability to meet the required Scope of Services listed in this Request for Proposal.

Highly Advantageous: 100%
Advantageous: 95%
Not Advantageous: 90%
Unacceptable: <90%

**SUBMISSION REQUIREMENTS**

Respondents must submit one (1) one original and five (5) five copies of the Technical Proposal with all required information included and one (1) original of the Price Proposal. The Technical and Price Proposals must be submitted in separate sealed envelopes bearing on the outside the name and address of the Respondent, addressed to the Procurement Officer of the City of New Bedford.

The Technical envelope must be labeled:

"RFP # 20145022 Tax and Utility Bill Printing and Mailing Services"
The Price envelope must be labeled:

“RFP # 20145022 Tax and Utility Bill Printing and Mailing Services”

All Respondents must provide written documentation in their proposal, according to the following requirements, as evidence that they meet the minimum requirements listed under “Qualifications,” and further that their firm has the requisite background to perform this particular type of work.

Each firm desirous of consideration will submit the following:

1. Firms must provide written evidence that the Principal(s) of the Firm has at least 5 years of experience in the field of tax and utility bill printing and mailing services. Firms must demonstrate their experience in performing the required services by submitting written evidence of their understanding of all of the services as outlined in this RFP.

2. Firms must provide written evidence of the successful past performance of, and/or currently be providing similar services to other clients within the past five (5) years. Provide a minimum of three references with all contact information. This is to include the project names, cities/towns, duration, date of work, scope of the work/services performed and contact name(s) and telephone numbers. The City is to have express permission to contact, either in person, by phone and/or written correspondence, these individuals as to past performance. Any negative references received will be grounds for the rejection of a proposal.

3. Submit the name and telephone number of the person who will be the main contact from the firm for this contract/account.

4. Submit the names and resumes of all personnel who will be assigned to this account. Describe what each individual’s role will be and for what services they are responsible.

5. Indicate whether or not your firm has been dismissed or disqualified from a bid/contract within the past five years, and if yes, the reason(s) why.

**SELECTION PROCESS**

As a result of this RFP, the City of New Bedford intends to award the contract to one Respondent from the proposals received. All proposals will be submitted to the Director of Purchasing. The department responsible for evaluation will review all proposals, rate each of the Comparative Evaluation Criteria and assign a composite rating for each proposal. Background checks, requests for additional information, and interviews will be performed as needed. The evaluators will then submit a recommendation to the Director of Purchasing who will review the recommendation and, if in agreement with the recommendation, award the contract.

This Request for Proposals does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for any services of any kind.

In the evaluation of the proposals, the City, at its discretion, may obtain technical support from outside sources. The Respondents, by virtue of their proposal submissions, agree to fully cooperate with the personnel of such outside sources in the evaluation of their respective proposal. Failure to cooperate may result in the rejection of your Proposal.
PRICE COMPONENT (MUST BE SUBMITTED IN SEPARATE ENVELOPE)
The City of New Bedford requires each Respondent to supply pricing in the following format:

City of New Bedford
Bill Print and Mail Cost Proposal Sheet
Year 1

Cost per bill for printing, folding, inserting, sealing, metering and mailing of the following bill types:

PRELIMINARY RE BILLS: (25,000+/-) $______________________________

PRELIMINARY PP BILLS: (1,500+/-) $______________________________

ACTUAL RE BILLS: (25,000+/-) $______________________________

ACTUAL PP BILLS: (1,500 +/-) $______________________________

DEMAND RE & PP BILLS: (2,000-5,000) $______________________________

MONTHLY WATER/SEWER BILLS: (25,000+/-) $______________________________

DEMAND WATER/SEWER BILLS: (5,000+/-) $______________________________

**The city reserves the right to choose .........................

INSERT STUFFING COST

BUCK $______________________________
8 ½ X 11 $______________________________
8 ½ X 14 $______________________________

INSERT PRINTING COST

BUCK $______________________________
8 ½ X 11 $______________________________
8 ½ X 14 $______________________________

PDF COST (PER PDF) $______________________________

FORM CHANGES (Hourly Rate) $______________________________
City of New Bedford
Bill Print and Mail Cost Proposal Sheet
Year 2

Cost per bill for printing, folding, inserting, sealing, metering and mailing of the following bill types:

PRELIMINARY RE BILLS: (25,000+/-) $_____________________________

PRELIMINARY PP BILLS: (1,500+/-) $_____________________________

ACTUAL RE BILLS: (25,000+/-) $_____________________________

ACTUAL PP BILLS: (1,500+/-) $_____________________________

DEMAND RE & PP BILLS: (2,000-5,000) $_____________________________

MONTHLY WATER/SEWER BILLS: (25,000+/-) $_____________________________

DEMAND WATER/SEWER BILLS: (5,000+/-) $_____________________________

**The city reserves the right to choose ____________________________

INSERT STUFFING COST

BUCK $_____________________________

8 ½ X 11 $_____________________________

8 ½ X 14 $_____________________________

INSERT PRINTING COST

BUCK $_____________________________

8 ½ X 11 $_____________________________

8 ½ X 14 $_____________________________

PDF COST (PER PDF) $_____________________________

FORM CHANGES (Hourly Rate) $_____________________________
City of New Bedford
Bill Print and Mail Cost Proposal Sheet
Year 3

Cost per bill for printing, folding, inserting, sealing, metering and mailing of the following bill types:

PRELIMINARY RE BILLS: (25,000+/-) $__________________________
PRELIMINARY PP BILLS: (1,500+/-) $__________________________
ACTUAL RE BILLS: (25,000+/-) $__________________________
ACTUAL PP BILLS: (1,500+/-) $__________________________
DEMAND RE & PP BILLS: (2,000-5,000) $__________________________
MONTHLY WATER/SEWER BILLS: (25,000+/-) $__________________________
DEMAND WATER/SEWER BILLS: (5,000+/-) $__________________________

**The city reserves the right to choose __________________________

INSERT STUFFING COST

BUCK $__________________________
8 ½ X 11 $__________________________
8 ½ X 14 $__________________________

INSERT PRINTING COST

BUCK $__________________________
8 ½ X 11 $__________________________
8 ½ X 14 $__________________________

PDF COST (PER PDF) $__________________________

FORM CHANGES (Hourly Rate) $__________________________
PLEASE COMPLETE EXHIBIT AND RETURN WITH PRICE PROPOSAL

Signature of Authorized Agent

Company Name (Please Type)

Printed Name & Title

Date
CITY OF NEW BEDFORD  
MASSACHUSETTS

VOTE OF CORPORATION AUTHORIZING  
EXECUTION OF CORPORATE AGREEMENTS

At a meeting of the Board of Directors of ______________________duly called and held on _________________.
20____ at which a quorum was present and acting throughout, the following vote was duly adopted.

VOTED: That ______________________, the ______________________ of the corporation, be and hereby is authorized to affix the Corporate Seal, sign and deliver in the name and behalf of the corporation contract documents with the City of New Bedford, the above mentioned documents to include but not be limited to Bids, Proposals, Deeds, Purchase and Sales Agreements, Agreements, Contracts, Leases, Licenses, Releases and Indemnifications; and also to seal and execute, as above, surety company bonds to secure bids and proposals and the performance of said contract and payment for labor and materials, all in such form and on such terms and conditions as he/she, by the execution thereof, shall deem proper. A true copy

ATTEST:

__________________________________________
Name (printed)

__________________________________________ (Affix Corporate Seal)

Signature

__________________________________________  __________________________________
Title  Date

MUST BE INCLUDED WITH TECHNICAL PROPOSAL
CITY OF NEW BEDFORD
MASSACHUSETTS

NON-COLLUSION AND TAX COMPLIANCE FORM

CERTIFICATE OF NON-COLLUSION

The undersigned certified under penalties of perjury that this 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.

____________________________________________________
Signature of individual submitting proposal

____________________________________________________
Name of business/organization

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 contractor, and withholding and remitting child support.

____________________________________________________
Signature of person submitting proposal

____________________________________________________
Name of business

MUST BE INCLUDED WITH TECHNICAL PROPOSAL
Withdraw, Modify and Amend Proposals

Respondents who wish to withdraw, modify or amend their Proposal must do so in writing utilizing electronic mail to the City of New Bedford Director of Purchasing at susan.brace@newbedford-ma.gov no later than the time and date set forth herein for the receipt of the proposals. All such withdrawals, modifications, or amendments must so state in the subject line of the email correspondence. Any withdrawal, modification or amendment arriving after the date and time set forth for accepting responses will not be considered. After the opening of the proposals, a Respondents may not change any provision of the proposal in a manner prejudicial to the interests of the City of New Bedford or fair competition. Minor informalities will be waived at the discretion of the City of New Bedford.

Familiarity with Requirements

Respondents are to thoroughly familiarize themselves with the requirements of the Invitation for Proposals. Ignorance of the requirements will not relieve the Respondents from any obligations or liabilities of any contract(s) issued as a result of this Invitation for Proposals.

Independent Party

Under this Invitation for Proposals, the successful Respondents declares itself to be at all times acting and performing as an independent party and nothing in this Invitation for Proposals or any subsequent contract(s) is intended to constitute a partnership or joint venture between the Respondent and the City of New Bedford.

Conflict of Interest

No officer or employee of the City of New Bedford shall participate in any decision relating to any contract which would affect their financial or personal interest or the interest of any corporation, partnership, sole proprietorship or association in which they are directly or indirectly interested.

Political Activity Prohibited

None of the services to be provided by any Respondent shall be used for any partisan political activity or to further the election of any candidate for public office.

Assignment by Contractor

The successful Respondent or Contractor shall not assign in whole or in part or otherwise transfer any interest in any contract without the written consent of the City of New Bedford, provided however, that the present and prospective claims for money due owing to the Contractor from the City of New Bedford or any other Buyer may be assigned to a bank or trust company or to a financial institution insured by the Federal Deposit Insurance Corporation (FDIC) without such consent so long as notice of such assignment is promptly furnished to the City of New Bedford. Any complete or partial assignment of the Contractor’s or successful Respondent’s interest in any such contract shall require the assignee at the City of New Bedford’s discretion, to supply such further information as the City of New Bedford deems necessary to comply with the City of New Bedford’s rules and regulations governing contracts for services. Any such assignment, in whole or in part, shall also be expressly made subject to all defenses, set-offs or counter claims which would have been made available to the City of New Bedford against the successful Respondent in the absence of such assignment.
Subcontracting

None of the services to be provided by the contractor pursuant to any contract shall be subcontracted or delegated in whole or in part to any organization, association, individual, corporation, partnership or any other such entity without the prior written approval of the City of New Bedford. All intended subcontracts shall be provisions, which are functionally identical to and consistent with the language of this Invitation for Proposals.

Choice of Law

Any contracts awarded as a result of this Invitation for Proposals shall be construed under the laws of the Commonwealth of Massachusetts. The successful Respondent and agents thereof agree to bring any federal or state legal proceedings arising from any such contract in which the City of New Bedford is a party in a court of competent jurisdiction, within the Commonwealth of Massachusetts. This section shall not be construed to limit any rights any party may have to intervene in any action in any court or wherever pending in which the other is a party.

Notices

Unless otherwise specified, any notice hereunder shall be in writing and shall be deemed delivered when sent via electronic mail (e-mail), given in person to either party or deposited in the U.S. Mail, postage prepaid and addressed to the persons indicated in any contract or as specified by any amendment hereto.

Severable Sections Do Not Affect Entire Contract

If any provision of the Invitation for Proposals or any subsequent contract is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations under the provision. The remainder of the Invitation for Proposals and any subsequent contract shall remain in full force and effect and enforceable to the fullest extent provided by law.

Contract Performance

The failure of any party to insist in any one or more situations, upon performance of any of the terms or provisions of any part of this Invitation for Proposals or resulting contract shall not be considered as a waiver or relinquishment of the right of either party to future performance of any such term or provision, and are the rights and obligations of the parties to such future performance shall continue in full force and effect.

Liquidated Damages for Failure to Enter into a Contract

The successful Respondent, upon its failure or refusal to execute and deliver the contract, bonds and certificates of insurance required within seven days after receipt of the Notice of Award of the Proposal, shall forfeit to the City of New Bedford, as liquidated damages for such failure or refusal, the security deposited with its proposal, provided that the amount forfeited shall not exceed the difference between its proposal price and the proposal price of the next lowest, responsive and responsible Respondent. In case of death, disability, bonafide clerical or mechanical error of a substantial nature or similar unforeseen circumstances affecting the Respondent, its proposal deposit shall be returned.

Liquidated Damages for Failure to Perform Under the Terms of the Contract

Should the successful Respondent fail to commence or diligently perform according to the terms if the contract, the successful Respondent agrees to pay the City of New Bedford, as liquidated damages, Two Hundred Fifty
Dollars ($250.00) per calendar day that the successful Respondent fails to commence or diligently perform the work in accordance with the contract documents and/or is in violation of the contract. Liquidated damages assessed under this provision shall be deducted from any payment(s) due to the successful Respondent.

**Funding & Fiscal Year Appropriation**

Appropriations for expenditures by the City of New Bedford, and authorizations to spend for a particular purpose are ordinarily made on a fiscal year basis. The fiscal year for the City of New Bedford begins on July 1st and ends on June 30th of the following year. The obligations of the City of New Bedford under any contract resulting from this Invitation for Proposals for any subsequent fiscal year following the fiscal year in which the initial contract is awarded, is subject to the appropriations to the City of New Bedford. Expenditures for contracted services, which will extend beyond a single fiscal year shall not exceed in any fiscal year the amount appropriated and authorized for the said fiscal year.

**Procurement Calendar**

The City of New Bedford is soliciting proposals that will result in a contract. The schedule of events for this solicitation, subject to amendment by the City of New Bedford is:

- **Proposal Documents Available:** Monday, August 12, 2019
- **Questions Due:** Friday, August 16, 2019 by 4:00 pm
- **Questions Answered:** Tuesday, August 20, 2019 at 1:00 pm
- **Proposals Due:** Monday, August 26, 2019 at 11:00 am

**Duration of Contract**

The awarded contract term will be for 12 months beginning at contract award and ending 12 months from that date. The City shall exercise an option to renew for an additional two years, in one year increments. The City in its sole discretion will exercise this option.
GENERAL PROPOSAL INFORMATION

Required RFP Sections

The Respondent must provide in its proposal, a reply to the particular specifications included in the Invitation for Proposals.

ADA, Regulatory, Compliance and Standards

Respondent are expected to provide services and commodities that are in compliance with Section 504 of the Federal Rehabilitation Act of 1973, the American with Disabilities Act 1990, the Telecommunications Act of 1996, and all successor federal and related legislation throughout the term of any contract resulting from this solicitation.

Indemnification

Any successful Respondent, in exchange for entering into an agreement or contract resulting from this Invitation for Proposals shall indemnify and hold harmless the City of New Bedford and all persons acting for or on behalf of either of them from all suits and claims against them, or either of them arising for or on occasioned by the use of any service, material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such service, material, equipment or apparatus, or any part thereof, in any suit is held to constitute infringement, the successful Respondent within a reasonable time will, at its expense, and as the City of New Bedford may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus or remove the material, equipment or apparatus and refund the amounts paid therefore. Said indemnification includes reasonable Attorney’s fees related thereto.

Furthermore, any successful Respondent in exchange for entering into any agreement or contract resulting from this Invitation for Proposals agrees to indemnify and hold harmless, release and forever discharge the City of New Bedford as well as their officers, agents and employees as well as their successors and assigns from any and all manner of actions, suits, claims, demands, judgments, damages and liability in law and equity which may arise or result from performance under this contract. This includes discrimination, labor or employment claims against the successful Respondent and the City of New Bedford and any and all manners of legal action brought against the successful Respondent and/or the City of New Bedford. Said indemnification includes reasonable attorney’s fees related thereto.

Federal, State and Local Laws

The successful Respondent will comply with all applicable Federal, State and Local laws and regulations.

Tax Exempt

Purchases made by municipalities and government are exempt from Federal Excise Taxes and Massachusetts State Sales Taxes and proposal prices must show exclusion of such taxes. Tax exemption certificates will be furnished as required.

Confidentiality

The successful Respondent acknowledges that in performance of any contract resulting from the Invitation for Proposals it may require or have access to “personal data” and become a “holder” of personal data as defined by M.G.L. c. 66A. The successful Respondent shall comply with all laws and regulations relating to
confidentiality and privacy, including but not limited to any rules and regulations of the City of New Bedford. The Successful Respondent shall at times recognize the City of New Bedford’s ownership of personal data and the exclusive right and jurisdiction of the City, and “data subjects” (as defined in Chapter 66A) to control the use of personal data. The successful Respondent shall immediately notify the City of New Bedford both orally and in writing if any personal data in its possession is subpoenaed, improperly used, copied or removed by anyone except an authorized representative of the City of New Bedford. The successful Respondent shall cooperate with the City of New Bedford in taking all steps it deems advisable to enjoin, misuse, regain possession and/or otherwise protect the City of New Bedford’s rights and data subject’s privacy. The successful Respondent shall allow access to any personal data held in their possession solely to those employees of the City of New Bedford who require such information in the performance of their occupational responsibilities. All personal data held by the successful Respondent shall be delivered to the City of New Bedford within 14 calendar days after termination of any contract resulting from this Invitation for Proposals. The successful Respondent agrees to take reasonable steps to insure the physical security of such data under its control, including but not limited to, fire protection, protection against smoke and water damage, alarm system, locked removal of manually held data, passwords, access logs, badges or other methods reasonably expected to prevent loss or unauthorized access to electronically or mechanically held data, limited terminal access, access to input documents and design provisions to limit use of personal data. The successful Respondent agrees that it will inform each of its employees having any involvement with their personal data or confidentiality. The City of New Bedford shall have access to all times to any data maintained pursuant to any contract resulting from this Invitation for Proposals, without the consent of the data subject. The successful Respondent shall use personal data and material derived from such data, only as necessary to the performance of the subject contract. Failure of the successful Respondent to comply with the requirements of this section may be grounds for terminating any contract resulting from this Invitation for Proposals.

Force Majeure

Neither the City of New Bedford, nor the successful Respondent shall be liable to the other, nor deemed to be in breach of any contract resulting from this Invitation for Proposals for failure or delay in rendering performance arising out of causes factually beyond its control and without its fault or negligence. Such causes may include, but are not limited to, Acts of God or the public enemy, wars, fires, flood, epidemics, quarantine restrictions, strikes, unforeseen freight embargos or unusually severe weather. Dates and times of performance shall be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other party promptly of the existence and nature of such a delay. It is agreed that since the performance dates of the subject contract are of the essence and important to the implementation of essential City of New Bedford work, continued failure to perform for periods aggregating 45 or more calendar days, even for causes beyond the control of the successful Respondent, shall afford the City of New Bedford the right to terminate any contract resulting from this Invitation for Proposals without assessment of termination costs or penalties.

Equal Opportunity

During the performance of this contract, the successful Respondent agrees as follows:

a. The successful Respondent will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, asexual orientation, which shall not include persons whose sexual orientation involves minor children as the sex object, genetic information or
ancestry. The successful Respondent will take affirmative action to ensure that applicants are employed and that the employees are treated during employment without regard to their race, religion, color, sex, national origin or sexual orientation, which shall not include persons whose sexual orientation involves minor children as the sex object, genetic information or ancestry.

b. The successful Respondent will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and all of the rules, regulations and relevant orders of the Secretary of Labor.

Termination
The Respondent for this Invitation for Proposals should note that the City of New Bedford reserves the right to terminate any contracts resulting from this Invitation for Proposals in whole or in part, by written notice:

- Without Cause: Either party may terminate the subject contract by giving written notice to the other party at least 60 calendar days prior to the normal contractual effective date of termination as stated or such other period as is mutually agreed upon in advance by the parties.

- For Cause: If, in the opinion of the City of New Bedford, the successful Respondent fails to fulfill its obligations, the Town of New Bedford may terminate any contract resulting from this Invitation for Proposals by giving 30 days written notice to the successful Respondent at any time. The subject contract shall be terminated immediately in the event of fraud or program abuse.

- Emergency: The City of New Bedford may terminate or suspend any contract resulting from this Invitation for Proposals up to 60 calendar days by providing written notice to the successful Respondent, stating the grounds for the City of New Bedford’s action, in the form of U.S. Mail, hand carried letter, or other appropriate written means if the City of New Bedford determines that immediate action is necessary to protect the City, State and/or Federal funds or property, or to protect persons from injury. Such termination or suspension shall be effective upon receipt of notice of either suspension or termination by the successful Respondent. In the case of a suspension under this paragraph, the Notice of Suspension shall be accompanied by instructions from the City of New Bedford specifying requisite actions by the successful Respondent to remove the suspension, proposed timetable for meeting those requirements and a description by the City of New Bedford of allowable activities and costs, if any, during the suspension period. Failure by the successful Respondent to remedy the stated deficiencies according to the timetable prescribed by the City of New Bedford shall be cause for immediate termination.

- Elimination or Reduction of Funding: In the event of a reduction of funding for any reason, the City of New Bedford may terminate any contract resulting from this Invitation for Proposals by providing notice of termination in a reasonable time. The City of New Bedford may provide a conditional notice of termination with a proposed amendment to the subject contract. Any such notice shall provide that the subject contract will terminate unless the successful Respondent submits to the City of New Bedford a properly signed copy of the amendment, or such modification form of amendment as may be agreeable to the City of New Bedford, within 20 calendar days after the date of the conditional Notice of Termination, or such other time as it is otherwise specified in the Conditional Notice.

- Remedies Upon Termination for Cause or for Emergencies: Notwithstanding the terms contained in this section, in the event of termination, the successful Respondent shall not be relieved of liability to the
City of New Bedford by virtue of any breach of contract resulting from this Invitation for Proposals by the successful Respondent. In the event of termination pursuant to this section, the City of New Bedford may withhold any payments to the successful Respondent for the purpose of set off until such time as the exact amount of damages due to the City of New Bedford from the successful Respondent is determined. In addition to and notwithstanding the above, the successful Respondent covenants and agrees that in the event of termination of any contract resulting from this Invitation for Proposals, the successful Respondent shall pay to the City of New Bedford as damages: (a) such sum as, at the time of termination, the City of New Bedford reasonably determines that it shall require to compensate a subsequent contractor to complete the delivery of service, and (b) the sum, reasonably determined by the City of New Bedford, which will compensate the City of New Bedford for all of the direct and indirect costs resulting from the delay of services upon the successful Respondent default. The successful Respondent further covenants and agrees with the City of New Bedford that the successful Respondent shall pay all of the City of New Bedford’s costs and expenses (including Attorney’s Fees) incurred or paid in obtaining and enforcing any court order favorable to the City of New Bedford for any obligation of the successful Respondent under any contract resulting from this Invitation for Proposals.

Obligation in the Event of Termination

Upon termination of any contract resulting from this Invitation for Proposals, all documents finished or unfinished, data, studies and reports prepared by the successful Respondent pursuant to the subject contract shall become the property of the City of New Bedford. Copies of finished and unfinished documents, data, studies and reports generated as a necessary part of performing the subject contract shall be delivered to the City of New Bedford upon reasonable request and shall be retained by the successful Respondent for future use. The City of New Bedford shall promptly pay the successful Respondent for all services performed and for all costs and un-cancelable commitments reasonably incurred in performance of the subject contract to the effective date of termination, provided the successful Respondent is not in default of the terms of the subject contract and submits to the City of New Bedford properly completed invoices with supporting documentation covering services no later than 45 days after the effective date of termination, and that the successful Respondent makes every reasonable effort to minimize or reduce costs incurred.

Ownership of Furnishings & Equipment

Unless otherwise provided by law or a federal grant award, title to all furnishings and equipment provided by the City of New Bedford or that the awarded Respondent provides under the terms of this Invitation for Proposals and paid with public funds, shall vest in and be retained by the City of New Bedford. Upon completion of performance of the awarded Respondent’s contract, the awarded Respondent shall return such furnishings and equipment in its possession in the same condition as at the commencement of any contract resulting from this Request for Proposal, normal wear and tear excepted.

Anti-Boycott Warranty

During the term of any contract resulting from this Invitation for Proposals, neither the successful Respondent nor any “affiliated company” as hereafter described, shall participate in or cooperate with an international boycott, as defined in Section 999(b)(3) and (4) of the Internal Revenue Code of 1954, as
amended by the Tax Reform Act of 1986, or engage in conduct declared to be unlawful by Sections 2 and 4 of Chapter 151E of the Massachusetts General Laws. As used herein, an "affiliated company" shall be any business entity or which at least 51% of the ownership interests are directly or indirectly owned by the successful Respondent or by a person or persons or business entity or entities which directly own at least 51% of the ownership interest of the successful Respondent.

END OF SECTION
Proposal Information

Respondent Communication

Respondent are prohibited from communicating directly with any employee of the City of New Bedford except as specified in this Invitation for Proposals, and no other individual City of New Bedford employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this Invitation for Proposals. Respondent may contact the person identified on the cover sheet of this Invitation for Proposals in the event this Invitation for Proposals is incomplete.

Reasonable Accommodation

Respondent with disabilities or hardships that seek reasonable accommodation, which may include receipt of the Invitation for Proposals information in an alternative format, must communicate such requests in writing via electronic mail (e-mail) to the contact person. Requests for accommodation will be addressed on a case by case basis. A Respondent requesting accommodation must submit the written request via email, which describes the Respondent disability and the requested accommodation to the contact person for the Invitation for Proposals. The City of New Bedford reserves the right to reject unreasonable requests.

Public Records

All proposals and information submitted in response to this Invitation for Proposals are subject to the Massachusetts Public Records Law, M.G.L. Chapter 66, Section 10 and Chapter 4, Section 7, Subsection 26. Any statements in the Respondent proposal inconsistent with these statutes will be disregarded.

Brand Name or Equal

Unless otherwise specified in this Invitation for Proposals, any reference to a particular trademark, trade name, patent, design, type, specification, producer or supplier is not intended to restrict this Invitation for Proposals to any manufacturer or proprietor or to constitute and endorsement of any good or service, and the City of New Bedford must consider clearly identified offers as substantially equivalent goods and services are submitted in response to such reference.

Publicity

Any Respondent awarded a contract under this Invitation for Proposals is prohibited from selling or distributing any information collected or derived from the contract, including lists or participating or eligible departments, employee names, telephone numbers, e-mail addresses, addresses or any other reports or information except as specifically authorized under this contract.
Costs

Costs for services that are not specifically identified in the Respondent response and identified as part of the contract will not be compensated under any contract awarded pursuant to this Request for Proposal.

Required Response Attachments

All Respondent are required to complete, sign and return at a minimum the following documents:

Certificate of Non-Collusion: By signing the attached Certificate of Non-Collusion, the Respondent is declaring the fact that its response was formulated without collusion with any person, representative, agent, or party submitting a competing response. No response will be accepted without the signed Non-Collusion Statement attached to the original response.

Vote of Corporation (If Respondent is a Corporation): If the Respondent is a Corporation, a vote of the Corporation approving participation in this Request for Proposal process must be signed by the Corporate Officers with the Corporate Seal affixed and attached to the original Request for Proposal.

If the Respondent is a Corporation, the names and addresses of the Corporate Officers and the State and date on Incorporation must be included. The Respondent must state if the Corporation is publicly or privately held. If the Corporation is publicly held, the exchange on which it is traded and the symbol under which it is traded is required.

Sole Proprietorship (If the Respondent is a Sole Proprietor): If the Respondent is a Sole Proprietorship, a partnership or any other legal business entity, the names and addresses of the Officers must be included, the parent state of business and the number of years this entity has been in business. In short, a complete business profile must be included in the response.

Submitted Proposals

The City of New Bedford shall be under no obligation to return any materials submitted by the Respondent in the response to this Invitation for Proposals. All materials submitted by Respondent become the property of the City of New Bedford and will not be returned to the Respondent. The City of New Bedford has the right to use any ideas, concepts or configurations that are presented in the Respondent response whether or not the response is selected for contract award.

Clarification of Proposal

The City of New Bedford is not required to seek clarification of Proposals; therefore the Respondent should be as clear as possible in all of its responses to this Invitation for Proposals.

Rejection of Respondent Response

A Respondent response may be rejected by the City of New Bedford if the Respondent response:
  • Fails to adhere to one or more of the requirements.
• Fails to submit its response to the required address on or before the Invitation for Proposals is due.
• Fails to submit a response in accordance to the format and instructions specified or to supply the minimum information requested in the Invitation for Proposals.
• Fails to meet unconditionally or is unable to demonstrate competence to meet the requirements of the Invitation for Proposals.
• Misrepresents its equipment, systems or services, or provides demonstrably false information in its response, or fails to provide material information.
• Violates the restrictions on contracts with the City of New Bedford employees and representatives
• Refuses, is unable to, or fails to provide clarification requested by the City in a reasonable timeframe.

Invitation for Proposals Cancellation

The City of New Bedford retains the right to cancel this Invitation for Proposals, or any portion thereof, at any time prior to the execution and approval of a contract. If this Invitation for Proposals is cancelled, all responses received to the Invitation for Proposals will be rejected. All expenses related to the preparation of responses to this Invitation for Proposals remain the responsibility of the Respondent.

No Guarantee of Purchase

The City of New Bedford makes no guarantee that any purchases will take place from any contract resulting from this Invitation for Proposals, nor does the City of New Bedford guarantee any minimum quantity of purchase from any contract resulting from this Invitation for Proposals. Any estimated or past procurement volumes referenced in this Invitation for Proposals are included only for the convenience of the Respondent, and not to be relied upon as any indication of future purchases.

The Respondent may not place, as a condition for providing the cost levels proposed, any minimum purchase requirements.

Prime Contractors and Subcontractors

Prior approval of the eligible entity is required for any subcontracted service of the contract. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same State and Federal financial program and reporting requirements and are held to the same reimbursable cost standards as the successful Respondent.

The City of New Bedford requires a single point of contact for any contract resulting from this Invitation for Proposals. Subcontractors may be used, but the successful Respondent, as a prime contractor, shall be responsible for meeting all of the terms of any contract resulting from this Invitation for Proposals, and must be accept full responsibility for any subcontractor’s performance.

Respondent must provide a list of subcontractors, a description of each subcontractor’s responsibility in regards to this contract and signed letter of agreement between the Respondent as the prime contractor, and its subcontractor(s) identifying their responsibilities and their relationship to the prime contractor.
The prime contractor must notify each individual account (eligible entity) in writing, the name of their subcontractor both initially and when a subcontractor is charged. If the subcontractor has filed for Chapter 11 Bankruptcy or Chapter 7 Bankruptcy, the prime contractor must notify the City of New Bedford. The notification must be written and must be within one week of the events noted above.

**Written Inquiries**

Respondent may submit written inquiries concerning any part or attachment of this Invitation for Proposals. Written inquiries regarding issues outside of the scope of this Invitation for Proposals will not be considered.

All inquiries must be submitted by the required date and time to the contact listed on the cover page of this Invitation for Proposals.

All written inquiries must be submitted via electronic mail (e-mail) only. No other manner of submission will be accepted.

Any change to this submission date and/or time will be made by notice sent electronically to all Respondent. The Respondent is responsible for confirming receipt of its written inquiries with Susan Bruce, Director of Purchasing, City of New Bedford at susan.bruce@newbedford-ma.gov.

The City of New Bedford will provide written responses via electronic mail (e-mail) to all written inquiries received by the required due date. Responses will not identify the inquiry by the Respondent.

**Deadline for Submission**

All responses to this Invitation for Proposals are due at the address listed on the cover page and no later than the date and time listed in the Request for Proposals.
CITY OF NEW BEDFORD, MASSACHUSETTS
Goods and Services Contract

DATE:

This Contract is entered into on, or as of, this date by and between the City of New Bedford, Massachusetts, a municipal corporation, 133 William Street, New Bedford, Bristol County, Massachusetts 02740 (the "City"), and

["Contractor"]

[Address of the Contractor]

[Telephone Number] [FAX Number] [E-Mail Address]

1. This is a Contract for the procurement of the following:

2. The Contract price to be paid to the Contractor by the City is:

3. Payment will be made as follows:

   3.1 Pursuant to invoice in accordance with Article 24 hereof.

   3.2 Fees and Reimbursable Costs combined shall not exceed $______________ as more fully set forth in the Contractors Response to the Request for Proposals or Invitation for Bids.

   3.3 There shall be no further costs, fees, or reimbursable charges due the Contractor under this Contract unless said fees and/or costs are so set forth in writing in an Amendment hereto.

4. Definitions:

   4.1 Acceptance: All Contracts require proper acceptance of the described goods or services by the City. Proper acceptance shall be understood to include inspection of goods and certification of acceptable performance for services by authorized representatives of the City to insure that the goods or services are complete and are as specified in the Contract.

   4.2 Contract Documents: All documents relative to the Contract including (where used) Requests for Proposals and Invitations for Bids and all attachments thereto. Instructions to Bidders, Proposal Forms, General Conditions, Supplementary General Conditions, General Specifications, other Specifications included in Project Manual, Drawings, all Addenda issued during the bidding period, and Contractor’s Response to the Request for Proposals or Invitation for Bids. The Contract documents are complementary, and what is called for by any one shall be as binding as if called for by all. The intention of the documents is to include all labor and materials, equipment and transportation necessary for the proper performance of the Contract.
4.3 **The Contractor:** The “other party” to any Contract with the City. This term shall (as the sense and particular Contract so require) include Vendor, Contractor, Engineer, or other label used to identify the other party in the particular Contract. Use of the term “Contractor” shall be understood to refer to any other such label used.

4.4 **Date of Substantial Performance:** The date when the work is sufficiently complete, the services are performed, or the goods delivered, in accordance with Contract documents, as modified by duly executed amendments.

4.5 **Goods:** Goods, supplies, and all property, other than real property, including equipment, materials, printing, and insurance and further including services incidental to the delivery, conveyance and installation of such property.

4.6 **Services:** The furnishing of labor, time, or effort by a Contractor, not involving the furnishing of a specific end product other than reports. This term shall not include employment agreements, collective bargaining agreements, or grant agreements.

4.7 **Subcontractor:** Those having a direct contract with the Contractor. The term includes one who furnished material worked to a special design according to the Drawings or Specifications of the work, but does not include one who merely furnishes material not so worked.

4.8 **Work:** The services or materials contracted for, or both.

5. **Term of Contract and Time for Performance:**

This Contract shall be fully performed by the Contractor in accordance with the provisions of the Contract Documents on or before , unless extended, in writing, at the sole discretion of the City, and not subject to assent by the Contractor, and subject to the availability and appropriation of funds as certified by the City Auditor. Time is of the essence for the completion of the Contract.

6. **Subject to Appropriation:**

Notwithstanding anything in the Contract Documents to the contrary, any and all payments which the City is required to make under this Contract shall be subject to appropriation or other availability of funds as certified by the City Auditor. In the absence of appropriation or availability as certified herein, this Contract shall be immediately terminated without liability for damages, penalties or other charges to the City.

7. **Permits and Approvals:**

Permits, licenses, approvals and all other legal or administrative prerequisites to its performance of the Contract shall be secured and paid for by the Contractor.

8. **Termination and Default:**

8.1 **Without Cause:** The City may terminate this Contract on seven (7) calendar days notice when in the City’s sole discretion it determines it is in the best interests of the City to do so, by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor. Upon termination without cause, Contractor will be paid for services rendered to the date of termination.

8.2 **For Cause:** If the Contractor is determined by the City to be in default of any term or condition of this Contract, the City may terminate the Contract on seven (7) days notice by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor.

8.3 **Default:** The following shall constitute events of a default under the Contract:
1) any material misrepresentation made by the Contractor to the City; 2) any failure to perform any of its obligations under this Contract including, but not limited to the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control; (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control; (iii) failure to perform this Contract in a manner reasonably satisfactory to the City; (iv) failure to promptly re-perform within a reasonable time the services that were rejected by the City as unsatisfactory, or erroneous; (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control; (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and non-discrimination; (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract; and (viii) failure to comply with any and all requirements of federal or state law and/or regulation or City Ordinance and/or regulations.

9. Suspension or Delay:

The City may order the Contractor, in writing, to suspend, delay or interrupt all or any part of the performance of this Contract without cause for such period of time as the City may determine to be appropriate for its convenience. In the event of any such suspension, delay or interruption, the Contractor's compensation shall be equitably adjusted. No adjustment shall be made if the Contractor is or otherwise would have been responsible for the suspension, delay or interruption of the performance of this Contract, or if another provision of this Contract is applied to render an equitable adjustment.

10. The Contractor's Breach and the City's Remedies:

Failure of the Contractor to comply with any of the terms or conditions of this Contract shall be deemed a material breach of the Contract, and the City of New Bedford shall have all the rights and remedies provided in the Contract documents, including, without limitation, the right to cancel, terminate, or suspend the Contract in whole or in part, the right to maintain any and all actions at law or in equity or other proceedings with respect to a breach of this Contract, including but not limited to monetary damages, costs, attorney's fees or other damages resulting from said breach, as well as specific performance of this Contract, and the right to select among the remedies available to it by virtue of all of the above.

From any sums due to the Contractor for performance of this Contract, the City may retain and keep the whole or any part of the amount for expenses, losses and monetary damages incurred by the City as a consequence of the Contractor's breach of the Contract and/or of the City having to procure goods or services as a result of any failure, omission or mistake of the Contractor in providing goods or services as required by this Contract.

11. Statutory Compliance:

11.1 This Contract will be construed and governed by the provisions of applicable federal, state and local laws and regulations; and wherever any provision of the Contract or Contract Documents shall conflict with any provision or requirement of federal, state or local law or regulation, then the provisions of the applicable law or regulation shall control. Where applicable to the Contract, the provisions of the General Laws are incorporated by reference into this Contract, including, but no limited to, the following:


11.2 Wherever applicable law mandates the inclusion of any term or provision into a municipal contract, this Article shall be understood to import such term or provision into this Contract. To whatever extent any provision of this Contract shall be inconsistent with any law or regulation limiting the power or liability of cities and towns, such law or regulation shall control.

11.3 The Contractor shall comply with all federal, state and local laws, rules, regulations, policies and orders applicable to the Work provided pursuant to this Contract, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such Work.

11.4 The Contractor shall indemnify and hold harmless the City, its officers, agents, and employees, from and against any and all fines, penalties or monetary liabilities incurred by the City, its officers, agents, and employees, as a result of the failure of the Contractor to comply with the previous sentence. If any discrepancy or inconsistency is discovered in the Drawings, Specifications or Contract for this work in violation of any such law, rule, regulation,
policy, or order, it shall forthwith report the same in writing to the City. The Contractor shall at all times observe and comply with all such existing and future laws, rules, regulations, policies and orders and shall indemnify and hold harmless the City, its officers, agents, and employees, against any claim or liability arising from or based on any violation of any such law, rule, regulation, policy, or order, whether by the Contractor, its agents, employees or subcontractors.

12. **Conflict of Interest:**

Both the City and the Contractor acknowledge the provisions of the State Conflict of Interest Law (General Laws Chapter 268A). This Contract expressly prohibits any activity which shall constitute a violation of that law. The Contractor shall be deemed to have investigated the application of M.G.L. c. 268A to the performance of this Contract; and, by virtue of its execution of the Contract Documents, certifies to the City that neither it nor its agents, employees, or subcontractors are in violation of General Laws Chapter 268A.

13. **Certification of Tax Compliance:**

This Contract must include a certification of tax compliance executed by the Contractor, as required by General Laws Chapter 62C, Section 49A (Requirement of Tax Compliance by All Contractors Providing Goods, Services, or Real Estate Space to the Commonwealth or political subdivision thereof).

14. **Non-Discrimination:**

The Contractor shall carry out the obligations of this Contract in compliance with all requirements imposed by or pursuant to federal, state, and local ordinances, statutes, rules and regulations and policies prohibiting discrimination in employment, including but not limited to, Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973 and Mass. G. L. c. 151B.; and any other executive orders, rules, regulations, requirements and policies relating thereto enacted by the United States of America, the Commonwealth of Massachusetts, and the City as they may be amended from time to time. Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap or sexual orientation.

15. **Assignment:**

The Contractor shall not assign, sublet or otherwise transfer this Contract, in whole or in part, without the prior written consent of the City, and shall not assign any of the moneys payable under this Contract, except by and with the written consent of the City.

16. **Condition of Enforceability against the City:**

The obligations of the City under this Contract for the present or any subsequent fiscal year following the fiscal year in which the Contract is executed are subject to appropriation by the City of funds sufficient to discharge the City’s obligations that accrue in this or any subsequent fiscal year. In the absence of such appropriation or authorization, this Contract shall be terminated immediately upon the Contractor’s receipt of notice to said effect without liability or damages, penalties or other charges arising from such early termination. Expenditures under this Contract for services that will extend beyond a single fiscal year shall not exceed in any fiscal year the amount appropriated or authorized for said fiscal year. The Consultant’s yearly costs, as contained herein, may not exceed the amount appropriated for the fiscal year.

17. **Corporate Contractor:**

If the Contractor is a corporation, it shall endorse upon this Contract (or attach hereto) its Clerk’s Certificate certifying the corporate capacity and authority of the party signing this Contract for the corporation. This Contract shall not be enforceable against the City of New Bedford unless and until the Contractor complies with this Article.

The Contractor, if a foreign corporation, shall comply with the provisions of the General Laws, Chapter 181, Sections 3 and 5, and any Amendments thereof and Acts in addition thereto, relating to the appointment of the Commissioner of Corporations as its attorney, and shall file with the Commissioner of Corporations duly authenticated copies of its Charter or Certificate of Incorporation and comply with all the laws of the Commonwealth of Massachusetts.
18. Liability of Public Officials:

To the full extent permitted by law, no official, employee, agent or representative of the City shall be individually or personally liable on any obligation of the City under this Contract.

19. Indemnification:

The Contractor shall indemnify, defend and save harmless the City, its officers, agents and employees, from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs, expenses, recoveries and judgments of every nature and description (including attorneys' fees) that may arise in whole or in part out of or in connection with the work to be performed under this Contract, or out of any act or omission by the Contractor, its employees, agents, subcontractors, material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any party indemnified hereunder. The Contractor further agrees to reimburse the City for damage to the City's property caused by the Contractor, its employees, agents, subcontractors or material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, including damages caused by its or their use of faulty, defective, or unsuitable material or equipment, unless the damage is caused by the City's gross negligence or willful misconduct.

In any and all claims against the City, its officers, agents or employees, by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under Workmen's Compensation Acts, disability benefit acts, or other employee benefit acts.

The foregoing provisions shall not be deemed to be released, waived, limited, or modified in any respect by reason of any surety or insurance provided by the Contractor under this Contract.

20. Insurance:

20.1 Workers Compensation Insurance:

The Contractor shall provide by insurance for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws of Massachusetts (The Worker's Compensation Act) to all employees of the Contractor who are subject to the provisions of Chapter 152 of the General Laws of Massachusetts.

Failure to provide and continue in force such insurance during the period of this Contract shall be deemed a material breach of this Contract, shall operate as an immediate termination thereof, and Contractor shall indemnify the City for all losses, claims, and actions resulting from the failure to provide the insurance required by this Article.

The Contractor shall furnish to the City a certificate evidencing such insurance prior to the execution of this Contract before the same shall be binding on the parties thereto, except if specifically waived by the City.

20.2 Other Insurance Requirements:

a. Comprehensive commercial general liability insurance with limits of at least $1 Million per occurrence and $2 Million annual aggregate for property damage and $1 Million per person and $2 Million per occurrence for bodily injury, which shall include the City of New Bedford as an additional insured, and which shall cover bodily injury, sickness or disease, or death of any person including employees and those persons other than the Contractor's employees, and claims insured by usual personal liability coverage, death, or property damage arising out of the Work including injury or destruction of tangible property, including loss of use resulting therefrom.

b. Motor vehicle insurance for any motor vehicles used in performing the Work, with limits of at least $500,000 per person, and $1 Million per accident.

c. The intent of the above provisions regarding insurance is to specify minimum coverage and minimum limits of liability acceptable under the Contract. However, it shall be the Contractor's responsibility to purchase and maintain insurance of such character and in such amounts as will adequately protect it and the City from and against all claims, damages, losses and expenses resulting from exposure to any casualty liability in the performance of the Work.

d. All insurance policies shall identify the City as an additional insured (except Workers' Compensation) and shall provide that the City shall receive written notification at least 30 days prior to
the effective date of any amendment thereto or cancellation thereof. Renewal Certificates shall be filed with the City at least 10 days prior to the expiration of the required policies. Certificates evidencing all such coverage shall be provided to the City upon the execution of this Contract, and upon the renewal of any such coverage. Each such certificate shall specifically refer to this Contract and shall state that such insurance is as required by this Contract. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Contract and shall be grounds for immediate termination. Said insurance shall include: Workers Compensation/Employers' Liability Insurance, Business Automobile Liability Insurance, and Commercial General Liability Insurance (CGL). The CGL policy shall include coverage for liability arising from premises, operations, independent Contractors, personal injury, contractual liability. All Certificates of Insurance shall be on the "MIIA" or "ACORD" Certificate of Insurance form, shall contain true transcripts from the policies, authenticated by the proper officer of the insurer, evidencing in particular those insured, the extent of coverage, the location and operations to which the insurance applies, the expiration date and the above-mentioned notice clauses. All insurance shall be written on an occurrence basis. Coverage shall be maintained without interruption from date of the Contract until date of final payment and termination of any coverage required to be maintained after payment.

e. The Contractor shall obtain and maintain during the term of this Contract said insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts and acceptable to the City.

21. Documents, Materials, Etc:

Any materials, reports, information, data, etc. given to or prepared or assembled by the Contractor under this Contract are to be kept confidential and shall not be made available to any individual or organization by the Contractor (except agents, servants, or employees of the Contractor) without the prior written approval of the City, except as otherwise required by law. The Contractor shall comply with the provisions Chapter 66A of the General Laws of Massachusetts as it relates to public documents, and all other state and federal laws and regulations relating to confidentiality, security, privacy, and use of confidential data.

Any materials produced in whole or in part under this Contract shall not be subject to copyright, except by the City, in the United States or any other country. The City shall have unrestricted authority to, without payment of any royalty, commission, or additional fee of any type or nature, publicly disclose, reproduce, distribute and otherwise use, and authorize others to use, in whole or in part, any reports, data, or other materials prepared under this Contract.

All data, reports, programs, software, equipment, furnishings, and any other documentation or product paid for by the City shall vest in the City at the termination of this Contract. The Contractor shall at all times, during or after termination of this Contract, obtain the prior written approval of the City before making any statement to the press or issues any material for publication through any medium bearing on the work performed or data collected under this Contract.

22. Independent Contractor:

The Contractor acknowledges and agrees that it is acting as an independent Contractor for all services rendered pursuant to this Contract, and neither the Contractor, nor its employees, agents, or servants, nor any person for whose conduct the Contractor is responsible, shall be considered an employee or agent of the City for any purpose, and shall not file any claim or bring any action for any worker's compensation, unemployment benefits, or compensation for which they may otherwise be eligible as a City employee as a result of the Work performed pursuant to this Contract.

23. Audit, Inspection and Recordkeeping:

At any time during normal business hours, and as often as the City may deem it reasonably necessary, there shall be available in the office of the Contractor for the purpose of audit, examination, and/or to make excerpts or transcripts, all records, contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.

24. Payment:

Contractor shall invoice the City for services rendered or goods provided hereunder. Invoices shall clearly describe the work performed and accepted by the City during the invoiced month. The City will compensate Contractor for work accepted by the
City during the invoiced month. The City shall make all reasonable efforts to process payments within thirty (30) days from the date of receipt of each invoice. The City shall give prompt written notice of any disputed invoice amount and shall pay the amount not in dispute.

25. Waiver and Amendment:

Amendment of any term, condition, covenant, duty, or obligation contained in this Contract may be made only by written amendment duly executed by the parties hereto.

To the extent allowed by law, any term, condition, duty, or obligation contained in this Contract may be waived only by written agreement of the parties hereto.

Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any manner limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach of a similar or different matter.

26. Severability:

If any term or condition of this Contract is held invalid, illegal, or unenforceable by a court of competent jurisdiction, the validity, legality, or enforceability of the remaining terms and conditions shall not be affected thereby and shall remain in full force and effect.

27. Forum and Choice of Law:

This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. Any proceedings or actions relating to the subject matter contained herein shall be brought and maintained in the courts of the Commonwealth sitting in Bristol County, Massachusetts or the United States District Court sitting in the Commonwealth.

28. Notices:

Any notice permitted or required under the provisions of this Contract to be given or served by either of the parties hereto upon the other party hereto shall be in writing and signed in the name or on the behalf of the party giving or serving the same. Notice shall be deemed to have been received at the time of actual service or three (3) business days after the date of a certified or registered mailing properly addressed. Notice to the Contractor shall be deemed sufficient if sent to the address set forth on page 1 or furnished from time to time in writing hereafter.

29. Binding on Successors:

This Contract is binding upon the parties hereto, their successors, assigns and legal representatives (and where not corporate, the heirs and estate of the Contractor). Neither the City nor the Contractor shall assign or transfer any interest in the Contract without the written consent of the other.

30. Entire Agreement:

This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Contract supersedes all prior agreements, negotiations and representations, written or oral, and shall not be modified or amended except by a written document duly executed by the parties hereto.
IN WITNESS WHEREOF the parties hereto have set their hands and executed this as an instrument under seal this the day and year first above written.

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>CITY OF NEW BEDFORD, MASSACHUSETTS</th>
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<tbody>
<tr>
<td>By:</td>
<td>By: Jonathan Mitchell</td>
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<tr>
<td>Title:</td>
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<th>CERTIFIED that funds are available</th>
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<tr>
<td>By: Robert Ekstrom</td>
<td>By:</td>
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<tr>
<td>Title: City Auditor</td>
<td>Title:</td>
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<th>APPROVED as to Form and Legality</th>
<th>PURCHASING DEPARTMENT</th>
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<tr>
<td>By: Eric Cohen</td>
<td>By: Susan Bruce</td>
</tr>
<tr>
<td>Title: Associate City Solicitor</td>
<td>Title: Director of Purchasing</td>
</tr>
</tbody>
</table>

Chief Financial Officer

Ari Sky