



REQUEST FOR PROPOSALS

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

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

QUINCY COLLEGE LEASE OF OFFICE/CLASSROOM SPACE AUGUST 30, 2011@10:00 A.M.

The City of Quincy, acting on behalf of Quincy College, a department of the City of Quincy, is seeking to lease space in Quincy Center, Massachusetts, for its Nursing Division, to be used as nursing labs, classrooms, offices and some storage space in both the day and evening for Quincy College students.

Quincy College is seeking a site capable of housing a minimum of three (3) nursing labs, four to six (4-6) class rooms, eight (8) offices, open space for 20 cubicles for faculty, a computer lab, a library, a conference room, a storage area and faculty and a student lounge as described; Each Nursing Lab should be spacious enough to hold up to six (6) hospital beds and 35 students (about 1200 square feet). Each lab will have a sink and some storage cabinets. Four (4) classrooms should hold 40 students about 600 square feet and two (2) classrooms should hold 30 students (about 450 square feet). Classrooms should be free of obstructions that prevent a clear view within the room. One (1) office for the Dean should be 150 square feet, one (1) office should be about 250 square feet, and four (4) offices should be 100 square feet each. Proposed space must be handicapped accessible in all areas in accordance with the ADA of 1990 (P.L. 101-336).

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} for a non-refundable printing charge of \$25.00

Non-Price Bid/Proposals must be in a sealed envelope and price proposals must be in a separate sealed envelope. The outside of the sealed envelopes are to be clearly marked "**RFP - NON PRICE PROPOSAL ENCLOSED**" with time/date of RFP and "**RFP - PRICE PROPOSAL ENCLOSED**" with time/date of RFP.

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 opened and registered. 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 RFPs or to accept any part of an RFP or the one deemed best for the City, and waive any informalities in the bidding, if it is in the best interest of the City to do so.

Thomas P. Koch, MAYOR

Kathryn R. Hobin, Chief Procurement Officer



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

DETAILED SPECIFICATIONS AND REQUIREMENTS

ISSUE DATE: JULY 30, 2011
BID CALL: AUGUST 30, 2011 @ 10:00 A.M.
DEPARTMENT: QUINCY COLLEGE
ITEM: LEASE OF OFFICE & CLASSROOM SPACE

1. Certified check or bid bond is not required.
2. A Performance and Payment Bond are not required.
3. The following forms, **if contained** in the bid documents, must be completed and signed:
 - Certificate of Non-Collusion
 - Tax Compliance Certificate
 - Certification Relating to Debarment and Suspension
 - Signature Authorization Form
 - Proposal Sheet 5 of 5 (Lines 28 – 39)
 - Certification of General/Sub-bidders on Public Construction Projects Regarding Health and Safety and Non-Collusion and Debarment
 - Certification concerning Responsible Employer Ordinance (if contract is over \$100K)
 - Form for General Bid
 - Schedule of Participation Minority and Women Business Enterprise
4. Do not separate any sheets from this bid call.
5. All prices are to include delivery F.O.B. destination unless noted otherwise.
6. Wherever a manufacturer's name or model number is specified, it is to be clearly understood that the words "or approved equal" follow.
7. All vendors must acknowledge in writing receipt of any addenda.
8. The Purchasing Department shall accept questions in writing via facsimile up until 48 hours prior to the opening.
9. **Every bid delivered must contain one original and five copies.**

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

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

In the event of any inconsistency between the Invitation to 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 the bidding preceding the Contract.

DATE: _____

SPECS: LEASE OF OFFICE & CLASSROOM SPACE

BIDDER: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____



CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT, CITY HALL

INFORMATION AND INSTRUCTIONS TO BIDDERS

1. I. INVITING BIDS

2. (a) Sealed bids are invited for furnishing to the City of Quincy, Massachusetts, the described materials,
3. commodities or services all in accordance with the specifications and conditions attached hereto and made a part
4. thereof.

5. (b) Form of proposal to be used and copies of specifications and conditions are available at the Purchasing
6. Agent's office, 1305 Hancock Street.

7. (c) All bids must be filed with the Purchasing Agent of the City of Quincy, Massachusetts, at or before the
8. hour of time set forth in the legal and published advertisement, a copy of which is here attached, also at the definite
9. place so stated, and on the forms furnished by the Purchasing Agent. Each bid shall be accompanied by bid bond
10. or a certified check on, or a treasurer's or cashier's check issued by, a responsible bank or trust company, payable
11. to the City of Quincy, Massachusetts. The amount of such cash or check shall be not less than five percent (5%) of
12. the value of the proposed work, as estimated by the awarding authority, but in no event less than one hundred
13. dollars nor more than fifty thousand dollars. This deposit above mentioned shall be as a guarantee that the bidder
14. will enter into the proposed contract, if awarded to him. This requirement shall become effective unless stated to
15. the contrary or deleted under "Detailed Specifications and Requirements." This certified check will be returned
16. after the awarded contracts have been completely signed and proper delivery made, together with any performance
17. bond if required in the bid form.

18. (d) This proposal is genuine and not collusive or made in the interest of or in behalf of any person not
19. herein named, and that the bidder has not directly, or indirectly, induced or solicited any other bidder to put in a
20. sham bid or any other person, firm or corporation to refrain from bidding, and that the bidder has not in any
21. manner sought by collusion to secure for himself an advantage over any other bidder. Any bid made in violation
22. thereof, shall not be considered. This agreement in detail shall be found under paragraph XVIII (18) entitled
23. "Affidavit and/or Agreement."

24. (e) The successful bidder shall, within ten (10) days after the award, enter into a written contract with
25. said City in accordance with the draft of contract furnished by the City Solicitor for furnishing the described
26. materials, commodities or services and execute as a part of said contract, a satisfactory performance bond in the
27. amount of (100%) one hundred percent of the aggregate amount of the contract unless otherwise stated in the
28. "Detailed Specifications and Requirements," and shall be continued for the faithful performance of the contract
29. and executed by the Contractor and a responsible surety company.

30. (f) The right is reserved to reject any and all bids or to accept any bid or to accept any part of a bid or the
31. one deemed best for the City.

32. II. FORM OF PROPOSAL AND SIGNATURE

33. The proposal must be made on this form provided for that purpose, unless otherwise stated, enclosed in a
34. sealed envelope and plainly marked: "Bid Enclosed - Date: and Time of bid opening, (envelope provided,) and
35. addressed to the Purchasing Agent, 1305 Hancock Street, Quincy, Massachusetts. If the bid is made by an
36. individual it must be signed by the full name of the bidder, whose address must be given; if it is made by a firm -
37. (partnership) - it must be signed with the co-partnership name and by a member of the firm, and the name and
38. residential address of each member of the firm must be given. If made by a corporation it must be signed by the
39. proper officer in the corporate name, and the corporate seal must be attached to such signature. A certificate under
40. oath authorizing the proposal or contract signature as legal and binding upon the corporation must be submitted
41. with the proposal, especially before a contract is issued. No telegraphic or telephonic proposal will be considered
42. or accepted.

43. III. PROPOSALS

44. Blank spaces in the proposal must be properly filled in, using ink, indelible pencil or typewriter. Alterations
45. by erasure or interlineation must be explained or noted in the proposal over the signature of the bidder. Unless
46. otherwise stated bids will be received on one or more or all items, and the bidder may name a lump sum conditional
47. on two or more items being awarded to him. Bidders are invited to be present at the opening of proposals. Bidders
48. must specifically quote on units as shown on specification sheet. In case of error in extension of prices, the unit
49. price will govern.

50. IV. QUANTITIES

51. The quantities given are approximate, meaning more or less and are herein given and attached and are a
52. Part of the bid and/or proposal.

1. V. QUOTATION OFFERED:

2. (a) Firm price bids will be given first consideration. The city desires to have the advantage of any general
3. price decrease effective during the life of the contract, Will you, if the successful bidder, so grant?

4. (b) All quotations must be properly and correctly extended against each unit price offered.

5. (c) Every quotation sheet must be labeled at the bottom right hand section with the bidder's firm name. This
6. identification shall not be considered as a signature.

7. (d) Upon signing and offering his or their bid to the City, it shall be considered that he has seen, read and
8. had in his possession a full and complete bid call, all forms and information pertaining thereto.

9. VI. SAMPLES

10. Whenever samples are required, and so stated in specifications, all samples will be received at sender's risk
11. and expense. However, if samples are used by or retained as City Property, other than those considered as gift or
12. free or so stated in proposal, they will be paid for at the quoted unit price as offered in the proposal. Otherwise, all
13. samples will be returned with postage paid by the City. All samples must be properly marked or tagged with
14. complete identification and to also include: (1) firm name, (2) firm address, (3) catalogue number, and (4) quoted
15. price.

16. VII. PRODUCT

17. (a) The product shall meet the requirements and satisfaction of the City of Quincy and the using and/or
18. ordering department, Bidders must state and identify the product offered, such as manufacturer's name, trade
19. name, brand name and quality under each item on which they bid. If brand names are not given under each item, it
20. shall be considered "NO BID." WE MUST KNOW WHAT HAS BEEN OFFERED.

21. (b) Unless otherwise stated in writing under "Detailed Specifications" all products, material,
22. commodities, supplies or articles herein called for must be brand new, unused and the latest product manufactured
23. in the current year of any name and nature, whenever offered. Used or rebuilt or shopworn materials will not be
24. acceptable, unless otherwise stated in writing by the City.

25. VIII. BRAND NAMES

26. Wherever brand names are given or their particular specifications are mentioned or referred to, it is not the
27. City's intent to limit competition, but merely to indicate to the bidder the general type of commodity to be supplied.
28. The City invites bids on comparable commodities in all cases. All specifications and its basis are: "Or Equal."

29. IX. TERMS

30. The cash discount period shall not be less than twenty (20) days. All prices quoted or offered shall be net
31. and delivered F.O.B. using or ordering department. The cash discount will not be considered for a deciding factor
32. when determining the low bidder.

33. X. DELIVERY

34. All deliveries shall be as required and requested according to the using and/or ordering department. All
35. goods must be delivered in first class condition, if otherwise, they are subject to rejection. All deliveries shall con-
36. form in every respect with all laws applicable to the Federal Government and/or the Commonwealth of
37. Massachusetts and/or the City of Quincy.

38. The contractor shall be responsible for the delivery of the full net weight or count at the point of delivery for
39. which payment is made. Check weighing may be made by the City or any authorized representative at the point of
40. delivery or at any other point the City may elect. All original sworn certificates of weights at origin shall be attached
41. to the contractor's certificate of weight at time and place of delivery. The same shall be surrendered to the City of
42. Quincy.

43. Should the successful bidder fail to make delivery within a reasonable time after receipt of order, the City
44. Reserves the right to make the purchase on such orders at the open market and charge any excess over contract price
45. to the account of the successful bidder, who shall pay the same.

46. XI. TAXES

47. A tax exemption certificate will be issued in lieu of any refundable tax. It is desired that all prices be
48. quoted, exclusive of any tax applicable to this transaction. Such tax or taxes should be itemized and shown as a
49. separate rare item, preferably in dollars and cents, in both the proposal and on the invoices covering deliveries on a
50. contract. If the tax is applicable to this transaction, and is not definitely shown in the bidder's quotation, then such
51. quotation will be considered to be exclusive of such tax.

1. XII. INVOICING

2. Every commodity invoiced must be identified with the item number opposite such commodity shown and
3. Given on our bid form. All unit prices must be shown against each commodity invoiced; if not, invoice will be
4. returned for such information. This information will expedite the payment of all invoices. Invoices which do not
5. carry a cash discount period shall be rendered once a month. All invoices shall be rendered in triplicate to the
6. Purchasing Department, 1305 Hancock Street, Quincy, Massachusetts 02169.

7. XIII. PAYMENTS

8. Complete or partial payment on the contract will be made in approximately thirty days from date of
9. delivery or completion and acceptance, unless otherwise provided for in bidder's proposal or under "Detailed
10. Specifications."

11. XIV. FORCE MAJEURE CLAUSE

12. (a) The contractor will be excused from the performance of the contract in whole or in part, only by reason
13. of the following causes:

14. 1. When such performance is prevented by operation of law.

15. 2. When such performance is prevented by an irresistible super human cause.

16. 3. When such performance is prevented by an act of the public enemies of the Commonwealth of
17. Massachusetts, or of the United States of America, or by strike, mob violence, fire, delay in transportation beyond
18. the control of the contractor, or unavoidable casualty.

19. 4. When such performance is prevented by the inability of the contractor to secure necessary materials,
20. supplies or equipment by reason of:

21. (a) Appropriation or use thereof by the Federal Government; or

22. (b) Regulations imposed by the Federal Government.

23. (b) No other Force Majeure Clause or conditions may pertain to or become a part of this bid; and any
24. changes in the conditions stated herein will cause the bid to be rejected.

25. XV. ERRORS AND OMISSIONS

26. The contractor shall not be allowed to take advantage of any errors and/or omissions in these specifications
27. or in the contractor's specifications submitted with his proposal. Full instructions will always be given when such
28. errors or omissions are discovered.

29. XVI. PATENT RIGHTS

30. The contractor agrees to save, keep, bear harmless and fully indemnify the City and any of its officers or
31. agents from all damages, costs, or expenses in law or equity that may at any time arise or to be set up for any
32. infringement of the patent rights of any person or persons in consequence of the use of the City, or by any of its
33. officers or agents, of articles supplied under this contract, and of which the contractor is not the patentee or
34. assignee, or which the contractor is not lawfully entitled to sell.

35. XVII. DEFINITIONS

36. The following meanings are attached to the defined words when used in these specifications and the
37. contract:

38. (a) The word "City" means The City of Quincy, Massachusetts.

39. (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or
40. any part thereof.

41. (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by
42. carrying out the provisions of these specifications and the contract.

43. (d) The words "Firm Price" shall mean a guarantee against price increase.

44. (e) Additional definitions may appear hereinafter under "Detailed Specifications."

45. XVIII. AFFIDAVIT and/or AGREEMENT

46. In all instances, the Affidavit terms and agreement contained herein shall become a part of the bid, and/or
47. proposal and/or contract in fact and without any reservation or secret evasion whatsoever.

48. The bidder named in the proposal and who has signed the same and who submits herewith to THE CITY
49. OF QUINCY, MASSACHUSETTS, the attached proposal states and agrees:

50. That he, she or they is (are) the person(s) whose name(s) is (are) signed to there hereto attached proposal; that
51. said proposal is genuine; that the same is not sham or collusive; that all statements of fact therein are true; that
52. such proposal was not made in the interest of behalf of any person, partnership, company, association, organization
53. or corporation not therein named or disclosed.

1. Affiant further deposes and says: That the bidder has not directly or indirectly by agreement,
2. communication or conference with anyone attempted to induce action prejudicial to the interest of the public body
3. which is to award the contract, or of any other bidder, or anyone else interested in the proposed contract; that the
4. bidder has not in any manner sought by collusion to secure for himself, itself, themselves, an advantage over any
5. other bidder.

6. Affiant further deposes and says that prior to the public opening and reading of bids the said bidder:

7. (a) did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid;

8. (b) did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or
9. anyone else would submit a false or sham bid, or that anyone should refrain from bidding or withdraw his bid;

10. (c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with
11. anyone to raise or fix the bid price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost
12. element of his, its, their price or that of anyone else;

13. (d) did not, directly or indirectly, submit his, its, their bid price or any breakdown thereof, or the
14. contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company,
15. association, organization, bid, depository, or to any member or agent thereof, or to any individual or group of
16. individuals, except to the awarding authority or to any person or persons who have a partnership or other financial
17. interest with said bidder in his, its, their business.

18. Bidder shall strike out words not appropriate to his bid and initial same.

19. XIX. INSURANCE

20. An approved and satisfactory bona fide certificate of insurance in effect, to protect the insured, the con-
21. tractor and the City of Quincy resulting from this agreement, must be submitted to the City of Quincy through the
22. Purchasing Agent before any work of any name or nature can be started. This insurance must cover workmen's
23. compensation, public liability and property damage. The certificate of insurance must clearly state thereon that it
24. is a Certificate of Insurance, name of the insured and his or their address, kind of policies in effect, number of the
25. policy in effect for identification purposes, expiration date of said policy, limits of liability expressed in dollar value
26. for one person, for one accident, also the aggregate for each person and each accident, description of operations or
27. work covered and in what State or Commonwealth. There must also be a statement under signature to the effect
28. that, "in the event of cancellation of the said policies the company will mail notice thereof to the City of Quincy
29. Purchasing Agent, at 1305 Hancock Street, Quincy, Massachusetts at whose request this certificate is issued." This
30. certificate must be properly dated and legally signed by an authorized agent for the insurance company. This
31. certificate must state the name of the insurance company as underwriter and its home office address. All insurance
32. must satisfy all legal requirements as set forth in the laws, rules and regulations of the Commonwealth of
33. Massachusetts.

34. XX. CONTRACT

35. (a) The bidder to whom the award is made will be required to enter into a written contract with the City of
36. Quincy, in the form approved by the City Attorney. All materials or services given or supplied by the Contractor
37. shall conform to the applicable requirements of the City Charter, City Ordinances, or Commonwealth of
38. Massachusetts laws covering Labor, Wages, Insurance, Safety and all other legal requirements of any name or
39. Nature, as well as conforming to the specifications contained herein. In case of default by the Contractor, the City
40. reserves the right to procure the articles or services from other sources and to hold the Contractor responsible for
41. any and all excess costs occasioned by the City thereby.

42. (b) The period to be covered by the contract will be found under "Detailed Specifications."

43. (c) The City makes no guarantee as to the quantities to be delivered under the terms of the contract.

44. (d) The City reserves the right to order small quantities at the quoted prices prior to the execution of the
45. contract, as samples, testing, trial orders otherwise without any liability or commitment on the part of the City
46. whatsoever.

47. (e) Any qualifications or special information can be listed on a separate sheet and attached hereto with
48. signature.

49. (f) Any and all city purchases made as samples, testing, trial orders or of similar nature shall not be
50. considered a breach of contract or give cause for any legal action or litigation.

51. (g) Specifications, conditions, and Information and Instructions to Bidders are here attached and are a
52. part of the bid and/or proposal.

PROPOSAL TO CITY OF QUINCY, MASSACHUSETTS

1. To the Purchasing Agent
2. City of Quincy, Massachusetts

3.
4. Date offered: _____ 20____

5. Gentlemen:
6. The undersigned hereby proposes to furnish the City of Quincy, complete or any part thereof, the listed services,
7. articles, commodities and materials, all in accordance with the attached list, conditions, specifications and the information
8. and Instructions to Bidders made a part hereof.

9. The undersigned furthermore agrees that he will execute the necessary and satisfactory bond together with
10. necessary contract in sextuplicate within ten (10) days from the date when he shall have been notified that his proposal
11. has been accepted in whole or in part by the City of Quincy.

12. The undersigned furthermore agrees that, in case of default in executing such contract, with necessary bond, that
13. the check accompanying this bid, and the money payable thereon, shall be fortified thereby to and remain the property
14. of the City of Quincy.

15. This offer and/or proposal has been given after having had the complete bid call to work from and considered
16. the same.

17. This offer and bid has been made and given all in accordance with Article and Paragraph Number Eighteen
(XVIII) and made a part hereof.

18. TERMS:
19. (a) The discount period shall not be less than twenty (20) days.
20. (b) The City will receive the benefit of any general price decrease effective during the life of the contract.
21. (c) The City will be notified of all price decreases.
22. (d) This is a *firm price* meaning guarantee against price increase.
23. (e) Delivered F.O.B. to using department, as directed.

24. (f) This offer to be accepted on or before _____ 20____

25. Delivery Offered: _____

26. Priority Required: _____

27. Firm Name: _____

28. Signed by: _____
Signature and Title Corporate Seal or E.S.

29. Address: _____

30. Signature of Partners: 1. _____ 2. _____

31. " " " 3. _____ 4. _____

32. Name of Corporation President: _____

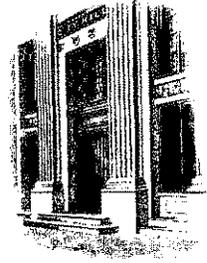
33. Name of Corporation Secretary: _____

34. Corporation organized under State of: _____ Date: _____

35. Partner's Residential Address:
36. 1. _____
37. 2. _____
38. 3. _____
39. 4. _____



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



THOMAS P. KOCH
Mayor

Kathryn R. Hobin
Purchasing Agent
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 work "person" shall mean any natural person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

Name: _____

Address: _____

City, Town & Zip: _____

Email #: _____

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

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 OMB Circular A-87 and with Executive Order 12549, "Debarment and Suspension."

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 OMB 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 _____ day of _____, _____.

Contractor Name
By its duly authorized agent,

Contract Number _____

(Authorized Signature)

**DISCLOSURE STATEMENT
ACQUISITION OR DISPOSITION OF REAL PROPERTY**

For acquisition or disposition of Real Property by _____ the undersigned does hereby state, for the purposes of disclosure pursuant to Massachusetts General Laws, Chapter 7, section 40J, of a transaction relating to real property as follows:

- (1) REAL PROPERTY DESCRIPTION:

- (2) TYPE OF TRANSACTION:

- (3) SELLER or LESSOR:

- (4) BUYER or LESSEE.

- (5) Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above:

NAME

RESIDENCE

- (6) None of the above mentioned persons is an employee of the Division of Capital Asset Management or an official elected to public office in the Commonwealth except as listed below.

- (7) This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named above. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized officer of that corporation or legal entity. The undersigned acknowledges that any changes or additions to items 3 and 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset Management and Maintenance within thirty (30) days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

**CITY OF QUINCY
REQUEST FOR PROPOSAL
LEASE OF SPACE FOR NURSING LABS, CLASSROOMS AND OFFICE SPACE**

The City of Quincy, acting on behalf of Quincy College, a department of the City of Quincy, is seeking to lease space in Quincy Center, Massachusetts, for its Nursing Division, to be used as nursing labs, classrooms, offices and some storage space in both the day and evening for Quincy College students. The site must meet the minimum criteria set forth below.

MINIMUM CRITERIA

A. Respondent's Background

The respondent must have a clear title to the property in question, which may include a valid mortgage, which is not in default and not in danger of default now or in the foreseeable future.

The City reserves the right to require a financial statement from the respondent to demonstrate financial stability. Proposals may be rejected from those in bankruptcy or experiencing other precarious financial circumstances if deemed in the best interest of the City or the College. The City and the College, through the Chief Procurement Officer, reserve the sole discretion to determine whether a respondent's financial circumstances are acceptable.

Proposals will be accepted only from owners or from agents of owners who have a sole right to sell or lease the property. Agents acting on behalf of owners must submit with their proposal an authorization form executed by the owner(s) of record. Proposals involving subleases will not be accepted.

Respondents must certify compliance with all local, state, and federal entities.

B. Location

A site in Quincy Center, near to Quincy College's Saville Hall (24 Saville Ave), is being sought. The site must be within three (3) to five (5) minutes of walking distance from Saville Hall. The site must be accessible by public transportation.

C. Premises

Quincy College offers classes from 8:00 a.m. to 10.30 p.m., Monday to Friday and from 8:00 a.m. to 2:00 p.m. on Saturdays.

Quincy College is seeking a site capable of housing a minimum of three (3) nursing labs, four to six (4-6) class rooms, eight (8) offices, open space for 20 cubicles for faculty, a

computer lab, a library, a conference room, a storage area and faculty and a student lounge as described below:

Each Nursing Lab should be spacious enough to hold up to six (6) hospital beds and 35 students (about 1200 square feet). Each lab will have a sink and some storage cabinets.

Four (4) classrooms should hold 40 students about 600 square feet and two (2) classrooms should hold 30 students (about 450 square feet). Classrooms should be free of obstructions that prevent a clear view within the room.

One (1) office for the Dean should be 150 square feet, one (1) office should be about 250 square feet, and four (4) offices should be 100 square feet each.

Enough open space to hold 20 faculty cubes, near the Dean's office.

A conference room should have enough space for 12 to 14 chairs and a conference table.

A computer room to host 20 desk tops.

The library should be 300 to 350 square feet.

The storage room should be anywhere between 200 to 250 square feet. This space may be split into different areas.

A lounge area should have enough space to hold 30 to 32 chairs and vending machines.

All classrooms, labs, offices, lounge and storage should be in the same building preferably on the same floor and contiguous. All individual spaces should be square or rectangular and not of any odd or irregular shape or configuration.

It is expected to have a Quincy College sign prominently displayed on the front of the building and, if the area occupied by the College is accessed by an interior entrance, Quincy College signage prominently displayed there as well.

The College reserves the right to in place on the premises vending and/or related services for employees and students.

The space should have at least two (2) multiple occupancy male restrooms and two (2) multiple use female restrooms.

All classrooms, labs and offices should be windowed, with exterior view.

Space should contain storage closets in numbers and capacity adequate to serve projected occupancy numbers and purpose.

The space should at a minimum:

- Offer complete handicap accessibility that meets all applicable local, state, and federal requirements;
- Meet all applicable OSHA and other local, state, and federal health and safety requirements;
- Be, and maintained by the landlord to be during the tenancy, contaminant and environmental hazard free;
- Be, and maintained by the landlord to be during the tenancy, in compliance with all federal, state, and local laws, regulations, ordinances, by-laws, and codes.

The space should, at a minimum, be covered by a security guard and system(s), and sufficient exterior and interior lighting to provide a safe environment.

The space should:

- Provide metering for all utilities separate from those used by landlord and/or other tenants;
- Provide data access;
- Provide a voice and data drop for each room;
- Possess capacity for receiving and running cable;
- Contain 200-400 amp. electric service;
- Contain central air conditioning and heating with multiple zones.

The landlord should provide free off street parking, including handicap spaces, all with no block-in.

All repairs and the proper functioning of all building systems serving the space shall be the responsibility, including financial, of the landlord.

Floors in all classrooms, offices, lounge, computer room, library, reception and front desk area and corridors should be covered in a high quality, commercial, wall to wall carpet (the exact carpet to be used being subject to the approval of the tenant), and all walls and trims are to be painted in a paint and in such color(s) as approved by the tenant.

All costs of renovation and/or improvement to be spent on this space, to meet the criteria and the final plans will be approved both by the landlord and the City of Quincy, on behalf of Quincy College.

D. Compliance with Applicable Laws, Regulations, Codes, and By-Laws

The respondent shall have the Building, Plumbing/Gas, and Wiring Departments of the City of Quincy certify compliance with all zoning, handicap access, building, and other municipal laws, by-laws, regulations and codes prior to the signing of the lease. Modifications that are required to comply with such laws, by-laws, regulations, and codes

must be indicated, along with anticipated dates, and costs of compliance and modifications required for compliance are to be borne by the respondent.

All permits, municipal and others, related to renovations and occupancy must be secured and paid for by the bidder.

E. Taxes

Cost proposal must specify what taxes are included in the base rent. As a department of the City of Quincy, no real estate tax will incur. If any additional costs will be incurred, the method of calculation must be outlined in detail.

F. Term of Lease

The City of Quincy and Quincy College is looking to lease the space for five (5) years with an option for another three (3) years. Quincy College may exercise an option of leaving the space after five (5) years of continuous payment of rent.

The premises must be completely ready for occupancy not later than 1st of January 2012. This means that all construction must be completed by December 20th 2011.

G. Right of Inspection

The space must be available for inspection by the City/College officials as often as desired for one (1) week after the proposal opening.

The successful respondent must involve the College in, and receive approval from the College for, the planning of renovations and their construction.

H. References

Respondent must provide references from current tenants of respondent's space for the past two (2) years.

I. Minimum Proposal Content

Proposals must include the following items as well as meet all other minimum criteria in this proposal. This checklist is provided only as a convenience and should not be considered a complete or final list.

1. Describe the location fully. State how it meets all specifications.
2. Give the address of the property.
3. Does the site have or can it receive approval from the City of Quincy for use as a college facility?

4. State the square feet space for each lab, class rooms, storage, library, computer lab and lounge. A blue print is desirable.
5. State the square feet of each office. State the location of each in the building/on the floor. A blue print is desired.
6. Does the building offer security? Please describe.
7. Verify that the College will be able to occupy a fully functional site on the date specified.
8. Do any renovations need to be done after the occupancy? If so please describe the work and the reason of its completion after occupancy.
9. Are there separate meters for College utilities?

Technical Proposal

Three (3) copies of the technical proposal are to be in a sealed envelope marked "Technical Proposal"

Price Proposal

Price proposals are to be in a separate sealed envelope marked "Price Proposal". The price proposal must include the amortization schedule for the duration of the lease.

Please submit proposals to:

Chief Procurement Officer
Quincy City Hall
1305 Hancock Street
Quincy, MA 02169

All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: khobin@quincvma.gov and cc: to ktrillcott@quincvma.gov Questions will be accepted until Thursday, August 25, 2011 at 4:00 p.m.

**CITY OF QUINCY
REQUEST FOR PROPOSALS**

LEASE OF LABS, CLASS ROOMS FOR NURSING DIVISION

CRITERIA FOR EVALUATION OF PROPOSALS

Highly Advantageous	15 points
Advantageous	10 points
Acceptable	5 points
Unacceptable	0 points

1. Location of the site

Highly Advantageous:	In Quincy Center, less than ¼ mile from 24 Saville Ave;
Advantageous:	In Quincy Center, more than ¼ and less than ½ mile from 24 Saville Ave;
Acceptable:	Between Quincy Center, 24 Saville Ave and North Quincy, 150 Newport Avenue ext.;
Unacceptable:	Not in Quincy Center or North Quincy;

1b. Location of the site from Transportation

Highly Advantageous:	Less than ¼ mile from public transportation;
Advantageous:	More than ¼ mile and less than ½ mile from public transportation;
Acceptable:	Over ½ mile and less than ¾ of a mile from public transportation;
Unacceptable:	Over ¾ of a mile from public transportation;

2. Suitability of Rooms

Highly Advantageous:	Labs and classrooms are in one (1) building on one (1) floor contiguous to offices, lounge, library, and reception/ front desk area;
Advantageous:	Labs and classrooms are in one (1) building on one (1) floor but not contiguous to offices, lounge, library, and reception/front desk area;
Acceptable:	Labs and classrooms are in one (1) building but not on one (1) floor; and not all rooms are contiguous to offices, lounge, and library and reception/front desk area;
Unacceptable:	Labs and classrooms are in different buildings.

3. Parking

- Highly Advantageous: Free on-site, off-street parking with more than 100 standard spaces, all with no block-in;
- Advantageous: Free on-site, off-street parking with 71 to 99 parking spaces, all with no block in;
- Acceptable: Free on-site, off-street parking with 50 to 70 parking spaces, all with no block in;
- Unacceptable: Parking that is not free, or not on-site, or not off-street or that offers less than 50 parking spaces.

4. Availability

- Highly Advantageous: The entire space is accessible and available for use from 7:00 a.m. through 11:00 p.m.;
- Unacceptable: Any access or availability that is less than as specified above.

5. Ability to have the facility ready for occupancy by date specified

- Highly Advantageous: All construction will be completed and the premises will be completely ready for occupancy on January 1, 2012;
- Advantageous: All construction will be completed and the premises will be ready for occupancy by January 10, 2012;
- Unacceptable: Construction will not be completed or premises will otherwise not be ready for occupancy by January 15, 2012.

6. Cost of Renovation

- Highly Advantageous: All cost of renovations to enable the premises to meet the criteria will be borne by the respondent, or one (1) year of rent free occupancy for Quincy College;
- Advantageous: Not less than eighty (80%) percent of all costs of renovation to enable the premises to meet the criteria will be borne by the respondent;
- Acceptable: Not less than sixty (60%) percent of all costs of renovation to enable the premises to meet the criteria will be borne by the respondent;
- Unacceptable: Less than sixty (60%) percent of all costs of renovation to enable the premises to meet the criteria will be borne by the respondent.

