Request for Proposals (RFP) 23-05
Solar Feasibility Study
Municipal Buildings
City of Woburn, Massachusetts

Posted: September 5, 2022
Due: September 22, 2022 @ 11:00 AM

******* Questions are due*******

Tuesday, September 13, 2022 by 12:00 NOON
Please send all questions to Orazio DeLuca, MCPPO
odeluca@cityofwoburn.com

Deliver to:
City of Woburn
Purchasing Department
ATTN: Orazio DeLuca, MCPPO
10 Common Street
Woburn, MA 01801
odeluca@cityofwoburn.com

SOLICITATION FOR:
Request for Proposals
RFP 23-05

MUNICIPAL BUILDINGS SOLAR FEASIBILITY STUDY

CITY OF WOBURN, MASSACHUSETTS

POSTED:
September 5, 2022

DUE BY:
September 22, 2022 @ 11:00 AM

DELIVER TO:
City of Woburn
Purchasing Department
Attn: Orazio DeLuca, Purchasing Agent
10 Common Street
Woburn, MA 01801
ODELUCA@CITYOFWOBURN.COM

SECTION 1.0
INSTRUCTORS TO OFFEROR

1.1 General

- The City of Woburn reserves the right to reject any or all proposals, waive minor informalities, and accept the proposal deemed to be in the best interest of the City.
- The successful Offeror must be an Equal Opportunity Employer.
- The signature of the Offeror's authorized official(s) must be provided on all the proposal forms.
- All information in the Offeror's response should be organized and presented in a clear / concise format. Accuracy and completeness are essential. The successful response will be incorporated into a contract as an exhibit; therefore, Offerors should not make claims to which they are not prepared to commit themselves contractually.
- Additional copies of the solicitation may be obtained from the Purchasing Department on and after **Tuesday, September 6, 2022** between the hours of 9:00 a.m. and 4:30 p.m. Monday – Wednesday, 9:00 a.m. to 7:00 p.m. on Thursdays and 9:00 a.m. to 1:00 p.m. on Fridays.
- The Price Summary Form in Section 5.0 must be completed. No substitute form will be accepted. Pricing must remain firm for the entire contract period.
- Failure to answer any questions, to complete any form, or to provide the documentation required will be deemed non-responsive and result in disqualification of the bid unless the City determines that such failure constitutes a minor informality, as defined in M.G.L. c. 30B

1.2 Submission Instructions

Please submit two sealed envelopes: The first envelope includes **three (3) copies and one (1) Original of the non-price technical proposal marked: "Non-Price Proposal – Municipal Buildings Solar Feasibility Study 2022 ". The second envelope includes one (1) original copy of the price proposal marked "Price Proposal – Municipal Buildings Solar Feasibility Study 2022 ".** Please send the complete sealed package to the attention of Orazio DeLuca, Purchasing Agent, Woburn City Hall, 10 Common St, Woburn MA 01801 on or before **September 22, 2022 @ 11:00 AM.**

(Note: Massachusetts General Laws, Chapter 7C requires that price proposals must be separate from technical proposals. Therefore, please make no reference to pricing in the non-price technical proposal. Failure to adhere to this requirement will result in disqualification. It is the sole responsibility of the Offeror to insure that the proposal arrives on time at the designated place. Late proposals will not be considered, and will be returned.)

1.3 Questions

Questions or concerns regarding any aspect of this solicitation shall be forwarded in writing to Orazio DeLuca, Purchasing Agent through e-mail to odeluca@cityofwoburn.com so that they can be addressed prior to the solicitation deadline for offers. Answers will be sent via an addendum to all Offerors who received this solicitation through the Purchasing Department. It is the responsibility of the Offeror to also monitor the bid portal on the City's website for any updates, addendums, etc. regarding that specific solicitation. The web address is: www.cityofwoburn.com

1.4 Key Dates for this Solicitation

ITEM	DATE
Solicitation issued	September 5, 2022
Deadline for submitting questions	September 13, 2022 @ noon
Responses due, screened and evaluation begins	September 22, 2022
Anticipated award	October 1, 2022
Estimated service commencement	TBD

1.5 Definitions

MGL: Massachusetts General Law
POC: Point of Contact
RFP: Request for Proposal
SOW: Statement of Work

1.6 Evaluation Methodology

All responses will be reviewed by an evaluation committee composed of employees of the City. However, the City reserves the right to involve an outside consultant in the selection process. Final selection will be based upon the evaluators' analysis of the information and materials provided by the proposing vendors in their technical submissions compared to both the Quality Requirements & Comparative Evaluation Criteria of the solicitation. Responses that meet the minimum Quality Requirements will then be reviewed for responses to the Comparative Evaluation Criteria. The evaluation committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable to the Comparative Evaluation Criteria.

The City will award the contract to the most responsive and responsible Offeror who demonstrates best value to the city, technical and price considered. Before awarding the contract(s), the City may request additional information from the Offeror to insure that the Offeror has the necessary resources to perform the required services. The City reserves the right to reject any and all responses if it determines that the criteria set forth have not been met.

1.7 Non-Price (Technical) Proposal Format

Responses must be submitted in accordance with the requirements set forth in this solicitation. These requirements were developed to standardize the preparation of responses while helping to assure consistency in format and content. This process will reduce the time required to prepare a response and will simplify the review process by City staff. Results of the proposal review process will be utilized to establish a preliminary ranking of the proposers. The City may interview the top ranked candidates as part of the evaluation process. All information in the technical proposal should be organized and presented as directed below.
Your technical proposal should contain the following information in this particular order:

1. Cover Letter
2. Executive Summary
3. Quality Requirements Form
4. Statement of Work
5. Qualifications & Experience
6. Past Performance
7. Completed Forms
    - Terms and Conditions
    - Certifications
    - Certificate of Authority
    - Addendum Acknowledgement(s) (if applicable)

Responses shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (12). All pages of each response shall be appropriately numbered, and identified with the solicitation number. For ease of reference, consecutive page numbering is required.

Elaborate format and binding are neither necessary nor desirable. All binders will be capable of lying flat when opened. All binders will allow for easy removal and replacement of pages.

1.7.1 Cover Letter

Include a cover letter which will summarize, in a **brief and concise manner** that the Offeror understands the requested services. Please include the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, fax number and contact name. The letter must be signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for sixty (60) days. An unsigned letter or one signed by an individual not authorized to bind the Offeror will be disqualified.

1.7.2 Executive Summary

In a **brief narrative,** describe the proposed solution by setting forth the overall approach and plans to meet the requirements of the SOW. The intent of this narrative is to convey to the City that the Firm understands the objective that its services are intended to meet, the nature of the work, and the level of effort necessary to successfully provide the defined services. The narrative should stipulate how the firm's approach and plans to provide the services are appropriate to the tasks involved.

1.7.3 Quality Requirements Form

The Quality Requirements Form, or set of basic business standards, must be addressed by each Offeror and presented within the technical proposal documentation. (*See below)*

1.7.4 Statement of Work

Provide a detailed description of the approach and methodology to be used to accomplish the SOW. The methodology should include:

1.7.4.1 Describe the firm's approach to managing the contract, including an implementation plan that describes in detail the specific plans to manage, control, and supervise the its services.

1.7.4.2 Provide a description of the implementation plan considerations, including estimated timeframes and deliverables for various stages of the project.

1.7.4.3 Detailed description of the specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the SOW

1.7.5 Qualifications & Experience

Provide company name, address, telephone, fax, URL of company website, e-mail, and information regarding the firm's stability, length of time in business, business history, future plans, and company size. A statement as to the qualifications and specific billing and collection skills of management and support staff is required. This is to include but not be limited to background in the field of completing **Solar Feasibility Studies of Municipal School Buildings**. Architectural and Engineering experience will be the focus.

Provide resumes of project team members who will be working on this project and indicate the functions that each will perform; indicate the firm's reporting structure. Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the

contractor must submit their names and qualifications including information listed above to the City for approval before they begin work.

1.7.5.1 Subcontractors

The City desires to enter a contract with one contractor that will be responsible for all work, products, and services. There is to be no assignment of any aspect of this project without the prior written authorization of the City, If the contractor plans on using consultants and/or subcontractors as part of its implementation plan, then the firm needs to provide the company profile, name, address, and telephone for all consultants and/or subcontractors providing support during the term of this project. Define the responsibilities and give a description of services to be provided by consultants and/or subcontractors. Please describe the contractor’s business and reporting relationship with any consultants and/or subcontractors. Include references and resumes for all third party firms in your proposal.

1.7.6 Past Performance

The Offeror shall provide references for minimum of three (3) contracts / orders, on which two (2) must be with local government, that demonstrate recent and relevant past performance of similar scope, size and complexity of services identified. Please include the Period of Performance, contract dollar value, name, telephone number and email of the contact person at each and a description of the nature of the work. The City reserves the right to use itself as past performance.

Past Performance Project Title:	
Period of Performance	
Contract $ Value	
Technical & Contractual POC Names & Titles	
Telephone numbers	
Email addresses	
Detailed summary of services provided	

1.7.6 Forms

All listed forms stated in Section 1.7 shall be filled out by the Offeror and submitted in the technical / Non-Price proposal response. Failure to do so may deem your proposal non-responsive. *(See attached forms)*

Quality Requirements Form

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 and failure to respond to any of the following minimum standards will result in disqualification of your bid.

	QUALITY REQUIREMENTS	YES	NO
1.	Massachusetts registration and licensing in all applicable disciplines (list them).		
2.	Thorough knowledge of procedures, requirements, and practices of the Commonwealth of Massachusetts, and other agencies related to the design and construction of public buildings and Thorough knowledge of Massachusetts State Building Code and regulations of the Architectural Barriers Board.		
3.	Sufficient levels of staff to complete the project. Indicate lead staff that will be assigned to the facility study project. Include resumes and experience.		

In order to provide verification of affirmative responses to items under the quality requirements listed above, proposers must submit written information that details the general background, experience, and qualifications of the organization. This information should be detailed throughout the various Tabs in the technical proposal response. Subcontractors, if applicable, must be also included.

Comparative Evaluation Criteria

The Comparative Evaluation Criteria set forth in this section of the solicitation shall be used to evaluate responsible and responsive proposals. The Comparative Evaluation Criteria are:

FACTOR 1 – Past Performance

Prior similar experience of the firm (5 years of experience is a minimum) and the experience and qualifications of the personnel assigned to the project.

The contractor shall provide past performance for the all projects completed within the past 5 years. Provide the project name, contact, brief description, date of completion. least two (2) must be with local government that demonstrates recent and relevant past performance of similar scope, size and complexity of services identified. Recent is defined as within the last three years. Relevant is the work similar complexity, magnitude and type of work described in the SOW.

Highly Advantageous: High degree of demonstration that past performance shows the likelihood of successful performance in providing requirements **similar in size, scope and complexity** of this solicitation. Extensive track record in **Solar Feasibility Study for Municipal Buildings.**

Advantageous: Fair degree of demonstration that past performance shows the likelihood of successful performance in providing requirements **similar in size, scope and complexity** of this solicitation. Some track record of Solar Feasibility Study for Municipal Buildings.

Not Advantageous: Poor degree of demonstration that past performance shows the likelihood of successful performance in providing requirements **similar in size, scope and complexity** of this solicitation. Minimal track record of Solar Feasibility Study for Municipal Buildings.

Unacceptable: Unrelated past performance or no response.

ATTACHMENT A

MINIMUM EVALUATION CRITERIA

Each applicant shall indicate his/her agreement with each of the following questions as part of their Technical Proposal submission.

To merit further consideration of a proposal by the Review Committee the applicant must indicate "yes" and comply, where appropriate, with each statement below.

1. Has the Proposer conformed in all material respects to the submission requirements as set forth in the RFP? YES____ NO____
2. Has the Proposer the experience and competence to prepare studies, project cost estimates? YES____ NO____
3. Has the Proposer read this Request for Proposal and understood their role? YES____ NO____
4. Has the Proposer organization a minimum of five (5) years of experience in producing facility studies for public building renovations in Massachusetts?

   YES____ NO___
5. Has the Proposer knowledge of, and experience in, legal and administrative requirements, procedures, and practices related to the design, funding, and construction of Massachusetts public building projects including the code compliance, State Building Code, and Massachusetts public bidding and procurement laws? YES____ NO____
6. Has the Proposer provided a detailed description of at least three (3) recent similar projects on which the proposer has performed similar services? YES____ NO____
7. Has the Proposer submitted three (3) references from the public sector? YES____ NO____
8. Has the Proposer provided a listing of all similar projects completed within the past five years? YES____ NO____
9. Has the Proposer included the signed technical proposal submission form in their Technical proposal (Certificate of Non-Collusion/Certificate of Tax Compliance)? YES____ NO____

ATTACHMENT B

COMPARATIVE CRITERIA

Proposals that meet the minimum requirements (Attachment A) will be evaluated by the Review Committee on the basis of proposal submission, qualifications, selection procedures, and other relevant criteria.

1. Relevant experience of proposer organization/firm in relation to the project scope of work:

   Highly Advantageous: The proposer's organization/firm is considered to be above average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

   Advantageous: The proposer's organization/firm is considered to be average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

   Not Advantageous: The proposer's organization/firm is considered to be below average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

   Unacceptable: The proposer's organization/firm is considered to be poor to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

2. Relevant capability and experience of proposed project staff:
   Highly Advantageous: The proposer's professional staff experience and staff qualifications are considered to be above average based on the opinion of the Review Committee.

   Advantageous: The proposer's professional staff experience and staff qualifications are considered to be average based on the opinion of the Review Committee.

   Not Advantageous: The proposers professional staff experience and staff qualifications are considered to be below average based on the opinion of the Review Committee.

   Unacceptable: The proposer's professional experience and staff qualifications are considered to be poor based on the opinion of the Review Committee.

3. Proposer's demonstrated ability to complete projects on a timely basis:

   Highly Advantageous: All five of the proposer's references indicate that the projects were completed on schedule or with minimal, insignificant delays.

   Advantageous: Only one of the proposer's references indicates that the project was completed with substantial delays attributable to the proposer.

   Not Advantageous: Two of the proposer's references indicate that the project was completed with substantial delays attributable to the proposer.

Unacceptable: All three of the proposer's references indicate that the project was completed with substantial delays attributable to the proposer.

4. Evaluation of the proposed plan:

   Highly Advantageous: The proposal contains a clear and comprehensive plan that addresses all of the project objectives stated in the RFQ.

   Advantageous: The proposal contains a clear plan that addresses most of the project objectives stated in the RFQ.

   Not Advantageous: The proposal does not contain a clear plan that addresses most of the project objectives stated in the RFQ.

   Unacceptable: The proposal does not present an understanding or clear plan of the project objectives.

Proposals will be rated on these criteria as follows:

- ***Highly Advantageous:*** Proposal excels on specified criteria. (3pts)
- ***Advantageous:*** Proposal fully meets the evaluation standard, which has been specified. (2pts)
- ***Not Advantageous:*** Proposal does not fully meet the evaluation standard, is incomplete or 1pts) unclear, or both.
- ***Unacceptable:*** Proposal does not meet the specified criteria. (0pts)

Proposals will be evaluated and investigated by a Review Committee. Proposals will be evaluated for 'minimum evaluation criteria' (Attachment A). Those that meet the minimum evaluation criteria will be evaluated on comparative criteria (Attachment B). Proposals that meet the minimum criteria will be placed on a short list of recommended proposals based on qualification and RFP evaluation. From this list the Review Committee may select proposers to participate in an interview with the Review Committee.

FACTOR 2 – Key Personnel

The degree to which the contractor's and subcontractor's proposed key personnel demonstrate the ability to execute SOW requirements on the bases of strength of relevant education, training, depth and breadth of relevant experience.

Highly Advantageous: High degree of demonstration that the proposed personnel have the ability to execute SOW requirements on the bases of strength of relevant education, training, depth and breadth of relevant experience.

Advantageous: Fair degree of demonstration that the proposed personnel have the ability to execute SOW requirements on the bases of strength of relevant education, training, depth and breadth of relevant experience.

Not Advantageous: Poor degree of demonstration that the proposed personnel have the ability to execute SOW requirements on the bases of strength of relevant education, training, depth and breadth of relevant experience.

Unacceptable - Unrelated key personnel for this project

FACTOR 3 - Technical and Management Approach

The degree to which the contractor effectively demonstrates knowledge, understanding, technical ability to successfully perform and manage requirements of the SOW. Additionally, the appropriateness, soundness and reasonableness of the contractor's problem resolution, logistic considerations, corporate commitment to achieve the overall project objectives. Ability to dedicate proper staffing to cover the needs and requirements of this contract.

Highly Advantageous: High degree of demonstration that the vendor has the knowledge, understanding and technical ability to success performing requirements in the SOW. Extensive ability to meet the SOW requirements. Compliance with Affirmative Action requirements, applicable laws, ordinances, and the codes of state, federal and local governments.

Advantageous: Fair degree of demonstration that the vendor has the knowledge, understanding and technical ability to success performing requirements in the SOW. Some ability to follow certain guidelines, as established by the City regarding the handling of certain categories of accounts. Some ability to meet the SOW requirements. Compliance with Affirmative Action requirements, applicable laws, ordinances, and the codes of state, federal and local governments

Not Advantageous: Poor demonstration that the vendor has the knowledge, understanding and technical ability to success performing requirements in the SOW.

Unacceptable: No response.

Price Percentages

As the technical responses approach equality, price percentage of actual receipts delivered will become more important in making the awarded determination. In the event that two or more responses are determined not to have any substantial technical differences (i.e. are technically equivalent), award may be made to the higher percentage offer. It should be noted that award may be made to other than lower percentage offer if the City determines that a higher percentage is warranted due to technical merit. The city may also award other than the highest technically rated response, if the City determines that a decreased percentage is reasonable.

Rule for Award

The contract shall be awarded to the most responsible and responsive proposer submitting the most advantageous proposal response, taking into consideration all evaluation criteria as well as price. The contract will be awarded within thirty (30) days after the bid opening. The time for award may be extended for up to fifteen (15) additional days by mutual agreement between the City and the apparent lowest responsive and responsible bidder (or, for a contract requiring payment to the City, the apparent highest responsive and responsible bidder).

Bonding Requirements

A dishonesty bond of for the minimum amount of $100,000.00 and an errors and omissions (E+O) bond for the minimum amount of $1,000,000.00 naming the City of Woburn as an additional insured are to be included with the proposal. If the proposal is accepted these bonds must be kept in effect for the life of the contract.

SECTION 2.0

GENERAL TERMS, CONDITIONS, CERTIFICATIONS

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

2.2 Prices
Must be F.O.B. 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 Purchasing Agent. 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 governmental 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.

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 the defined question due date located with the instructions to bidder. All requests shall be in writing to the Purchasing Agent.

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 Purchasing Agent. 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, s10 : Any person submitting a bid or proposal for the procurement or disposal of supplies or services to any governmental 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 Government.

4. HEALTH & SAFETY ON PUBLIC CONSTRUCTION PROJECTS OVER $ 10,000.00: 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 _____

Email:_____

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.

3.0 SCOPE OF SERVICE

There are **FIVE (5)** Municipal Buildings which are part of this Feasibility Study.

The **First Area of Review of the Feasibility Study** is the **DPW building**. (see photo)

The DPW garage scales 240'x100' approximately.

The **Second Area of Review of the Feasibility Study** is the **Ice Rink building** (see photo)

The rink roof scales 290'x245' approximately.

The **Third Area of Review of the Feasibility Study** will be the **Water Treatment Plant**
(see photo)

The **FOURTH Area of Review of the Feasibility Study** will be the new wing of the **Woburn Public Library.**

The **FIFTH Area of Review of the Feasibility Study** will be the **Woburn Police Department.**

The City of Woburn seeks a Qualified Vendor to investigate the solar potential of Municipal Building Rooftops AND the respective equipment layouts (vents, HVAC, and roof drains) of the roofs of the buildings and their effect on potential solar photovoltaic production must be examined.

A rooftop solar irradiance index map must be generated advising on the effects of shading from proposed rooftop features and obstructions.

The City of Woburn seeks a complete PV system proposal with multiple array configurations to determine roof coverage, walkway accessibility, and overall kWh production, as well as, the PV system's interconnection strategy with recommendations on what would be required given the array options, as well as what is required by the National Electric Code.
The options proposed MUST optimize roof coverage while maximizing system size.

4.0 LIST OF BUILDINGS

The list of Municipal Buildings included with the scope of this solicitation are as follows:

- DPW Building 50 N Warren St, Woburn, MA 01801
- Water Treatment Plant 5 Cove St, Woburn, MA 01801
- Woburn Public Library 45 Pleasant Street, Woburn, MA 01801
- Woburn Ice Rink Building 55 Locust St, Woburn, MA 01801
- Woburn Police Department 25 Harrison Ave, Woburn, MA 01801

SECTION 5.0
PRICING

The undersigned proposes to supply and deliver the materials and/or services specified below in full accordance with the Statement of Work supplied by the City of Woburn entitled:

Municipal Buildings SOLAR
FEASIBILITY STUDY 2022

The contractor proposes to furnish and deliver the services specified at the following price structure, to remain the same for the duration of the contract. The City of Woburn reserves the right to choose which individual Scopes of Work will be completed, based on the budget available for the Feasibility Study.

001	Total Cost to perform all functions

SEE NEXT PAGE FOR PRICING SIGNATURE FORM

ACKNOWLEDGEMENT OF ADDENDUMS:

Addendum #1 _____ #2 _____ #3_____ #4

The Contractor certifies that this Proposal Response has been duly authorized and approved by all
required organizational action of the organization.

The person executing this Proposal Response on behalf of the organization certifies that he or she has the legal and organizational authority to do so.

NAME OF COMPANY:
_____

ADDRESS:
_____

CITY/STATE/ZIP:
_____

TELEPHONE/FAX/EMAIL:
_____

FEDERAL TAX ID NUMBER:
_____

NAME OF AUTHORIZED INDIVIDUAL:
_____

SIGNATURE OF AUTHORIZED INDIVIDUAL:
X_____

ASSESSOR MAP

OF WOBURN MASSACHUSETTS

Legend

- Beco_Easements
- Buildings
- City_Boundry
- Easements
- Drainage
- PorchDecks
- Contours
- ParkingLots
- Driveways
- Edge of Pvmt
- Paper_Streets
- Parcels
- Treed Area
- Right of Way
- Zoning Lines
- FEMA100yrFloodPlain
- Local100yrFloodPlain
- R-1 Zoning Text
- 120101 Map/Block/Lot
- 5,500 SF Acreage
- 100.00' Dimensions

2019 MassGIS Aerial Photography

0 20 40 80 Feet

N W E S

THIS MAP IS PREPARED FOR THE INVENTORY OF REAL ESTATE PROPERTY WITHIN THE CITY OF WOBURNAND IS COMPILED FROM THE RECORDED DEEDS, PLATS, TAX MAPS, SURVEYS, PLANIMETRIC MAPS AND OTHER PUBLIC RECORDS AND DATA. USERS OF THIS MAP ARE HEARBY NOTIFIED THAT THE AFORMENTIONED PUBLIC PRIMARY INFORMATION SOURCES SHOULD BE CONSULTED FOR VERIFICATION OF THE INFORMATION CONTAINED ON THIS MAP. THE CITY OF WOBURN AND ITS MAPPING CONTRACTORS ASSUME NO LEGAL RESPONSIBILITY FOR THE INFORMATION CONTAINED HEREIN.

City of Woburn
Engineering Department

ASSESSOR MAP

OF WOBURN MASSACHUSETTS

Legend

- Beco_Easements
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City of Woburn
Engineering Department

N55°43'30"E
269.24'

N36°35'25"W
100.62'

S25°42'05"E
49.97'

N58°24'28"E
43.61'

PROPOSED
ADDITION
FOOTPRINT AREA - 11,632 SF±

N46°14'01"W
72.25'

S32°47'55"E
201.36'

t 29

ASSESSOR MAP

OF WOBURN MASSACHUSETTS

Legend

- Beco_Easements
- Buildings
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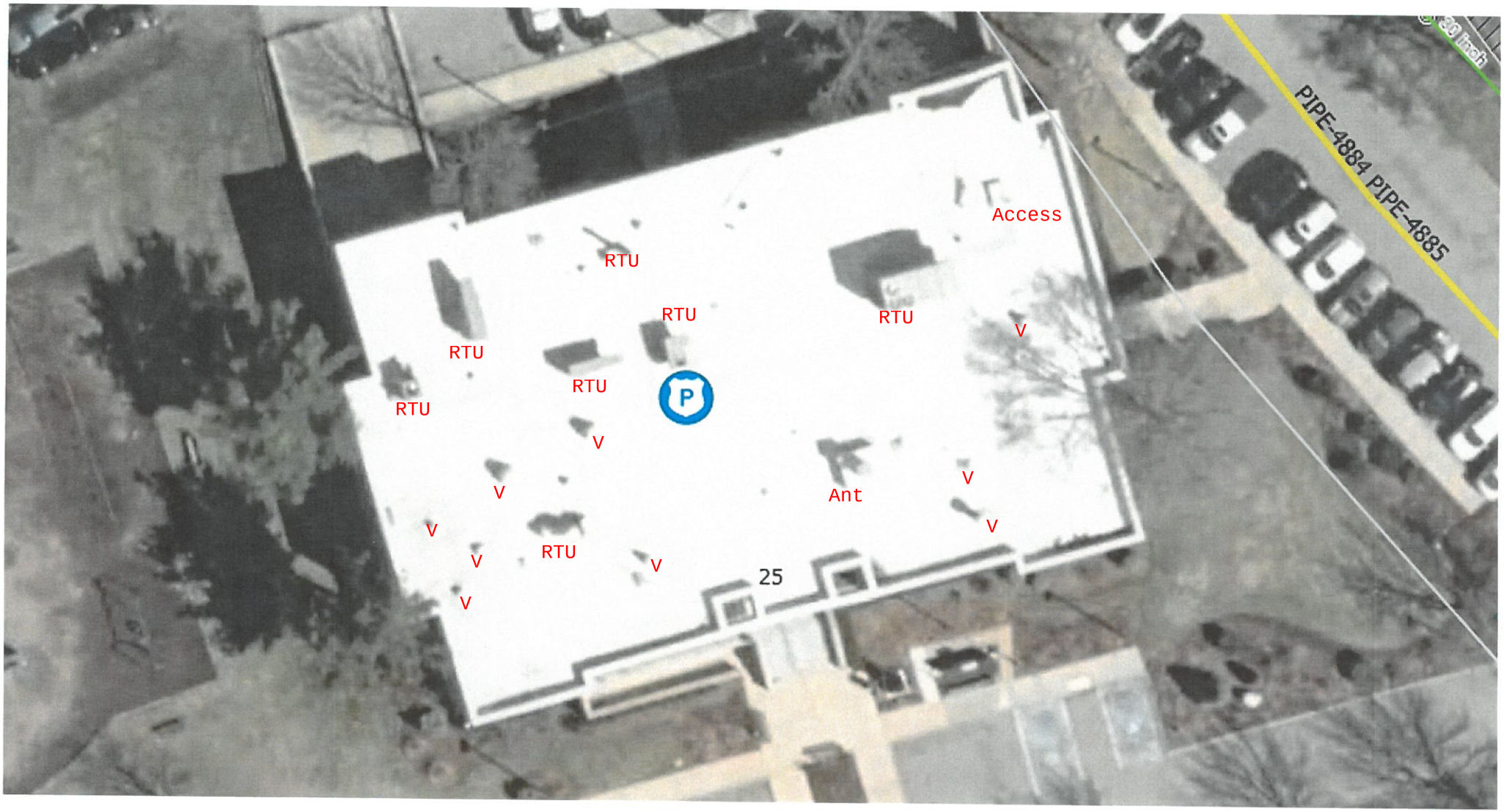
City of Woburn
Engineering Department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PIPE-4884 PIPE-4885

SECTION 5.0
PRICING

The undersigned proposes to supply and deliver the materials and/or services specified below in full accordance with the Statement of Work supplied by the City of Woburn entitled:

Municipal Buildings SOLAR
FEASIBILITY STUDY 2022

The contractor proposes to furnish and deliver the services specified at the following price structure, to remain the same for the duration of the contract. The City of Woburn reserves the right to choose which individual Scopes of Work will be completed, based on the budget available for the Feasibility Study.

001	Total Cost to perform all functions

SEE NEXT PAGE FOR PRICING SIGNATURE FORM

ACKNOWLEDGEMENT OF ADDENDUMS:

Addendum #1 _____ #2 _____ #3_____ #4

The Contractor certifies that this Proposal Response has been duly authorized and approved by all
required organizational action of the organization.

The person executing this Proposal Response on behalf of the organization certifies that he or she has the legal and organizational authority to do so.

NAME OF COMPANY:
_____

ADDRESS:
_____

CITY/STATE/ZIP:
_____

TELEPHONE/FAX/EMAIL:
_____

FEDERAL TAX ID NUMBER:
_____

NAME OF AUTHORIZED INDIVIDUAL:
_____

SIGNATURE OF AUTHORIZED INDIVIDUAL:
X_____

CERTIFICATE OF NON-COLLUSION

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.

Signature of individual submitting bid or proposal

Name of Business (please type or print)

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Massachusetts General Law Chapter 62C, Section 49A, the undersigned acting on behalf of the Contractor*, certify under penalties of perjury that to the best knowledge and belief, the Contractor* is in compliance with all laws of the Commonwealth relating to taxes, reporting of employee and contractors, and withholding and remitting child support.

Individual

Signature Date

Name (please print or type) Social Security Number

Corporate

Corporate Name (please print or type)

Signature of Corporate Officer Date

Name of Corporate Officer (please print or type) Title

Taxpayer Identification Number

- As used in this certification, the word "Contractor" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	**Signature of U.S. person** ►	**Date** ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

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

l. 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 #
INSURER A :	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

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	
	GENERAL LIABILITY							
	☐ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ **UMBRELLA LIAB** ☐ OCCUR						EACH OCCURRENCE	$
	☐ **EXCESS LIAB** ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)**	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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

CERTIFICATES SHOULD BE MADE OUT TO:

CITY OF WOBURN
PURCHASING DEPARTMENT
10 COMMON ST
WOBURN, MA 01801

CANCELLATION

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

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