

If you have printed this bid from the City of Quincy's Website or through an email, it is your responsibility to check for addenda at www.quincyma.gov before you turn in your proposal.

"Please send an acknowledgment that you have printed out this bid via email to;

kimtrillcott@quincyma.gov" The City of Quincy will not be responsible for any bids received omitting any addenda acknowledgement.

Thank you



INVITATION TO BID

CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK ST., QUINCY, MA 02169

The City of Quincy invites sealed bids/proposals for:

CITY CLERKS

POLLING BOOTHS

APRIL 28, 2016 @ 12:00 P.M.

The City of Quincy, Purchasing Department, in conjunction with the Election Department is soliciting bids for the supply of Polling Booths. All prices quoted must include delivery and shipping costs to be delivered to Quincy City Hall, 1305 Hancock Street, Quincy, MA 02169.

Detailed specifications are available on-line at the City of Quincy's website, www.quincyma.gov and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30^{AM} and 4:30^{PM}

Bids/Proposals must be in a sealed envelope. The outside of the sealed envelope is to be clearly marked "**BID ENCLOSED**" with time/date of bid call.

Firm bid prices will be given first consideration. Bids/Proposals will be received at the office of the Purchasing Agent until the time and date stated above, at which time and date they will be publicly opened and read. Late Bids/Proposals, delivered by mail or in person, will be rejected.

If applicable, bids shall be in accordance with M.G.L. Chapter 30B, Chapter 149 as amended, and Chapter 30, Sections 39A, 39B and 39F-R.

The right is reserved to reject any or all bids or to accept any part of a bid or the one deemed best for the City and waive any informality in the bidding if it is in the best interest of the City to do so.

Thomas P. Koch, MAYOR

Kathryn R. Hobin, PURCHASING AGENT

LEGAL: APRIL 11, 2016
LEGAL: APRIL 14, 2016

GOODS & SERVICE
P.O. # S042816

DEPT. CHARGED: CITY CLERKS

Furnish and Deliver:

POLLING BOOTHS

**Office of the City Clerk
City of Quincy,
Massachusetts**



City of Quincy

Bids due: April 28, 2016 @ 12:00 Noon

Late bids delivered by mail or in person will be deemed non-responsive and rejected

Thomas P. Koch
Mayor

Joseph P. Shea
City Clerk

Kathryn R. Hobin
Purchasing Agent



INVITATION TO BID

CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK ST., QUINCY, MA 02169

The City of Quincy invites sealed bids/proposals for:
“FURNISH AND DELIVERY OF VOTING BOOTHS”

General Information and Bid Submission Requirements:

The City of Quincy, through its Election Department is soliciting bids for the supply and furnishing of Polling Booths

SPECIFICATIONS:

Sealed bids will be received by the Purchasing Department, in conjunction with the Election Department, in the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, 2nd Floor, Quincy, MA 02169 during business hours, until the date and time of the bid opening.

• TIME FOR BID ACCEPTANCE

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

• ADDENDA

If any changes are made to this IFB, an addendum will be issued. Addenda will be emailed or faxed to all bidders on record as having picked up or printed out the IFB.

• QUESTIONS

All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: purchasing@quincyma.gov Questions will be accepted until **April 22, 2016 at 4:00 p.m.**

• CORRECTIONS, MODIFICATIONS

A bidder may correct, modify, or withdraw a bid by written notice received by the City, prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope, clearly labeled "Modification No. ___." Each modification must be numbered in sequence, and must reference the original IFB. After the bid opening, a bidder 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.

• RIGHT TO CANCEL OR REJECT

The City may cancel this IFB, 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.

• BID PRICES

All bid prices submitted in response to this IFB must remain firm for thirty (30) days following the bid opening. Bidders are advised to include in their Bid any and all costs associated with the delivery of all products under this Contract. The City will not pay any additional fees under the Contract unless it has previously agreed to pay such additional fees in writing. The City will not compensate Bidder for any costs under any Contract awarded by this IFB that are not specifically identified in the Bidder's Response or Bid and accepted by the City as part of the Contract.

• UNEXPECTED CLOSURE

If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 3:00pm on the next normal business day. Bids will be accepted until that date and time.

• NUMBER OF COPIES

Each bidder should submit **one (1) original** and **(1) copy** of the bid.

• ENVELOPE MARKING

The bid envelope should be marked as follows:

öPOLLING BOOTHSö Due: April 28, 2016 @ 12:00 P.M. Along with the Vendor's name and address.

• BID DEPOSIT/BONDS and PAPERWORK

A bid deposit is not required for this project. The Bidder must furnish a Non-Collusion Form and Statement of Taxes and the other City paperwork in **Exhibit A** with their bid.

• USE OF OTHER NAMES AND REFERENCES

Unless otherwise stated, the use of manufacturer's name and product numbers are for descriptive purposes and establishing general quality levels only. They are not intended to be restrictive, but utilized where no other manner of description will suffice. Bidders are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items stated.

*The jurisdiction reserves the right to determine whether something is of equal value.

• INSURANCE REQUIREMENTS:

Vendors doing business with the City of Quincy are required to provide a copy of their insurance policy, including all endorsements that list the City of Quincy as an additional insured in the amounts as specified herein. (*some coverage may not be required)

• CONTRACT TYPE AND TERM

This is a firm, fixed-price contract. This contract will be for an outright purchase.

• RULE FOR AWARD

The contract will be awarded to the responsive and responsible bidder offering the lowest total price for all required Products/services.

“Furnish and Deliver Polling Booths

The City of Quincy is seeking proposals to furnish and deliver Polling Booths as per the attached requirements and specifications. **Delivery of product MUST be no later than Friday, June 17, 2016**

The City of Quincy is exempt from sales tax; a exempt certificate will be furnished upon request.

MINIMUM CRITERIA:

Quantity of 33 ó Handicap Accessible voting booth with four (4) voter stations - one at an accessible and three at standard height meeting the following dimensions and standards.

- É All compartments are accessible on the horizontal plane to voters who use wheelchairs or voters who need to sit while marking their ballot.
- É At least one writing table is at a lower level on the vertical plane

Quantity of 90 - Voting Booths with four (4) voter stations. All four (4) voter stations will be at standard height.

General Requirements:

All polling booths must meet the following dimensions and standards as applicable.

ÉOne piece construction with no loose parts. No tools required for either assembly or dismantling

ÉTelescopic leg assembly that "locks in place" -spring button' on inner leg of the telescopic leg assembly must have a no-collapse feature on legs.

ÉBooths must include extension visors that provide additional privacy to voters with disabilities and others.

ÉBooths must contain industrial standard furniture casters for ease of transport. (Caster may be at top or bottom of shelving area)

ÉBooths must be delivered in 3ply corrugated board

ÉBooth requires upgraded shelf catch

ÉMechanism for ensuring shelf stays up

ÉBooths must fold up for easy storage and minimal footprint.

ÉFolded booth must be secured with strap and buckle

Polling Booth Dimensions

• Assembled dimensions:

61 inches to frame top

68"/70" inches to visor top (can be extended)

37 1/2 inches to standard writing shelf

30 inches to seated/wheelchair/accessible shelf

32 inch width between outside legs

• Writing Table Dimensions

Extended shelf depth for larger ballots of a full 20.5 inches.

20 3/4" across shelf.

29" across entire width of booth

ÉPacked Dimensions

38 1/2 " length, 25 1/4" height, 9 1/2" depth

Gross weight: 481bs - Net weight: 421bs

Framing/Exterior Components

ÉAll-metal framing must be constructed from Aluminum extruded profile to 6060 T6 with minimum wall thickness of 1.5mm with framing and metal components anodized to AA5

Shelf Design

ÉShelf must be reinforced for additional rigidity

ÉMust have mechanism for self-catch.

Plastic/Shelf Components

ÉPlastic/Shelf materials must have Class I fire rating and must be warranted for a period of 10 years against weather resistance and discoloring.

Failure to meet the minimum standard shall be deemed non responsive.

WARRANTY:

The successful vendor must provide a 2 year warranty to the City of Quincy.

REFERENCE:

Vendor must provide at least 3 reference from within the last 3 years with similar size and demographics as the City of Quincy.

AWARD OF CONTRACT:

The City of Quincy shall award a single contract to the most responsive and responsible bidder offering the lowest total price for 123 Polling Booths.

All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: purchasing@quincyma.gov Questions will be accepted until **April 22, 2016 at 4:00 p.m.**

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PRICE PROPOSAL SHEET

The undersigned propose to furnish the goods/services required per bid specifications to the City of Quincy for the amount listed below:

<u>QTY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>TOTAL</u>
33	Handicap Accessible Voting Booths	\$ _____	\$ _____
90	Voting Booths	\$ _____	\$ _____
TOTAL FOR ALL ITEMS		\$ _____	

Receipt of Addendum No. _____ Acknowledged By: _____

Company Name: _____

Address: _____

Telephone #: _____

Date: _____

Bid Signed By: _____

Title: _____

(3) REFERENCES WHERE SIMILAR SALES HAVE BEEN PURCHASED

1. _____

2. _____

3. _____

Please include name and phone number of contacts.

EXHIBIT A

The following forms need to be filled out, signed and returned with your bid submission.

- Non-Collusion
- Tax Compliance
- Signature Authorization form
- Indemnity Form
- Price Proposal Page



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: (617) 376-1060

Fax: (617) 376-1074

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.

(Name of person signing bid or proposal)
(Please print)

(Signature required)

(Name of business)



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

(Contractor's Name and Signature)

Social Security Number

(2) Corporation, Association
or Partnership

(Contractor's Name)

Federal Tax ID Number, or
Social Security Number

By:

(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

(NAME OF CORPORATION)

held on _____, at which all the Directors were present or waived notice, it was
(DATE)

VOTED, that:

(NAME)

(OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such _____ under seal of the Company, shall be valid
(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: _____
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the Clerk of the:

_____ that _____ is the
(COMPANY)

(NAME)

duly elected _____ of said Company, and that the above VOTE has not been
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

_____ CORPORATE SEAL

INDEMNITY AGREEMENT

In consideration of the award of Contract No. _____
by the City of Quincy, hereinafter referred to as INDEMNITEE, to the CONTRACTOR/BIDDER:

hereinafter referred to as INDEMNITOR, and for other good and valuable consideration, said INDEMNITOR agrees to hold INDEMNITEE, City of Quincy, and its various department and employees harmless from any and all liability, loss or damage that INDEMNITEE may suffer as the result of claims, demands, costs, including attorneys fees, or judgement or other actions against it by reason of any and all work done by or on behalf of the INDEMNITOR in connection with the above-referenced contract.

INDEMNITOR,

By Duly Authorized Agent

Date: _____