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 STREET, QUINCY, MA 02169

The City of Quincy invites sealed bids/proposals for furnishing and delivering to the City of Quincy:

ASSESSORS OFFICE **OCTOBER 15. 2015 @ 11:30 A.M.**

"RE-BID"

DATA COLLECTION AND RELISTING FOR CYCLICAL INSPECTIONS OF RESIDENTIAL REAL ESTATE

In accordance with M.G.L. Chapter 30B the City of Quincy, acting on behalf of the Board of Assessors is soliciting bids for Data Collection and Relisting for Cyclical Inspections of Residential Property.

Detailed specifications are available on-line at the City of Quincyôs 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.

The City of Quincy reserves the right to accept or reject any or all Bids, to waive any informality and to accept any Bid deemed in the best interest of the City of Quincy. Bid(s) will be awarded after review.

Thomas P. Koch, Mayor

Kathryn R. Hobin, Purchasing Agent

LEGAL: SEPTEMBER 28, 2015
LEGAL: SEPTEMBER 29, 2015

GOODS & SERVICE
P.O. # S101515

DEPT.CHARGED: ASSESSORS

CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK STREET, QUINCY, MA 02169

DETAILED SPECIFICATIONS AND REQUIREMENTS

ISSUE DATE: **SEPTEMBER 28, 2015**
BID CALL: **OCTOBER 15, 2015 @ 11:30 A.M.**
DEPARTMENT: **BOARD OF ASSESSORS**
ITEM: **DATA COLLECTION & RELISTING FOR CYCLICAL INSPECTION OF RESIDENTIAL PROPERITIES**

1. A 5% certified check or bid bond is not required.
2. A Payment and Performance Bond is not required.
3. The following forms, if contained in the bid documents, must be completed and signed:
   ãÅ Certificate of Non-Collusion
   ãÅ Tax Compliance Certificate
   ãÅ Certification Relating to Debarment and Suspension
   ãÅ Signature Authorization Form
   Å Form for General Bid
4. Do not separate any sheets from this bid call.
5. Wherever a manufacturer's name or model number is specified, it is to be clearly understood that the words ñor approved equalò follow.
6. All vendors must acknowledge in writing receipt of any addenda.
7. The Purchasing Department shall accept questions in writing via email and fax. (see page 11)

* TO THE EXTENT APPLICABLE THE FOLLOWING SECTIONS OF MASSACHUSETTS GENERAL LAWS ARE INCORPORATED HEREIN BY REFERENCE:

M.G.L. CHAPTER 30B, CHAPER 30, SECTIONS 39A, 39B AND 39F-R AND M.G.L. CHAPTER 149, AS AMENDED.

In the event of any inconsistency between the bid, Information for Bidders, Bid Forms, Conditions or any other Contract Document or potential Contract Document and these statutes; or any other applicable statutes, by-laws or regulations existing on the date on which the bid is submitted, then the statute, by-laws or regulations shall govern. Such inconsistency shall not be grounds for invalidating this invitation to bid.

LIABILITY, PROPERTY DAMAGE and WORKERS' COMPENSATION coverage is required of the successful bidder before any work can be started.

DATE:_____

SPECS: **DATA COLLECTION & RELISTING FOR CYCLICAL INSPECTIONS OF RESIDENTIAL PROPERITIES**

BIDDER: _____

ADDRESS: _____

_____

TELEPHONE: _____

EMAIL: _____

CITY OF QUINCY

INVITATION TO BID

For

ñPROPOSAL FOR DATA COLLECTION AND RELISTING FOR CYCLICAL INSPECTION
OF
RESIDENTIAL REAL ESTATEò

BID DEADLINE: OCTOBER 15, 2015 @ 11:30 A.M.

City of Quincy
Purchasing Department
1305 Hancock Street
Quincy, Massachusetts 02169

The Contract awarded in response to these specifications shall be effective for a period of one year. Upon the satisfactory performances of the vendor, the City of Quincy may extend the contract for two (2) additional terms of one (1) year each. Contract shall automatically renew upon the anniversary date of contract execution, unless notification is given 30 days prior, in writing, by either party.

SPECIFICATIONS
FOR
DATA COLLECTION AND RELISTING FOR CYCLICAL INSPECTIONS OF RESIDENTIAL REAL ESTATE

GENERAL INFORMATION

Hereinafter ñcontractor(s)ò shall denote and indicate the successful contractor(s)/bidder(s).

The ñcontractorò must be prepared to demonstrate, by references or other documented means, to the Board of Assessors, that they have the capability to provide the professional services for the data collection and relisting of residential real estate for cyclical inspections.

The contractor shall immediately notify the Chairman of the Board of Assessors of any delay in providing the services for data collection and relisting of the real estate for cyclical inspections.

The City reserves the right to re-award a contract to the next suitable contractor in the event of a breach of contract (i.e. cannot render services as bid). The City may also collect damages from the original contractor for the sum difference between bid prices.

INSURANCE

The contractor shall maintain comprehensive liability insurance in the amount of $1,000,000./$2,000,000. for bodily injury and property damage. The contractor shall submit verification of said insurance by him or his agent upon signing of said agreement, and shall maintain said insurance for the life of the contract. Said insurance shall have a fourteen (14) day notice of cancellation clause with the City, the body to which the notice liens.

The contractor shall carry workmanôs compensation insurance for himself or any employees engaged in performing the operations covered by this contract and shall submit verification of said insurance upon signing said agreement and shall maintain said insurance for the life of the contract.

BID SUBMISSION TERMS AND REQUIREMENTS

Sealed bids for the supplying of Cyclical Inspections for the City of Quincy will be received by Purchasing Director, at City Hall, 1305 Hancock St., Quincy, MA 02169 until **11:30 a.m. Thursday, October 15, 2015** at which time, all bids received will be opened and read in the presence of such contractors as desire to be in attendance. No bids will be accepted after the time and date specified.

The contractorôs bid forms must be properly filled out, signed, sealed and endorsed. The subject matter ñCyclical Inspection of Residential Properties in the City of Quincyò will be addressed on a

sealed envelope. No responsibility shall be attached to any person or persons for the premature opening of bids not properly marked.

The successful contractor will be bound by all applicable statutory provisions of law of the state and federal government, of the Commonwealth of Massachusetts and of the City of Quincy.

All bids shall be submitted to the City, as and where set forth above, on or before the bidding deadline. Bids and unsolicited amendments to bids received by the City after the bidding deadline will not be considered and requests for extensions of time will not be granted. Contractors who mail bids should allow sufficient time for receipt by the City by the bid deadline. Bids received after the bid deadline will be returned to the contractor unopened.

All bids shall be signed in ink by the contractor. If the contractor is a corporation, the authority of the individual signing shall be endorsed upon, or attached to, the bid and certified by the clerk of the corporation.

Bids submitted to the City shall be securely kept and shall remain unopened until the bidding deadline and the public opening of the bids.

Bids once submitted may, upon request of the contractor prior to the bidding deadline, be withdrawn or amended. If amended, resubmission of the bid shall comply with all requirements of this bid.

Negligence on the part of the contractor in preparing the bid confers no right of withdrawal after the bidding deadline. The City does not assume any responsibility for errors, omissions or misinterpretations that may have resulted in whole or in part from the use of incomplete bid documents. Any contractor finding an ambiguity, inconsistency or error shall promptly notify the City.

If it becomes necessary to revise any part of this bid or if additional data is necessary to enable an exact interpretation of provisions, such addenda will be provided to all contractors who have requested this bid. No addenda will be issued within the immediate three (3) business day period prior to the bidding deadline.

By submitting a bid in response to this bid, the contractor shall be deemed to have certified that no officer, agent or employee of the City has a direct or substantial financial interest in the procurement, that the bid is submitted in good faith and exclusively on the contractorôs behalf, without fraud, collusion or connection of any kind with any other contractor for the same work or with any undisclosed party. The contractor will be required to execute the ñCERTIFICATE OF NON-COLLUSIONò.

The bid price shall be written both in words and figures and in the case of a discrepancy between the two, the amount in words shall govern. Compensation will be based on a ñPer Parcelò basis, measured and listed and should be bid according to bid sheet.

It is understood, agreed upon and made a part hereof, and shall be a part of the contract, that the contract entered into between the City and the successful contractor shall not be assigned or assignable by way of sub-contract or otherwise, unless or until the City shall have first assented thereto in writing.

All bids must be submitted on the forms provided or attachments approved in advance by the City.

Attachments to and forming a part of this bid, this endorsement, when countersigned by the City, is made a part of this bid and is subject to all of the terms and provisions hereof and of any prior endorsements hereto.

Purchases made by the City of Quincy are exempt from the payment of federal excise taxes and Massachusetts sales tax; any such taxes must not be included in the quoted price.

The City reserves the right to reject any or all bids, in whole or in part, and to waive informalities when in the best interest of the City, and to make awards in a manner deemed in the best interest of the City. The City intends to award the contract to the lowest responsible and responsive contractor(s) which meets the bid specifications.

The contractor will not be permitted to either assign or underlet the contract, nor assign either legally or equitably, any monies hereunder, or its claim thereto, without the previous written consent of the City.

When submitting this bid, the contractor shall submit one (1) original copy and two (2) copies of the proposal and specifications with his/her bid, and if the City accepts the bid it shall constitute as part of the contract. The proposal for this work must cover all contingencies, including all labor and materials, transportation, etc., necessary for the purchase and delivery of the materials, supplies and/or services required by the City.

All prices must be firm for the entire length of the contract. No additional costs, fees or surcharges will be compensated after the signing of the contract if not specifically included as part of the proposal.

Before submitting your bid, each contractor must make a careful study of these specifications and the regulations cited within to fully assure them as to the materials, supplies and or services required. If contractors have questions to ask about the specifications or terms of the bid proposal, they must be asked prior to submitting the bid.

The contractor will be required to indemnify the City for all damages to life and property that may occur due to his negligence during the period of this contract.

The contractor must provide references, names and contact numbers on form attached.

A bidder may correct, modify or withdraw a bid by sealed, written notice clearly marked as a correction, modification, or withdrawal and received in the Office of the Purchasing Director prior to the time and date set for the bid opening.

BID EVALUATION

Bids shall be evaluated based on the lowest responsive to the criteria, terms and conditions contained in this bid and its attachments. Failure to follow the instructions, or to meet the criteria,

or agree to the terms and conditions contained in this bid may be cause for rejection of the bid as non-responsive.

Proposals, which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions may be rejected. Conditional bids will not be accepted.

It is the intent to award to the lowest responsible and responsive contractor(s) submitting the lowest bid for any given item. However, evaluations, inspections and awards shall be based on the best interests of the City overall, including but not limited to specification compliance, workmanship and general conditions of the cyclical inspections.

The City may award a contract to one or more contractor(s) if the City deems it to be in the best interest of the City.

The City reserves the right to reject any and all bids.

SPECIFICATION FEATURES

The contractor will be responsible for the full measure and list of residential and commercial properties in the City of Quincy. The number of parcels to be inspected will depend on the per parcel cost for the re-measure and relisting. The contractor must bid on an eight (8) month time period to complete the project.

The Board of Assessors will provide existing data along with printouts of all properties to be valued. All work is to be turned over to the Board of Assessors as soon as completed so that the Assessing personnel can do the data entry. The contractor shall fulfill all requirements for the program using professional standards and all work must meet or exceed state certification standards. The contractor should be familiar with the Vision Appraisal System in order that the records will be marked up accordingly.

Data Collection

The contractor must conduct on-site exterior measures to verify and correct all exterior real property data, including any and all detached structures; the contractor will perform interior inspections to verify and correct all interior data of properties; especially attics and basements. The contractor will secure the signature of the owner or occupant of each property entered. If no-one is at home, a notice shall be left asking the property owner to contact the Assessors office to set up an appointment for the inspection. If there is no contact from the property owner, it shall be considered as a refusal. Data sheets where entry has been denied will be promptly forwarded to the Board of Assessors. Data entry of all changes resulting from this re-inspection program will be the responsibility of the City. The City will supply the contractor with access to all existing records for the purpose of the data verification effort.

The contractor will make an initial attempt to gain an interior inspection. If unsuccessful, and the contractor considers the existing data to be questionable, an appointment will be made to inspect the interior. The contractor shall note the date of the inspection or attempt to inspect. The

contractor must allow for evenings and Saturday appointments in addition to regular business hours. The data sheets of the properties whose owners did not respond to the notice will be returned to the Board of Assessors. The data will be current as of the inspection date.

A new picture must be taken of all properties inspected. Pictures and visit history is to be entered into vision program by Inspector.

The desired entry rate of this program is 85% as requested by the Department of Revenue. A refusal to allow an interior inspection or no response to a notice requesting an appointment for an inspection will be considered an interior inspection for the purpose of determining the rate.

Public Information Program

The Board of Assessors and the contractor shall cooperate in maintaining good public relations throughout the period of this project. The Board of Assessors will coordinate all activities necessary to promote public understanding, awareness and cooperation in conjunction with the entire project.

Responsibilities of the Parties

The Board of Assessors must receive weekly reports from the contractor, must review and evaluate the progress of the project and must notify the contractor whether the work performed is satisfactory and timely.

The Board of Assessors shall provide one (1) set of available tax maps updated as of January 1, 2016.

The Board of Assessors will supply copies of the most current data sheets which will show the map, plot and lot, account number, name and mailing address of the most current owner, land area, zoning, and the existing picture and sketch of the building. Data will be current as of the contractorôs starting date.

File Maintenance

Clerical activities will be the responsibility of the City including all data entry of changes due to the re-inspections and scheduling of appointments. The Inspector will enter the New Photo and Visit History into Vision System.

The City will provide the contractor with the necessary office space, furniture, utilities and local telephone service for the duration of the project.

Information Requests From the City of Quincy

Throughout the project, the contractor shall endeavor to satisfy all reasonable requests made by the City for information as to the contractors planned work schedule for the project, personnel employed on the project, field collection methods and quality control procedures utilized, and the status of the work.

Contractor Project Staffing

It is understood and agreed that the contractor, in the performance of this agreement, is acting solely as an Independent Contractor and shall not be considered in any way or for any purpose employees of the City of Quincy. The City retains the right to demand performance in a manner satisfactory to the Board of Assessors as set forth in this agreement.

Only personnel that have been approved by the Assessors will be authorized to perform work on this project.

All project personnel must be approved by the City prior to being employed for the project and will be required to carry an identification card while on project business. This id card will contain the employees photograph, personal description and the signature of the Chairperson of the Board of Assessors. All employees shall register with the Police Department of the City and agree to a Cori check. The id card will be surrendered to the Assessors upon termination of the employee or upon completion of the project.

Deliverable Products

All documents, reports, records, data or other materials, in whatever form, manual or mechanized, obtained or produced during the performance of this project shall be the sole property of the City of Quincy and shall be delivered during an appropriate phase or at the conclusion of the project. The documents, reports, records, data and other materials must include, without limitation, the specific deliverable products listed below:

* A property inventory record for each parcel
* All materials and documentations used on the data verification
* Documentation of all procedures used throughout the project

Payment Schedule

The contractor must make claims for payment by submitting an invoice listing the parcels measured and listed and appropriate supporting documentation (data sheets, etc.). Such claims must be based on the actual services rendered and/or products delivered. The Assessors will review each invoice and within ten (10) business days of its receipt either approve it for payment or return it to the contractor with a statement of reasons for its rejection. The Assessors authorization of payment does not discharge the contractorôs obligation to make any changes to work performed in order to meet the requirements stated in this contract.

Upon the Assessorôs determination that the work performed for the billing period has been satisfactorily completed, a percentage payment, representing not more than ninety percent (90%) of the amount billed, shall be paid to the contractor. The total amount paid on this periodical basis shall not exceed ninety (90%) of the total amount of the contract.

The ten percent (10%) withheld will be paid to the contractor within thirty (30) calendar days of the total completion of the project as agreed upon by both parties providing faithful performance of all stipulations and conditions mentioned herein are adhered to.

Experience of Contractor

The contractor shall provide a resume detailing the contractors experience in the following fields: Municipal Assessing, Municipal Data Collection, Building Trades, Real Property Appraisal and Home Inspection.

References are required with contact numbers and dates of service.

Dress Code and Required Tools

Contractor is a representative of the City of Quincy Assessorôs Office and as such is required to dress appropriately. Business Casual is the normal and should consist of a collared shirt and clean pants or shorts. (Cut off shorts, T shirts and sandals/flip flops are not acceptable).
Contractor is required to have 100ô tape measure, camera, clipboard and red pens.

Any and all questions concerning this Invitation to Bid *MUST* be submitted by email and/or by fax (617-376-1074) to Kathryn R. Hobin, Purchasing Agent, City of Quincy Purchasing Department, 1305 Hancock Street, Quincy, MA 02169
khobin@quincyma.gov and cc: kimtrillcott@quincyma.gov

Questions will not be accepted after October 9, 2015 @ 12:00 p.m.

PRICE PROPOSAL PAGE

FIELD COLLECTORS DATA COLLECTION BID PROPOSAL ON "PER PARCEL" BASIS

RESIDENTIAL PROPERTIES

1. Measure, Photograph, list data, Exterior Inspection Only

$_____

_____

Amount in words

2. Measure, Photograph, list data, Exterior Inspection only with Permit

$_____

_____

Amount in words

3. Measure, Photograph, list data, Interior Inspection Only

$_____

_____

Amount in words

4. Measure, Photograph, list data, Interior Inspection with Permit

$_____

_____

Amount in words

COMMERCIAL PROPERTIES

1. Measure, Photograph, list data, Exterior Inspection Only

$_____

_____

Amount in words

2. Measure, Photograph, list data, Exterior Inspection only with Permit

$_____

_____

Amount in words

3. Measure, Photograph, list data, Interior Inspection Only

$_____

_____

Amount in words

PRICE PROPOSAL PAGE (Cont.)

4. Measure, Photograph, list data, Interior Inspection with Permit
$_____

_____
Amount in words

Prompt payment discount _____% net _____days.

Receipt of Addendum No. _____ acknowledged by: _____

BIDDER'S SIGNATURE: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

FAX #: _____

EMAIL #: _____

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: (617) 376-1060
Fax: (617) 376-1074

CERTIFICATION RELATING TO DEBARMENT AND SUSPENSION

The undersigned contractor certifies to the City of Quincy that neither it nor its principals, officers or any affiliated entities has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction in accordance with the requirements of 0MB Circular A-87 and with Executive Order *12549,* ñDebarment and Suspension.ò

Furthermore, the contractor certifies that it shall not make any subcontract or permit any subcontract to be made with any party which is debarred or suspended or is otherwise excluded in accordance with said 0MB Circular and with Executive Order 12549.

This certification shall be for the benefit of the City of Quincy and its successors and/or assigns and is binding upon the contractor, its successors and assigned.

Executed under seal this_____clay of_____

_____
Contractor Signature
By itôs duly authorized agent,

Contract Number_____

_____
(Authorized Signature)

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 Companyôs 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: _____
(CLERKôS 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

REFERENCE LIST

All vendors are to fill out the following reference form, and submit it with the bid package.

Reference #1 Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Reference #2 Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Reference #3 Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Reference #4 Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____