INVITATION TO BID

The City of Cambridge, Massachusetts, the Awarding Authority, invites sealed bids for the project: ***[insert title of project]***

Nature and scope of work: ***insert description of project***

Bidding procedures shall be in accordance with M.G.L. c. 30, §39M, as most recently amended, and all other applicable laws.

The estimated project value is: **$ *insert dollar amount***

Plans and specifications will be available from 8:30 a.m. to 8:00 p.m., Monday, 8:30 a.m. to 5 p.m. Tuesday thru Thursday, and 8:30 a.m. to 12 noon on Friday at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139 from ***insert date plans and specs available*** upon payment of a nonrefundable fee of $ ***insert dollar amount*** for each set in the form of a check made payable to the City of Cambridge. For the mailing of the plans and specifications, the bidder must prepay a mailing and handling fee of $ ***insert dollar amount*** per set. NO PARTIAL SETS WILL BE DISTRIBUTED.

The contract documents may be examined at the Office of the Purchasing Agent, room 303, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139, or at the plan room of Dodge Reports, 24 Hartwell Avenue, Lexington, MA 02173.

Sealed general bids will be received at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139 until ***insert date and time*** at which time all general bids will be publicly opened and read aloud.

An original and one copy of the bid forms must be submitted.

All Questions must be faxed not later than insert time, day and date, to the City of Cambridge Purchasing Department, fax #617-349-4008

All general bids shall be accompanied by a bid deposit in the form of a certified, cashier's or treasurer's check (**NO CASH**) issued by a responsible bank or trust company made payable to the City of Cambridge or a bid bond, in an amount not less than five percent (5%) of the value of the bid.

The successful general bidder will be required to furnish a Performance Bond and a Labor and Material (Payment) bond each in the amount of one hundred percent (100%) of the contract sum. Bonds shall be obtained from a surety licensed to do business in the Commonwealth of Massachusetts and the form shall be satisfactory to the City of Cambridge.

The City of Cambridge reserves the right to reject any or all general bids if it is in the public interest to do so.

No less than the prevailing wage rates as set forth in the schedule contained in the Contract Documents must be paid on this project.

Attention is called to the following programs and ordinances of the City of Cambridge:

1. Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program.

2. Minority Business Enterprise Program:

3. Cambridge Employment Plan: minority/women/resident-hiring ordinance.

4. Cambridge Responsible employer Plan

5. Living Wage Ordinance.

6. Occupational Safety and Health Administration (OSHA)

7. CORI City Policy

Copies of the above are bound in the bid documents and are fully integral portions of the conditions of the contract with which each contractor and sub-contractor must comply.

A pre-bid conference for all bidders will be held as follows:

Date:

Time:

Place:

Cynthia H. Griffin
Purchasing Agent