

**Solicitation for:  
Fire Department Uniforms and Apparel  
IFB 19-11  
City of Woburn, Massachusetts**

Posted: October 15, 2018

Due: October 30, 2018 @ 11:00 AM

Deliver to:  
City of Woburn  
Purchasing Department  
ATTN: Orazio DeLuca, MCPPO  
Chief Procurement Officer  
10 Common Street  
Woburn, MA 01801



## **SECTION 1.0**

### **INSTRUCTIONS TO OFFEROR**

#### **1.1 General**

- When submitting bid, please identify the solicitation title and number clearly on the submitted envelope. All responses must be sealed and delivered to: Purchasing Department, City of Woburn, 10 Common St. Woburn, MA 01801
- Bid(s) submitted must be in original form
- The completion of the following forms and documentation is necessary for consideration of a potential contract award. When submitting documents, please retain the order of documents as originally provided:
  - a. Completed Quality Requirements
  - b. Signed Terms, Conditions and Certifications
  - c. Completed Price Schedule
  - d. Signed Price Schedule
  - e. Completed Certificate of Authority
  - f. Completed Appendix A - Past Performance

NOTE: If Vendor is incorporated, an updated "CERTIFICATE OF GOOD STANDING" from the Commonwealth of Massachusetts may be required for the awarded vendor only. Please review and return with your sealed bids as sent. Also, insure that all forms are completed and your bid response is submitted as requested.

#### **1.2 General Information & Submission Instructions**

##### **1.2.1 Bid Delivery**

Responses must be delivered by **10/30/18 at 11:00AM EST** to City of Woburn, Purchasing Department, Attn: Orazio DeLuca, MCPPO, 10 Common St. Woburn, MA 01801. One (1) original of the response. Response must be sealed and marked with the solicitation tile and number. All bids must include a forms items listed in Section 1.1.

##### **1.2.2 Bid Signature**

A response must be signed as follows: 1) if the Offeror is an individual, by her/him personally; 2) if the Offeror is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the Offeror is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

##### **1.2.3 Time for Bid Acceptance**

The contract will be awarded within 30 days after the bid opening. The time for award may be extended for up to 30 additional days by mutual agreement between the City of Woburn and the apparent lowest responsive and responsible bidder (or, for a contract requiring payment, the apparent highest responsive and responsible bidder.)

#### **1.2.4 Bonding Requirements**

Not applicable to this project

#### **1.2.5 Changes & Addenda**

If any changes are made to this solicitation, an addendum will be issued. Addenda will be emailed or faxed to all bidders on record as having picked up the solicitation. No changes may be made to the solicitation documents by the Offerors without written authorization and/or an addendum from the Purchasing Department. It is also the responsibility of the vendor to monitor the City's website for addenda. The web address is: [www.cityofwoburn.com/bids.aspx](http://www.cityofwoburn.com/bids.aspx)

#### **1.2.6 Modification or Withdrawal of Bids, Mistakes, and Minor Informalities**

An Offeror may correct, modify, or withdraw a bid by written notice received by the City of Woburn prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the original solicitation.

After the bid opening, an Offeror may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

#### **1.2.7 Right to Cancel/Reject Bids**

The City of Woburn may cancel this solicitation, or reject in whole or in part any and all bids, if the City determines that cancellation or rejection serves the best interests of the City.

#### **1.2.8 Bid Prices to Remain Firm**

All bid prices submitted in response to this solicitation must remain firm for 60 days following the bid opening.

#### **1.2.9 Unbalanced Bids**

The City reserves the right to reject unbalanced, front-loaded and conditional bids.

#### **1.2.10 Unforeseen Office Closure**

If, at the time of the scheduled bid opening, Purchasing Department is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day. Bids will be accepted until that date and time.

### **1.2.11 Price Submission**

All prices must contain the unit rate as requested on the bid price form in this solicitation. All prices are to include delivery, the cost of fuel, the cost of labor and all other charges related to the products or services listed. Prices are to remain fixed for the contract period of performance.

### **1.2.12 Estimated Quantities**

The City of Woburn has provided estimated quantities for services over the course of the contract period. These estimates are estimates only and not guaranteed.

### **1.2.13 Brand Name “or Equal”**

Any references to any brand name or proprietary product in the specifications shall require the acceptance of an equal or better brand. The City has the right to make the final determination as to whether an alternate brand is equal to the brand specified.

### **1.2.14 Warranty**

The Offeror warrants that (1) the Supplies sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the City. The bidder guarantees that upon inspection, any defective or inferior Supplies shall be replaced without additional cost to the City. The Vendor will assume any additional cost accrued by the City due to the defective or inferior Supplies. The bidder guarantees all Supplies for a period of one (1) year, or as otherwise specified herein.

### **1.3 Questions About the Solicitation**

Questions concerning this solicitation must be submitted in writing to: Orazio DeLuca, City of Woburn, Purchasing Department, 10 Common St. Woburn, MA 01801 **before COB on 10/25/2018**. Questions may be e-mailed to [odeluca@cityofwoburn.com](mailto:odeluca@cityofwoburn.com) . Written responses will be mailed or faxed to all bidders on record as having picked up the IFB. If any bidders or proposers contact anyone outside of the Purchasing Department regarding this bid/proposal, that bidder/proposer will be disqualified immediately.

### 1.4 Quality Requirements

The following quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. The City of Woburn will disqualify any response that does not meet the minimum quality requirements on items 1-3, or a failure to respond to any of the following minimum standards at all.

QUALITY REQUIREMENTS		YES	NO
1.	Contractor to have been in business for at least five (5) years providing uniforms and apparel to the government and/or private sector.		
2.	Contractor has the ability to deliver a complete order, FOB Destination, to the Woburn Fire Department headquarters within ninety (90) days after order placement.		
3.	Contractor is capable of visiting the Woburn Fire Department on four (4) separate occasions to measure each employee to insure proper fit of uniform		
4.	Vendor's facility MUST be located with a 30 Mile radius from the City of Woburn.		

### 1.5 Rule for Award

Per M.G.L. c. 30B, the contract will be awarded to the responsible and responsive bidder offering the lowest total price for all CLIN in base year.

## **SECTION 2.0 GENERAL TERMS, CONDITIONS, CERTIFICATIONS**

### **2.1 Bid Offers**

The right is reserved to reject any and all bids or parts of bids and to make an award as may be determined to be in the best interests of the City of Woburn. Bids not submitted in duplicate may be rejected. Bids with erasures or alterations will be rejected.

### **2.2 Prices**

Must be FOB Destination. No charges will be allowed for packing, crating, freight, handling, or cartage unless specifically stated and included with bid.

### **2.3 Awards**

To a bidder may be cancelled if the bidder shall fail to prosecute the work with promptness and diligence.

### **2.4. Payment**

The City of Woburn shall make no payment for a supply or service rendered prior to execution of a written Contract. Bills for services, materials, or supplies furnished by bidders under Contract should be submitted before the first day of the in which payment is to be made to insure payment by twentieth day of that month, except where the allowance for a discount differs from the above. Contractor agrees to submit bills and delivery slips to the City Department in sufficient time for such discounts to be taken advantage of by the City and, in any event, shall not be less than ten (10) days from the submission to the Department of such bills and delivery slips. Time in connection with a discount offered will be computed from the date of delivery to the City, as specified on the order or from the date a correct invoice is received by the using agency of the City, if the latter date is later than the date of delivery.

### **2.5. Guarantees**

The successful bidder shall repair, replace, or make good, without cost to the City, any defects or faults arising within one (1) year after the date of acceptance of articles furnished hereunder resulting from imperfect or defective work done or materials furnished by the Seller.

### **2.6 Patents**

The Seller shall indemnify and save harmless the City and all persons acting for or on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment, or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment, or apparatus, or any part thereof, in any such suit is held to constitute an infringement, the Seller within a reasonable time, will, at its expense and as the City may elect, replace such material, equipment, or apparatus, or remove the material, equipment, or apparatus and refund the sums paid.

## **2.7 Legality**

The successful bidder shall comply with all applicable United States, Massachusetts, and/or City of Woburn codes, statutes, ordinances, rules, and regulations.

## **2.8 Taxes**

Purchases made by the City are exempt from Massachusetts Sales Tax and Federal Excise Taxes. Bid prices must exclude any such taxes. Exemption certificates will be furnished upon request.

## **2.9 Bonds**

If this Invitation requires bid surety, the surety shall be in the form of bid bond of a MA Licensed Company, certified check, bank check, money order from a responsible bank, made payable to City of Woburn and must be filed with the original bid at the Office of the Chief Procurement Officer. Failure to submit surety will cause the bid to be rejected. The bid surety will be returned to the successful bidder within seven (7) days after the execution of the awarded contract and approval by the City of the performance bond. In the case of a default, the bid surety shall be forfeited to the City of Woburn. The successful bidder may be required to furnish a performance bond in an amount and with a MA licensed Surety satisfactory to the City. The Contractor will assume all costs for bonds.

## **2.10 Orders**

Verbal Orders are not binding on the City of Woburn, and any delivery made or work performed without written order or written Contract are at the risk of the Seller or Contractor and may result in an unenforceable claim. The actual needs of City Departments shall govern the actual amount delivered under Contract to be drawn and entered into between the successful bidder and the City. Purchase Orders issued by the City to pay for goods or services shall be made part of Contract.

## **2.11 Indemnity**

Contractor shall agree to Indemnify, Defend, and Hold the City Harmless from any and all claims arising out of the performance of this contract from the negligence, willful acts or omissions of the contractor, its employees, agents, or any sub-contractors.

**2.12. Equality** Where trade names or specific manufacturers are mentioned in the specifications, the City does not intend to limit competition, but merely to indicate the general type of commodity to be supplied. The City invites offers on comparable commodities to those named or described in the specification. Naming of any commercial name, trademark or other identifier shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition, but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if:(a)it is at least equal in quality, durability, appearance, strength, and design;(b)it will perform at least equally the function imposed by the general design for the purpose being contracted for or the material being purchased; and(c)it conforms in a substantial way, even with deviations, to the detailed requirements for the item in the specifications. The name and identification of all materials, other than the one named, shall be

submitted to the City in writing for approval, prior to the purchase, use, or fabrication of such items. Subject to the provisions of M.G.L., Ch.30,s.39J, or other applicable statute, approval shall be at the sole discretion of the City, it shall be in writing to be effective, and the decision of the City shall be final. The City may require tests of all materials so submitted to establish quality standards at the vendor's expense. All directions, specifications, and advice by the manufacturer for the proper installation, handling, storage, adjustment, or operation of their equipment shall be complied with and the responsibility for the proper performance shall continue to rest with the vendor. Include a written brochure outlining all features of the product offered whenever possible.

### **2.13 Minority Business Enterprise Plan**

Pursuant to M.G.L. c 7, §40N and M.G.L. c. 7, §61, the Supplier Diversity Office ("SDO") (formerly SOMWBA) and the Division of Capital Asset Management ("DCAM") have set revised participation goals for Minority Business Enterprise ("MBE") and Women Business Enterprise ("WBE") participation for affected state funded building projects and state assisted municipal building projects as defined in the above referenced laws and related Executive Orders, including Executive Orders 524 and 526.

Effective January 1, 2012, and until such time as the goals may be revised, the MBE and WBE participation goals for building construction and design awards and expenditures on new projects advertised on or after the effective date will be a combined MBE/WBE goal as follows:

10.4% combined MBE/WBE participation on construction contract awards; and,  
17.9% combined MBE/WBE participation on design contract awards.

Overall annual designations by awarding authorities, as well as MBE/WBE participation on individual projects with a combined MBE/WBE participation goal, must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or do not include a reasonable amount of participation by both MBE and WBE firms to meet the combined goal, will not be considered responsive. Where the prime contractor or designer is an SDO certified MBE or WBE, the prime must bring a reasonable amount of participation by a firm or firms that hold the certification which is not held by the prime contractor or designer on the project. Proposed participation on construction projects or design projects which consists solely of either an MBE or WBE representing 100% of the overall combined goal will not be considered reasonable participation.



The SDO and DCAM will determine whether there is reasonable participation by both MBE and WBE firms on individual projects under their respective oversight. Firms submitting MBE/WBE participation plans which do not provide reasonable participation by both MBE/WBE firms shall be provided an opportunity to revise and resubmit their plans within the time frame set by the awarding authority; however no price adjustments shall be permitted as a result of the revised plan. Firms failing to submit an MBE/WBE participation plan deemed reasonable and accepted by the awarding authority shall not be awarded the contract.

Participation by MBE and WBE firms must be documented, tracked and reported on separately as MBE participation and WBE participation by prime vendors, subcontractors and awarding authorities.

#### **2.14 Right to Know Legislation**

M.G.L., Ch.111F and 454 CMR 21.06 All vendors furnishing substances or mixtures which may be classified as toxic or hazardous, pursuant to MGL,Ch.111F , are cautioned to obtain and read the Law and the Regulations referred to above. Copies may be obtained from the State House Bookstore, State House, Room 117, Boston, MA 02133 for a fee.

#### **2.15 Non-Collusion Affidavit**

M.G.L., Ch.30, s.39M and/or Ch.30B, s. 10 Any person submitting a bid or proposal for the procurement or disposal of supplies or services to any Cityal body shall certify in writing on the bid or proposal, as follows: the undersigned certifies under penalties of perjury that this bid or 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.

#### **2.16 State Taxes Paid**

Pursuant to M.G. L. Ch.62C, s.49A, the undersigned certifies that, to the best of their knowledge and belief, they have complied with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

#### **2.17 Bid Offers**

Bid offers will be reviewed and awards made as soon as is possible. Awards will be made within 30 business days from Bid Opening. Offers must be signed to be valid.

#### **2.18 Unit Price**

The case of arithmetical error in any offer involving extension of prices quoted herein, the unit price will govern the final price of quantities offered.

#### **2.19 Insurance**

Contractor shall purchase and maintain coverage for Workers' Compensation, Comprehensive General Liability, including products, completed operations, and contractual liability;

Automobile Liability to protect their employees and others from bodily injury and damages to property which may arise out of or result from the Contractor's operations under this agreement, whether such operations be the Contractor's, any subcontractor, or anyone directly or indirectly employed by any of them. This insurance shall be in limits specified by Law, or as specified in the specifications. In no case shall the limits be less than \$ 1,000,000 in Bodily Injury and in Property Damages. A certificate of insurance naming the City of Woburn as Additional Named

Insured shall be filed with the City prior to the commencement of any contract's operations. All policies and certificates shall contain an endorsement requiring at least thirty (30) days written notice, non-renewal or cancellation of coverage to City of Woburn. Compliance by the Contractor with the insurance requirements shall not relieve the Contractor from liability under the full indemnity provisions contained herein (see 11).

### **2.20 Independent Contractor**

The contractor is neither an agent nor an employee of the City of Woburn and is not authorized to act in behalf of the City of Woburn.

### **2.21 Complete Agreement**

The written contract supersedes all prior agreements or understandings between the parties and shall not be changed unless mutually agreed by both parties in writing.

### **2.22 Assignment / Sub-Contracting**

The Contractor shall not assign any interest in a contract nor engage any other entity, company, subcontractor or individual to perform any obligation to the City without prior written consent of the City of Woburn.

### **2.23 Conflict of Interest**

The bidder certifies that no official or employee of the City of Woburn has a financial interest in this offer or in the contract which the bidder offers to execute or in the expected profit to arise there from, unless there has been compliance with the provisions of M.G.L.,Ch.43, s.27 (Interest in Public Contracts by Public Employees) and of provisions of M.G.L.,Ch.268A,s.20 (Conflict of Interest Law) and that this offer is made in good faith without fraud or collusion or connection with any other person submitting an offer to the City of Woburn.

### **2.24 Termination**

The City of Woburn shall have the Right to terminate this Agreement, if:(A) the Contractor neglects or fails to perform or observe any of its obligations hereunder and cure is not affected by the Contractor within Fifteen (15) Days next following its receipt of a termination notice issued by the City of Woburn, or,(B)a judgment or decree is entered against the Contractor approving a petition for arrangement, liquidation, dissolution or similar relief relating to any bankruptcy or insolvency and such judgment or decree remains unvacated for Thirty (30) Days; or Immediately, if Contractor shall file a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief of debtors, or shall seek or consent or acquiesce in appointment of any trustee, receiver or liquidation of Contractor's property; or (C) funds are not appropriated or otherwise made available to

support continuation of performance in any Fiscal Year succeeding the first year of this Agreement. City of Woburn shall pay all reasonable and supportable costs incurred prior to termination which payment shall not exceed the value of any services provided. NOTICE: The City of Woburn may terminate this Contract or any Purchase Order issued hereunder without cause at anytime, effective upon the termination date stated in the notice of termination. The Contractor shall cease performance upon the stated termination date. If the Contract or any Purchase Order is terminated under this subsection, the Contractor shall be entitled to be paid for supplies and/or services delivered and accepted prior to the notice of termination. In no event shall the Contractor be entitled to be paid for any supplies or services delivered after the effective date of termination.

### **2.25 Return of property**

Upon termination, the Contractor shall immediately return to the City of Woburn, without limitation, all documents ,plans, drawings, tools, equipment, and items of any nature whatsoever supplied to the Contractor by the City, or items developed by the Contractor in accordance with the terms of a Contract with the City of Woburn.

### **2.26 Interpretations of Specifications**

Any prospective bidder that requests an interpretation of existing specifications' terms or conditions must do so within five (5) working days before the scheduled bid opening or defined question due date located with the instructions to bidder. All requests shall be in writing to the Chief Procurement Officer.

### **2.27 Information**

The submission of a bid offer authorizes the City to contact any and all parties referenced by the bidder in regard to financial and operational information. The City shall have the right to request verification of any information or qualifications submitted as part of any offer to the City.

### **2.28 Price Reduction**

It is understood and agreed that should any price reductions occur between the opening of the bid offers and the completion of the delivery of goods or services that the benefit of all such reductions will be extended to City.

### **2.29 Governing Law**

The offer and any Contract which may ensue shall be governed by the Laws of the Commonwealth of Massachusetts.

### **2.30. Enforceability**

In the event that any provision of this offer or Contract is found to be legally unenforceable, such legal unenforceability shall not prevent enforcement of any other provisions of a Contract.

### **2.31 Samples**

Any qualified bidder may be required to submit samples of the goods offered at the request of the Chief Procurement Officer. Evaluation for acceptability will be a determining factor in the selection process.

### **2.32 Discrimination**

It is understood and agreed that it shall be a material breach of Contract resulting from this bid offer for the Contractor to engage in any practice which shall violate any provision of M.G.L., Ch.151B, relative to discrimination in hiring, discharge, or, terms or conditions of employment.

**(THIS AREA IS LEFT BLANK INTENTIONALLY)**

## **CERTIFICATIONS**

Statements below shall be submitted with each Bid or Proposal and shall be duly dated and signed with an **original signature** and all other information, or, the Bid or Proposal will be **rejected**.

*In witness whereof, the undersigned certifies, under the pains and penalties of perjury that:*

1. **STATE TAXES PAID:** Pursuant to M.G.L. Chapter 62C, s. 49A, the undersigned certifies that, to the best of my knowledge and belief, have complied with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.
  
2. **CERTIFICATE OF NON-COLLUSION:** M.G.L. C. 30, s. 39M and/or C. 30B, s.10 : Any person submitting a bid or proposal for the procurement or disposal of supplies or services to any Cityal body shall certify in writing, on the bid or proposal, as follows: The undersigned certifies under penalties of perjury that this bid or 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.
  
3. **PUBLIC CONTRACTS - DEBARMENT:** M.G.L. C. 550, Acts of 1991: The undersigned certifies that the said "person" is not presently debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of C. 29, s. 29F, or any other applicable debarment provision of any other Chapter of the General Laws, or any Rule or Regulation promulgated thereunder. Additionally, the undersigned is not presently debarred by any Agency of the Federal City.
  
4. **HEALTH & SAFETY ON PUBLIC CONSTRUCTION PROJECTS OVER \$ 10000:** Chapter 306 of the Acts of 2004: The undersigned certifies that the firm is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work;(2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the U.S. OSHA that is at least 10 hours in duration at the time that 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(3) that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the U.S. OSHA that is at least 10 hours in duration.
  
5. **COMPLIANCE :** The undersigned is in compliance with all of the provisions, and shall remain in full compliance with the provisions for the life of any Contract resulting from this solicitation. That the bidder is qualified to perform any such Contract and possesses, or shall obtain, all requisite licenses and/or permits to complete performance; shall maintain all

unemployment, workers' compensation, professional and personal liability insurance policies sufficient to cover its performance under any such Contract; and shall comply with relevant prevailing wage rates and employment laws. To the best of its knowledge and belief has paid all local taxes, tax titles, utilities, motor vehicle excise taxes, water and wastewater bills in MA as required by Law.

Print Name \_\_\_\_\_

Circle: Corporation Partnership Individual

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title of Person Signing Bid or Proposal \_\_\_\_\_

Date \_\_\_\_\_

Company Federal ID # or Social Security # \_\_\_\_\_

State of Incorporation \_\_\_\_\_

*Approval of a Contract, or other Agreement, will not be granted unless this form is signed and fully complete.*

**SECTION 3.0**  
**INVOICING REQUIREMENTS**

**3.1 General**

Each invoice shall be mailed to the designated billing office at the following address after receipt of uniforms / apparel at destination

<b>Department</b>	<b>Address</b>
Fire	Woburn Fire Department Attn: Jannell Evans 124 Main St Woburn, MA 01801 jevans@woburnfd.com

To ensure a properly submitted invoice, the invoice must include the following information and/or attached documentation:

- 1) **Name of the business concern, invoice number and invoice date;**
- 2) Contract number, or authorization for delivery of materials or performance of services;
- 3) Actual contract product description, line item, contracted price, delivered or rendered;
- 4) Shipping and payment terms;
- 5) Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent;
- 6) Other substantiating documentation or information as required by the contract.

## SECTION 4.0 PRODUCT SPECIFICATIONS

### 4.1 General

The City of Woburn, in the annual operating budget for the Fire Department, allocates funding for uniform and various pieces of apparel to outfit current and new staff. The following general specification included in section 4.3 is intended to describe the general obligations to fulfill this need.

### 4.2 Scope

The City requires contractor support to fulfill the required uniforms and apparel within stated delivery times. The contract type is an Indefinite Delivery / Indefinite Quantity contract to be used as the primary source for uniforms and apparel listed. Product will be ordered from time to time in such quantity as may be needed to fill any requirements of the Woburn Fire Department as defined in the solicitation. As it is impossible to determine the precise quantities that may be needed during the contract period, the contractor is obligated to deliver the products or services of the kind contracted for in accordance with the specific conditions of this bid. As a point of reference, the mean spend for past three years is \$51,041.67. Contract price ceiling is \$75,000 with a guaranteed minimum of \$1,000 / year.

### 4.3 General Provisions

- All uniforms and apparel must be approved first by the Fire Department, Chief.
- All orders are to be delivered FOB Destination to the Woburn Fire Department, 124 Main St. Woburn MA 01801. No additional compensation shall be allowed for delivery, fuel, or freight charges.
- Complete order shall be made within 90 days of order placing and measuring. There shall be no partial deliveries or backorders. Contractor agrees to pay a \$50 penalty for each day the complete order is delayed over 90 days
- All product shall be securely packaged for transport. All erroneous product will be returned to the vendor at no cost to the City.
- Payment shall be made for product on a unit price basis with the unit of measurement to be "each".
- Uniforms and apparel shall meet NFPA Standard 1975 (<http://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards?mode=code&code=1975>)
- The contractor shall visit the Woburn Fire Department on **four (4) different days** during a 12 month period to measure each employee for proper fit. There shall be no additional charge for this service. Times to be coordinated by the contractor and Fire Chief and one week notice is required before actual onsite measuring.



#### **4.4 Uniforms and Apparel**

Actual dimensions, weights, capacities, and measurements shall be clearly described in the bid response. When the bid response differs in any way from the specifications and/or requirements set forth herein, the Bidder shall explicitly describe each variance in detail. In determining the acceptability of any as-equal product submittal (See Appendix A, "As Equal" sheet) the Contractor shall submit product / specification sheets for review. The decision of the Chief Procurement Officer will be final on acceptability.

##### **4.4.1 Class A (Dress) Uniforms**

###### **4.4.1.1 Blouse**

**MATERIAL:** 14pz. Blue Serge # 8247-610, 55% Dacron, 45% Wool

**STYLE:**

A. **FIREFIGHTER:** Four (4) Button, single breasted. Straight front. Metal badge tab. Two (2) inside breast pockets. No outside pockets. Length to cover crotch. F.D. Nickel Buttons, medium size, placed equidistant with three (3) small size matching buttons on each sleeve.

B. **OFFICERS:** Five (5) Button, double breasted peak lapel. Metal badge tab. Two (2) inside breast pockets. No outside pockets. Length to cover crotch. A row of five (5) medium size regulation Chrome plated F.D. buttons placed equidistant on each breast with three (3) small matching buttons on each sleeve.

C. **CHIEF:** Six (6) button, double breasted peak lapel. Two (2) inside breast pockets. No outside pockets. Length to cover crotch. Metal badge tab. Velvet Collar. 1" Black velvet band 2" above bottom of sleeve. A row of six (6) medium size regulation Gold plated buttons grouped in two (2) on each breast. Five (5) Trumpet Gold buttons. Three (3) small size regulation matching buttons on each sleeve.

###### **4.4.1.2 Trousers**

**MATERIAL:** 14oz. Blue Serge Raeford #8247-610, 55% Dacron, 45% Wool.

**STYLE:** Bar tack on all stress points. Two (2) side and two (2) back pockets. Left rear pocket to have button and button hole. Heavy duty talon zipper. French Fly. Finished plain bottoms with back heel stays. Belt loop to accommodate regulation uniform garrison belt. Welt seams, to be cut to fit crotch comfortably and allow free strides.

#### **4.4.1.3 Caps**

All caps will have N. Y. Short Visors.

A. FIREFIGHTERS: Standard Bell Top Style on Genuine Cane Frame. Blue Serge to match uniform. Black front strap with F. D. Nickel Buttons.

B. OFFICERS: Bell Top Style on Genuine Cane Frame. White Washable Leatherette Top. Black Solid Braid Band. Silver Snake (Expansion) Front Strap with Silver F. D. Buttons.

C. CHIEF: Bell Top Style on Genuine Cane Frame. White Washable Leatherette Top. Black Velvet Band. Gold Snake (Expansion) Front Strap with Gold F. D. Buttons.

#### **4.4.2 Embroidery**

Fire Department shoulder patch (as approved by the Fire Chief) to be sewn on left sleeve of uniforms, shirts, jackets, and coats (with the exception of EMS jackets where the sewing would interfere with the ability of the garment to maintain water repelling, in which case appropriate identifying lettering (Woburn Fire) shall be pressed / screened on to the back of the jacket.

Polo shirts, job shirts, and quilted jackets shall have the Woburn Fire embroidered logo (approved by Fire Chief) on left chest in addition to left sleeve patch.

#### **4.5 Inspection and Acceptance**

**4.5.1** The City has the right to inspect and test all apparel called for by the contract, to the extent practicable, in any event before acceptance. The City shall perform inspections and tests in a manner that will not unduly delay delivery of product. The City assumes no contractual obligation to perform any inspection and test for the benefit of the Contractor unless specifically set forth elsewhere in this contract.

**4.5.2** The City has the right either to reject or to require correction of nonconforming product. Product is nonconforming when it is defective in material or workmanship or are otherwise not in conformity with contract requirements. The City may reject nonconforming product with or without disposition instructions.

**4.5.3** The Contractor shall remove product rejected or required to be corrected. However, the Fire Chief may require or permit correction in place, promptly after notice, by and at the expense of the Contractor. The Contractor shall not tender for acceptance corrected or rejected supplies without disclosing the former rejection or requirement for correction, and, when required, shall disclose the corrective action taken.

If the Contractor fails to promptly remove, replace, or correct rejected supplies that are required to be removed or to be replaced or corrected, the City may either (1) by contract or otherwise,

remove, replace, or correct the supplies and charge the cost to the Contractor or (2) terminate the contract for default. Unless the Contractor corrects or replaces the supplies within the delivery schedule, the Chief Procurement Officer may require their delivery and make an equitable price reduction. Failure to agree to a price reduction shall be a dispute.

**4.5.4** Inspections by the City do not relieve the Contractor of responsibility for defects or other failures to meet contract requirements discovered before acceptance. Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or as otherwise provided in the contract.

If acceptance is not conclusive for any of the reasons above, the City, in addition to any other rights and remedies provided by law, or under other provisions of this contract, shall have the right to require the Contractor (1) at no increase in contract price, to correct or replace the defective or nonconforming supplies at the original point of delivery or at the Contractor's store at the Chief Procurement Officer's election, and in accordance with a reasonable delivery schedule as may be agreed upon between the Contractor and the Fire Chief.

**4.6 Contract Term**

The contract resulting from this bid will be for one (1) base year with two (2) option years.

Base Year	11/15/18 – 11/14/19
Option Year 1	11/15/19 – 11/14/20
Option Year 2	11/15/18 – 11/14/21

**SECTION 5.0  
PRICING**

The undersigned proposes to supply and/or deliver the products specified in the attached Excel file in full accordance with the solicitation documents supplied by the City of Woburn.

**THIS IS A POTENTIAL THREE (3) YEAR CONTRACT. PLEASE  
COMPLETE PRICING FOR ALL THREE YEARS.**

**SEE TABS ON EXCEL SHEET**

The bidder proposes to furnish the products specified at the following prices. In the event of a discrepancy between the total price and the unit price, the unit price will govern. In the rare event of a tie between responsive and responsible bidders, the City will draw straws with all contractors present to witness.

Actual dimensions, weights, capacities, and measurements shall be clearly described in the Bid Response. When the Bid Response differs in any way from the Specifications and/or requirements set forth herein, the Bidder shall explicitly describe each variance in detail, referencing the appropriate paragraph or section to which the variance applies.

In determining the acceptability of any product not fully meeting the Specifications, the decision of the Chief Procurement Officer will be final. The bidder certifies that this Bid Response has been duly authorized and approved by all required organizational action of the bidder. The person executing this Bid Response on behalf of the bidder certifies that he or she has the legal and organizational authority to do so.

**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE/FAX/EMAIL:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:**

**X** \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDUMS (IF APPLICABLE):**

**Addendum #1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_ **#4** \_\_\_\_\_

**Base Year**

CLIN #	QUANT	UOM	DESCRIPTION	UNIT PRICE
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**STATIONWEAR**

001	\$ 140.00	EA	Flying Cross #98200-86 Nomex IIIA trouser	
002	\$ 85.00	EA	Flying Cross #9800-86 SS. FR station wear short sleeve shirt.	
003	\$ 10.00	EA	Flying Cross #9820-86 LS. FR station wear long sleeve shirt.	
004	\$ 100.00	EA	Flying Cross #7620-86 LS. FR station wear long sleeve polo shirt.	
005	\$ 110.00	EA	Flying Cross #7600-86 SS. FR station wear short sleeve polo shirt.	
006	\$ 50.00	EA	5.11 Professional Polo #42056 Tactical LS polo	
007	\$ 50.00	EA	5.11 Professional Polo #41060 Tactical SS polo	
008	\$ 50.00	EA	5.11 Tactical Jersey short sleeve polo shirt. #71182	

**OUTERWEAR**

009	\$ 2.00	EA	Blauer three season jacket #6120	
010	\$ 10.00	EA	Blauer softshell fleece jacket #4660	
011	\$ 10.00	EA	Blauer Hi-Vis B.DRY® response parka #9848v-60	
012	\$ 2.00	EA	Blauer Hi-Vis supershell jacket w/Gore Tex #9970v-60	
013	\$ 10.00	EA	Game quilted jacket #1222J	
014	\$ 25.00	EA	5.11 job shirt #72314 no denim	
015	\$ 25.00	EA	5.11 job shirt #72363 water repellent	
016	\$ 10.00	EA	Game job shirt #810 denim collar	

**FOOTWEAR**

017	\$ 8.00	EA	UNDER ARMOUR MEN'S UA VALSETZ RTS SIDE ZIP BOOTS #1257847-001 / BLACK	
018	\$ 8.00	EA	5.11 A.T.A.C.® 8" SIDE ZIP BOOT #12001	
019	\$ 8.00	EA	Timberland 6-inch Soft Toe Waterproof Zip Duty Boot #1163A	
020	\$ 8.00	EA	Timberland PRO Men's 8 Inch Valor Comp Toe WP Side Zip Work Boot #1167A	
021	\$ 8.00	EA	ROCKY SIDE ZIPPER JUMP BOOT #2090	

**FORMAL**

022	\$ 5.00	EA	Class A (dress) Uniforms: to include blouse coat, trousers, dress shirts, tie and belt options, sleeve braids, hash marks, bell-top cap and hat straps. See section 4.4.1 for complete specification	
023	\$ 5.00	EA	Bates Men's Leather Lites Uniform Boots - Black #56	
024	\$ 5.00	EA	Bates Men's Lites High Gloss Oxford - Black #942	
025	\$ 5.00	EA	Flying Cross LS Formal Uniform Dress Shirt (Colors: Blue & White)	
026	\$ 50.00	EA	Flying Cross SS Formal Uniform Dress Shirt (Colors: Blue & White)	

**TOTAL**

**Option Year 1**

CLIN #	QUANT	UOM	DESCRIPTION	UNIT PRICE
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**STATIONWEAR**

001	\$ 140.00	EA	Flying Cross #98200-86 Nomex IIIA trouser	
002	\$ 85.00	EA	Flying Cross #9800-86 SS. FR station wear short sleeve shirt.	
003	\$ 10.00	EA	Flying Cross #9820-86 LS. FR station wear long sleeve shirt.	
004	\$ 100.00	EA	Flying Cross #7620-86 LS. FR station wear long sleeve polo shirt.	
005	\$ 110.00	EA	Flying Cross #7600-86 SS. FR station wear short sleeve polo shirt.	
006	\$ 50.00	EA	5.11 Professional Polo #42056 Tactical LS polo	
007	\$ 50.00	EA	5.11 Professional Polo #41060 Tactical SS polo	
008	\$ 50.00	EA	5.11 Tactical Jersey short sleeve polo shirt. #71182	

**OUTERWEAR**

009	\$ 2.00	EA	Blauer three season jacket #6120	
010	\$ 10.00	EA	Blauer softshell fleece jacket #4660	
011	\$ 10.00	EA	Blauer Hi-Vis B.DRY® response parka #9848v-60	
012	\$ 2.00	EA	Blauer Hi-Vis supershell jacket w/Gore Tex #9970v-60	
013	\$ 10.00	EA	Game quilted jacket #1222J	
014	\$ 25.00	EA	5.11 job shirt #72314 no denim	
015	\$ 25.00	EA	5.11 job shirt #72363 water repellent	
016	\$ 10.00	EA	Game job shirt #810 denim collar	

**FOOTWEAR**

017	\$ 8.00	EA	UNDER ARMOUR MEN'S UA VALSETZ RTS SIDE ZIP BOOTS #1257847-001 / BLACK	
018	\$ 8.00	EA	5.11 A.T.A.C.® 8" SIDE ZIP BOOT #12001	
019	\$ 8.00	EA	Timberland 6-inch Soft Toe Waterproof Zip Duty Boot #1163A	
020	\$ 8.00	EA	Timberland PRO Men's 8 Inch Valor Comp Toe WP Side Zip Work Boot #1167A	
021	\$ 8.00	EA	ROCKY SIDE ZIPPER JUMP BOOT #2090	

**FORMAL**

022	\$ 5.00	EA	Class A (dress) Uniforms: to include blouse coat, trousers, dress shirts, tie and belt options, sleeve braids, hash marks, bell-top cap and hat straps. See section 4.4.1 for complete specification	
023	\$ 5.00	EA	Bates Men's Leather Lites Uniform Boots - Black #56	
024	\$ 5.00	EA	Bates Men's Lites High Gloss Oxford - Black #942	
025	\$ 5.00	EA	Flying Cross LS Formal Uniform Dress Shirt (Colors: Blue & White)	
026	\$ 50.00	EA	Flying Cross SS Formal Uniform Dress Shirt (Colors: Blue & White)	

**TOTAL**



**Option Year 2**

CLIN #	QUANT	UOM	DESCRIPTION	UNIT PRICE
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**STATIONWEAR**

001	\$ 140.00	EA	Flying Cross #98200-86 Nomex IIIA trouser	
002	\$ 85.00	EA	Flying Cross #9800-86 SS. FR station wear short sleeve shirt.	
003	\$ 10.00	EA	Flying Cross #9820-86 LS. FR station wear long sleeve shirt.	
004	\$ 100.00	EA	Flying Cross #7620-86 LS. FR station wear long sleeve polo shirt.	
005	\$ 110.00	EA	Flying Cross #7600-86 SS. FR station wear short sleeve polo shirt.	
006	\$ 50.00	EA	5.11 Professional Polo #42056 Tactical LS polo	
007	\$ 50.00	EA	5.11 Professional Polo #41060 Tactical SS polo	
008	\$ 50.00	EA	5.11 Tactical Jersey short sleeve polo shirt. #71182	

**OUTERWEAR**

009	\$ 2.00	EA	Blauer three season jacket #6120	
010	\$ 10.00	EA	Blauer softshell fleece jacket #4660	
011	\$ 10.00	EA	Blauer Hi-Vis B.DRY® response parka #9848v-60	
012	\$ 2.00	EA	Blauer Hi-Vis supershell jacket w/Gore Tex #9970v-60	
013	\$ 10.00	EA	Game quilted jacket #1222J	
014	\$ 25.00	EA	5.11 job shirt #72314 no denim	
015	\$ 25.00	EA	5.11 job shirt #72363 water repellent	
016	\$ 10.00	EA	Game job shirt #810 denim collar	

**FOOTWEAR**

017	\$ 8.00	EA	UNDER ARMOUR MEN'S UA VALSETZ RTS SIDE ZIP BOOTS #1257847-001 / BLACK	
018	\$ 8.00	EA	5.11 A.T.A.C.® 8" SIDE ZIP BOOT #12001	
019	\$ 8.00	EA	Timberland 6-inch Soft Toe Waterproof Zip Duty Boot #1163A	
020	\$ 8.00	EA	Timberland PRO Men's 8 Inch Valor Comp Toe WP Side Zip Work Boot #1167A	
021	\$ 8.00	EA	ROCKY SIDE ZIPPER JUMP BOOT #2090	

**FORMAL**

022	\$ 5.00	EA	Class A (dress) Uniforms: to include blouse coat, trousers, dress shirts, tie and belt options, sleeve braids, hash marks, bell-top cap and hat straps. See section 4.4.1 for complete specification	
023	\$ 5.00	EA	Bates Men's Leather Lites Uniform Boots - Black #56	
024	\$ 5.00	EA	Bates Men's Lites High Gloss Oxford - Black #942	
025	\$ 5.00	EA	Flying Cross LS Formal Uniform Dress Shirt (Colors: Blue & White)	
026	\$ 50.00	EA	Flying Cross SS Formal Uniform Dress Shirt (Colors: Blue & White)	

**TOTAL**

## **FORMS 6.0**

### **6.1 Required Submissions**

**6.1.1** Certificate of Authority

**6.1.2** Insurance Certificate (Post Award)

**CERTIFICATE OF AUTHORITY**

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

held on \_\_\_\_\_ it was VOTED that:  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Officer)

of this corporation, be and he/she hereby is authorized to submit bids and proposals, execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such \_\_\_\_\_ under seal of the company, shall be valid  
(Officer)

and binding upon this corporation.

A True Copy,

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

TITLE: \_\_\_\_\_

PLACE OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_

DATE OF THIS CERTIFICATE: \_\_\_\_\_

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

that \_\_\_\_\_ is the duly elected \_\_\_\_\_ of  
(Name) (Office)

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

\_\_\_\_\_  
(Clerk)

CORPORATE SEAL:

**INSURANCE SPECIFICATIONS**  
**INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:**

Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the contractor shall furnish to the Office of the Purchasing Director a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Comprehensive Form

Bodily Injury Liability.....\$ One Million  
Property Damage Liability.....\$ One Million

B. COVERAGE FOR PAYMENT OF WORKER'S COMPENSATION BENEFIT  
PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN  
THE AMOUNT AS LISTED BELOW:

WORKER'S COMPENSATION.....\$ Statutory  
EMPLOYERS' LIABILITY.....\$ Statutory

C. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY.....\$ Statutory

1. A contract will not be executed unless a certificate (s) of insurance evidencing above described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:  
**"CITY OF WOBURN" as a certificate holder and as an additional insured** for general liability only along with a description of operation in the space provided on the certificate.

**Certificate Should Be Made Out To:**  
**City Of Woburn**  
**Purchasing Department**  
**10 Common St.**  
**Woburn, MA 01801**

**Note: If your insurance expires during the life of this contract, you shall be responsible to submit a new certificate(s) covering the period of the contract. No payment will be made on a contract with an expired insurance certificate.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C. No. Ext):	FAX (A/C. No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

ADD "X" HERETO CERTIFY THAT THE CITY OF WOBURN IS AN ADDITIONAL INSURED

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF PROJECT, SOLICITATION NUMBER AND THAT THE CITY OF WOBURN IS A CERTIFICATE HOLDER AND ADDITIONAL INSURED

### CERTIFICATE HOLDER

### CANCELLATION

CERTIFICATES SHOULD BE MADE OUT TO:  
  
CITY OF WOBURN  
PURCHASING DEPARTMENT  
10 COMMON ST  
WOBURN, MA 01801

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**PAST PERFORMANCE**

The City requires that the Contractor demonstrate experience providing similar products and/or services in **size, scope and complexity** for a minimum of three (3) projects.

Please use the below format for all references submitted and provide as much detail as possible in the Summary section.

<b>Past Performance / Reference Title:</b>	
<b>Period of Performance</b>	
<b>Contract \$ Value</b>	
<b>Technical &amp; Contractual POC Names &amp; Titles</b>	
<b>Telephone numbers</b>	
<b>Email addresses</b>	
<b>Detailed summary of services provided</b>	

