Request for Proposals (RFP) Interest Form

RFP Form #1

***Instructions: If your firm/company is interested in responding to this RFP, then RFP Form #1 MUST be submitted* to the Procurement Dept. immediately following download. This form is crucial in providing pertinent company information for bidder's list tracking and distribution of any potential addendum.**

Awarding Authority:	*PERSONNEL DEPARTMENT*
Project No.:	*#PER-17CCP*
Project Name:	*HUMAN RESOURCE PERFORMANCE MANAGEMENT STUDY/CLASSIFICATION AND COMPENSATION PLAN*

E-mail or Fax this *RFP Interest #1 Form* to:

City of Brockton/Procurement Dept.
E-mail: procurement@cobma.us
Fax: **508-897-6852**

By submitting this *RFP Interest Form* the below identified firm is expressing its interest in the above-referenced public bidding project and is requesting that it be added to the list of firms that will receive any addenda to the *RFP* that might occur. ***The Awarding Authority assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this RFP due to the firm's failure to submit an RFP Interest Form as directed above or for any other reason.***

Company Name:	
Company Address:	
Company Telephone #:	
Company Fax #:	
Company Contact Person/Title:	
E-mail Address:	
Date Submitted:	

By: _____

(Signature of Authorized Representative)

Request for Proposal
Human Resource Performance Management Study/
Classification and Compensation Plan
City of Brockton
Project #PER – 17CCP

The City of Brockton is soliciting proposals for a ***Human Resource Performance Management Study/Classification and Compensation Study.***

Proposal packages are available from the City of Brockton, Michael Morris, Chief Procurement Officer, City Hall, 45 School Street, Basement Level, Rm. B9, Brockton, MA 02301. (Phone: 508-580-7191, email: mmorris@cobma.us) Bid packets are also available online at www.brockton.ma.us. Go to the Information Tab, then to Procurement Postings. Please fax/email the RFP interest form; this may be downloaded from the web site.

All proposals must be submitted in accordance with Massachusetts General Laws Chapter 30B, Section 6, to the *Chief Procurement Officer* in the Procurement Department, Brockton City Hall, Basement Level, Rm. B9, 45 School St. Brockton, MA 02301, no later than **4:00 p.m. on (Mon.) Oct. 24, 2016.**

There is no pre-proposal conference in connection with this procurement.

All proposals shall be in two parts: (1) all information and materials that are responsive to the RFP with the exception of the proposer's price proposal, referred to as the "Technical Proposal," and (2) the proposer's price proposal, referred to as the "Price Proposal." Proposers shall submit four (4) sets (1 original & 3 copies) of the Technical Proposal and one (1) copy of the Price Proposal. **Please ensure that Technical and Price Proposals are submitted in separate sealed envelopes.** A Technical Proposal received with Price Proposal information may be rejected as non-responsive

Envelopes shall be marked:

1. **"TECHNICAL PROPOSAL – #PER – 17CCP *Human Resource Performance Management Study/Classification and Compensation Study.* Proposals must have information submitted in the same order of the Scope of Services as listed in this RFP and pages shall be numbered in the bottom footer. Proposals must have a Table of Contents listing the page number providing documentation that demonstrates they have met each of the criteria listed.**

2. **"PRICE PROPOSAL - PER – 17CCP *Human Resource Performance Management Study/Classification and Compensation Study.***

A contract will be awarded under the provisions of Massachusetts General Law 30B. The City of Brockton, acting through the Director of Personnel, the Awarding Authority reserves the right to reject any or all bids, waive minor informalities, and to award the contract in the best interest of the City.

Request for Proposal
Human Resource Performance Management Study/
Classification and Compensation Plan
City of Brockton

I. Purpose

The City of Brockton seeks proposals from qualified professional personnel management consulting firms to conduct a Personnel Classification and Compensation Study for forty-six (46) positions with one hundred eight (108) employees within the Brockton City Hall Administrative Services Association and the Brockton City Employees Union as listed in the attachment. The study shall cover the positions in the areas of General City Government. The purpose of the project is to review the existing classification and compensation plan as well as to ensure that all positions within the City are internally equitable and externally competitive. The end product of the study, as detailed in the Scope of Services, will include recommendations for the following: a classification schedule, job descriptions, a wage comparison with comparable communities, and a compensation plan.

II. Scope of Services

The consultant shall develop recommendations for a compensation and classification system of positions included in the Classification Plan.

1. Job Descriptions

Create job descriptions, and modify or update job descriptions for all non-exempt positions in compliance with ADA and other applicable Federal and State statutes. Specifically, essential functions will be identified in each job description.

a. Orientation sessions will be held to explain the process.

b. All employees shall complete a questionnaire. The questionnaire should enable employees to list job duties, requirements and responsibilities. The employee's immediate supervisor and department head shall review each questionnaire. The supervisor and department heads shall add any comments he/she feels are appropriate and necessary. The City negotiating team will review all Department Heads responses.

c. The consultant shall compare the questionnaires to existing job descriptions.

d. The consultant shall conduct interviews with employees to verify/clarify the information received through the questionnaires. Department Heads shall be interviewed to verify information gained from the interviews of employees. The City negotiating team will be interviewed to verify information gained from the interviews of Department Heads.

e. The consultant shall determine whether the duties performed by each employee actually reflect the duties of the job title/description assigned to that employee and, if not, recommend the appropriate job title, and description for the position, or reassignment of duties.

f. The consultant shall also determine if the responsibilities of the position warrant full or part-time status.

g. The consultant shall modify draft job descriptions to be reviewed by the Law Department, Director of Personnel and Department Heads for accuracy. Comments may be submitted to the consultant prior to the finalizing of the job descriptions.

h. Final job descriptions will be written by the consultant and presented to the City for approval.

2. Classification Structure

The consultant shall review and recommend to the City a classification structure based on the job descriptions, and include additional duties and responsibilities where applicable to individual positions. The classification structure will include the recommended assignment of each position within the classification structure utilizing a standardized rating system that analyzes each position against multiple evaluation criteria. The final result may be an update to the current classification structure or a proposal for a new system.

3. Market Survey

The consultant shall perform a market salary survey of municipalities comparable to budget, Brockton in size, population, economic climate, proximity to a major city, etc., which are selected by the consultant in consultation with the City. Such market survey should include the hours worked per week by employees in the various positions in those comparable communities in an effort to consider both internal and external equity.

4. Compensation Schedule

Utilizing the market survey results and comparable job descriptions, the consultant shall prepare a recommended compensation plan and salary schedule to correspond to the applicable classification.

5. Classification Manual

At the conclusion of the study, the consultant shall provide instruction to department heads on utilization of the classification manual. The classification manual will also be supplied in an electronic version (Microsoft Word) to be utilized by the City of Brockton to objectively evaluate new or revised positions following the conclusion of the study. The manual and

electronic version shall describe the methodology used by the consultant to undertake the study and how it can be maintained and utilized by the City in the future, including the detailed rating structure and evaluation criteria.

6. Financial Impact

The consultant shall prepare an analysis of the financial impact for implementation of the new classification and compensation plan.

III. ADDITIONAL REQUIREMENTS

The consultant must provide two (2) printed copies of the completed report, which should include an introduction, explanation of methodology, survey results, job descriptions and classification recommendations. The consultant shall provide all reports electronically in a software format that is compatible with City software such as Microsoft Word and PDF.

The consultant shall conduct a minimum of three (3) meetings; one with the Director of Personnel and a representative from the law department at the beginning of the project to outline the project, explain the methodology to be used, answer questions, and received general comments; one with the Director of Personnel and representatives from the awl and finance department to present its draft recommendations; and one with the Director of Personnel and representatives from the law and finance departments at project completion to discuss the work product generated. Additionally, upon request, the consultant shall provide up to two additional meetings to present the final product – one with employees and the other with department heads. Such meetings may be held outside of normal business hours so as not to interfere with the operation of departments.

The consultant must commence work on the project within one month of execution of a contract with the City. "Commence work" shall be defined as (1) holding the first meeting required above, and (2) distributing job questionnaires to employees. The project shall be completed within eight months of commencement of the project.

All travel and related expenses associated with this project shall be included in the lump sum price proposal.

IV. CONTENTS OF PROPOSAL

Proposals submitted in response to this Request for Proposals must include the following information in the **Technical Proposal**:

1. The qualifications of the consultant for performing the Scope of Services. This shall include a detailed description of the consultant's familiarity with the Federal and State (MA) General Laws dealing with municipal personnel.

2. The consultant's address, the name and resume of a project leader and a telephone number and email address at which the contact person may be reached during business hours. A resume shall be provided documenting relevant experience to the services required.

3. A complete listing of all similar projects of similar nature performed and completed by the consultant within the past five years, of which at least three (3) projects must have been completed for municipalities in Massachusetts. For similar projects performed and completed more than five years ago, the proposer may document selected similar project. The list of projects must include:

    a. A description of the municipal projects previously completed by the consultant, the name and telephone number of persons who can be contacted concerning this work. A description of the services performed. By providing this reference information the Proposer is authorizing the City of Brockton to perform reference checks and utilize information obtained in the City's evaluation process.

    Minimum Requirement: The completion of three (3) or more similar performance management studies or classification and compensation plans for Massachusetts municipal clients within the past five years is a Minimum Requirement. Proposers with less than three projects within the past five years will be rejected.

4. A plan of services for completion of the project including, but not limited to, a description of the consultant's internal operations, its management systems, a list of personnel with an organizational chart, and the names and qualifications of all personnel who will be assigned to the project. The plan of services shall include a description of the manner in which the consultant will fulfill the project, and a schedule for completion of the Scope of Services with detailed timelines. The consultant shall commit to beginning work on the project within one month of execution of the contract.

5. A signed non-collusion certificate and tax compliance certificate. If the proposer is a corporation, a certificate of vote must also be submitted.

Price Proposal

Proposals submitted in response to this Request for Proposals must include the following information in the **Price Proposal**:

1. The cost for services required under this Request for Proposal, in the Price Proposal. The consultant shall submit a lump sum cost for all services required. In the event of a discrepancy in the interpretation of the total fee amount, the written words shall prevail in clarifying the discrepancy.

Mump Sum Total: $_____

NO REFERENCE TO THE COST OF THE SERVICES SHALL BE CONTAINED IN THE TECHNICAL PORTION OF THE CONSULTANT'S PROPOSAL.

2. REJECTION OF PROPOSALS

The City reserves the right to accept or reject any or all proposals, waive minor informalities and to award a contract in the best interest of the City. This proposal is subject to adequate appropriations.

3. SUBMISSION OF PROPOSALS

Technical Proposals will be received, evaluated, accepted or rejected by the City of Brockton. (The Technical Proposal shall consist of all submissions related to the performance of the Scope of Service, excluding the cost). Four (4) copies of the Technical Proposal shall be submitted.

The Technical Proposal and Price Proposal must be submitted in separately sealed envelopes clearly marked with the proposer's name and address, and the identification "Technical Proposal" and "Price Proposal", respectively. Both envelopes must be enclosed in a third sealed envelope clearly marked with the proposer's name and address and the identification "RFP-PERFORMANCE MANAGEMENT STUDY/CLASSIFICATION AND COMPENSATION PLAN" and shall be submitted to the City of Brockton, Michael Morris, Chief Procurement Officer, Basement Level, Rm. B9, 45 School Street, Brockton MA 02301 **on/before 4:00 p.m. on (Mon.) Oct. 24, 2016.** Immediately following the proposal deadline there will be a public logging of proposals received in the Procurement Department located at City Hall, 45 School Street, Basement Level, Rm. B9, Brockton, MA 02301. Award of the contract will be made within thirty (30) days of the date for submission of proposals.

4. EVALUATION OF PROPOSALS

The City shall review and evaluate all Technical (non-cost) Proposals in accordance with the criteria contained herein and the provisions of Chapter 30B of the General Laws. All Technical Proposals shall be reviewed and ranked prior to the opening of the Cost Proposals.

Consultants failing to meet or comply with one or more of the Minimum Evaluation Criteria will be disqualified from further consideration. The applicable Minimum Evaluation criteria shall be as follows:

a. Consultant must have at least five (5) years of experience in conducting classification and compensation studies, developing and recommending salary structures, reviewing and developing job descriptions, conducting comparable salary surveys, and recommending placement of positions within the salary structure.

b. Consultant must have completed at least three (3) classification and compensation studies, three (3) of which must have been for a municipality within the past five years.

c. Consultant must have demonstrated knowledge of applicable federal and state statutes and regulations governing Massachusetts municipal employment and personnel activities.

d. Consultant must be able to commit to a definite start date within one month of the execution of a contract for the project.

Only consultants who submit proposals that meet ALL minimum evaluation criteria will then be evaluated and rated on the basis of Comparative Evaluation Criteria as judged by the selection team. The Comparative Evaluation Criteria to be utilized for this project are as follows:

a. <u>Years of Experience</u>

A rating of HIGHLY ADVANTAGEOUS will be given to consultants who have 10 (10) or more years experience in conducting classification and compensation studies, developing and recommending salary structures, reviewing and developing job descriptions, and recommending placement of positions within the salary structure.

A rating of ADVANTAGEOUS will be given to consultants who have more than five (5) but less than ten (10) years experience in conducting classification and compensation studies, developing and recommending salary structures, reviewing and developing job descriptions, and recommending placement of positions within the salary structure.

A rating of NOT ADVANTAGEOUS will be given to consultants whose experience is less than described above as Advantageous.

b. Massachusetts Municipal Experience

A rating of HIGHLY ADVANTAGEOUS will be given to consultants who have completed such studies comparable to this project, of which ten (10) or more such studies have been for Massachusetts municipalities.

A rating of ADVANTAGEOUS will be given to consultants who completed such studies comparable to this project, of which five (5) or more but less than ten (10) such studies have been for Massachusetts municipalities.

A rating of NOT ADVANTAGEOUS will be given to consultants whose experience is less than described above as Advantageous.

c. Staff

A rating of HIGHLY ADVANTAGEOUS will be given to consultants who assign a project leader to this project who has participated in at least ten (10) comparable studies for Massachusetts municipalities.

A rating of ADVANTAGEOUS will be give to consultants who assign a project leader to this project who has participated in at least five (5) but less than ten (10) comparable studies for Massachusetts municipalities.

A rating of NOT ADVANTAGEOUS will be given to consultants who assign a project leader who has not participated in at least five (5) comparable studies for Massachusetts municipalities.

d. Plan of Services

A rating of HIGHLY ADVANTAGEOUS will be given to consultants whose Plan of Services as set forth in the response to the City's RFP is highly defined and developed, and whose implementation strategy is exceptionally clear, understandable and focused.

A rating of ADVANTAGEOUS will be give to consultants whose Plan of Services as set forth in the response to the City's RFP is sufficiently developed, and whose implementation strategy is adequate but not exceptional.

A rating of NOT ADVANTAGEOUS will be given to consultants whose Plan of Services as set forth in the response to the City's RFP is inadequately developed, and whose implementation strategy is sketchy, unclear or ill-defined.

Determination of Best Prices

Following the evaluation of the Technical Proposals the Price Proposal will be opened. Price alone will not be the determinative factor in the awarding of a contract. The evaluation committee shall consider both the rating received by a consultant on the technical proposal and the price proposed in making an award.

The City reserves the right to contact an applicant for clarification of information submitted, to contact references, and to use other sources of obtaining information regarding the offeror that is deemed appropriate and would assist in the evaluation. In evaluating the proposals, the City reserves the right to accept or reject all or any part of any proposal, waive minor informalities, and award the contract to the Applicant deemed to best serve the interests of the City; and adopt any part or all of a proposal if it is judged in the best interests of the City.

5. QUESTIONS

RFP specifications will be available starting **(Mon.) Oct. 3, 2016** and may be obtained from Michael Morris, Chief Procurement Officer, City of Brockton, City Hall, Basement Level, Rm. B9, 45 School Street, Brockton, MA 02301. Phone number-508-580-7191, email: mmorris@cobma.us hours are Monday through Friday 8:30am to 4:30pm.

All questions and communication concerning the RFP must be submitted in writing to Michael Morris, Chief Procurement Officer only. The City will consider questions received up to (3 days) prior to the proposal deadline. No verbal interpretation of the requirements of the RFP will be provided or considered pending.

CITY OF BROCKTON – CONTRACT APPENDIX A (SUBMIT WITH PROPOSAL)

VENDOR TAX CERTIFICATE

I certify, under the pains and penalties of perjury, that to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required under the law.

For use by CORPORATIONS ONLY:

_____
PROPER CORPORATE NAME

_____
SIGNATURE OF AUTHORIZED CORPORATE OFFICER

_____
FEDERAL INDENTIFICATION NUMBER (FEIN)

For use by INDIVIDUALS OR COMPANIES OTHER THAN CORPORATIONS ONLY:

_____*
SIGNATURE OF INDIVIDUAL

_____**
SOCIAL SECURITY NUMBER OR
FEDERAL IDENTIFICATION NUMBER (FEIN)

*Approval of contract or other agreement will not be granted unless this certification clause is signed by applicant.

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing/payment obligations.

CERTIFICATE OF CORPORATE VOTE

I,_____; clerk/officer of _____

hereby notify that at a meeting of the Board of Directors/Officials of said corporation/company,

held on _____ the following vote was passed:

Vote to authorizing _____ to sign in behalf of the

corporation/company with the City of Brockton for _____.

_____
Signature of Clerk/Officer

*** PLEASE ATTACH COPY OF OFFICIAL CERTIFICATE OF CORPORATE VOTE.**

CITY OF BROCKTON – CONTRACT APPENDIX B (SUBMIT WITH PROPOSAL)

AFFIDAVIT OF CLERK OF CORPORATION VENDOR
(To be signed and completed by Clerk)

I, _____, certify as follows:
(Print full name of Clerk)

1. I am the Clerk of _____(print exact name of corporation) which is duly organized and incorporated under the laws of the Commonwealth of Massachusetts (or State of _____) and is/is not (circle one) duly registered to do business in the Commonwealth of Massachusetts with a principal place of business at _____.

2. That the names, residential addresses and title officers of the above named corporation are as follows:

_____	_____
President	Address
_____	_____
Vice President	Address
_____	_____
Treasurer	Address
_____	_____
Resident/Registered Agent	Address

3. That the above named corporation was incorporated on _____.
4. The federal tax identification number of said corporation is_____.
5. That the above named corporation is in good standing with the Secretary of the Commonwealth of Massachusetts or the State of _____(if incorporated under the laws of a foreign State) and has filed all federal and state tax returns and paid all federal, state and/or local taxes required under law.
6. _____is authorized to sign contract/agreements on behalf of _____ pursuant to a vote of the Board of Directors/Officers on _____.
7. I, on behalf of the within corporation, do hereby acknowledge that by this contract, this corporation is transacting business within the Commonwealth of Massachusetts as defined by M.G.L. Chapter 223 A, Section 1, et seq. And is subject to the jurisdiction of its courts. (Pertaining to Non-Massachusetts Corporations Only.)

SIGNED under the pains and penalties of perjury this_____day of_____, 20___.

_____

Signature of Clerk of Corporation

CITY OF BROCKTON – CONTRACT APPENDIX C (SUBMIT WITH PROPOSAL)

VENDOR REGISTRATION FORM

TO BE COMPLETED BY ALL VENDORS:

TYPED/PRINTED NAME AND TITLE: _____

SIGNATURE: _____ DATE: _____

PROPER LEGAL NAME OF BUSINESS ENTITY: _____

FEIN or SOCIAL SECURITY NUMBER if FEIN is N/A: _____

BUSINESS ADDRESS: _____

TELEPHONE NO: _____ FAX NO: _____

EMAIL ADDRESS: _____

IF CORPORATION:

1. GIVE YOUR CORRECT CORPORATE NAME:

   _____

2. STATE AND DATE OF INCORPORATION:

   _____

3. IF FOREIGN CORPORATION, GIVE MASSACHUSETTS REGISTRATION DATE:

   _____

IF FOREIGN BUSINESS ENTITY TRANSACTING BUSINESS IN MA, GIVE NAME/ADDRESS OF RESIDENT/REGISTERED AGENT IN MA (REQUIRED):

_____

IF COMPANY, GIVE the OWNER'S NAME AND TITLE:

_____

IF PARTNERSHIP, GIVE NAMES AND ADDRESSES OF PARTNERS:

_____

IF TRUST OR LEGAL ENTITY, GIVE NAMES AND ADDRESSES OF TRUST OR LEGAL ENTITY:

_____

MINORITY/WOMEN BUSINESS CLASSIFICATION STATEMENT

1. Our firm is principally (more than 50%) minority owned.
   YES_____ NO_____

2. Our firm is principally (more than 50%0 woman owned.
   YES_____ NO_____

3. Our firm is registered with S.O.M.B.A. (State Office of Minority & Business Assistance)
   YES____NO____

   SOMWBA CERTIFICATION CATEGORY:____ / MBE_____WBE_____

CITY OF BROCKTON – CONTRACT APPENDIX D (SUBMIT WITH PROPOSAL)

Attestation Clause

Under Chapter 233, Section 35 of the Acts of 1983, political subdivisions and agencies of the Commonwealth must annually furnish to the Commissioner of Revenue a list of all persons who have provided goods, services or real estate space in the aggregate of five thousand dollars ($5,000.00) or more. Chapter 233 of the Acts of 1983, Sections 35 and 36 require that each provider or vendor of goods and services to any municipal agency must attest that it/he is in compliance of all laws relating to taxes. The Attestation must occur at the time of issuing, renewing, or extending a license, contract or agreement. Any person/company failing to execute this Attestation Clause shall not be allowed to obtain, renew or extend a license, contract or agreement. Each successful proposer shall certify that he is in compliance with Chapter 233 by providing a Social Security Number or Federal Identification Number when a contract is issued.

VENDOR/COMPANY: _____

AUTHORIZED SIGNATURE: _____

TYPED/PRINTED NAME AND TITLE: _____

Certificate of Non-Collusion and Certificate of Bona Fide Proposal

As per Chapter 30B, Section 10, any person submitting a proposal for the procurement or disposal of supplies or services to any governmental body shall certify in writing, on the proposal, as follows:

> **The undersigned certifies under the penalty of perjury that this 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.**

VENDOR/COMPANY: _____

AUTHORIZED SIGNATURE: _____

Assurance of Non-Discrimination Compliance

Vendor does not subject employees or applicants for employment by this firm to discrimination on the basis of race, color, national origin, handicap, age or sex, in any of the following areas:

1. Recruitment, hiring, upgrading, promotion, whether for full-time employment, consideration for demotion, transfer, layoff, or rehiring.
2. Rates of pay or any other form of compensation and changes in compensation.
3. Job assignments and seniority status.
4. Granting and returning from leaves of absence, leave for pregnancy, or any other leave.
5. Fringe benefits available by virtue of employment, whether or not administered by the recipient.
6. Selection and financial support for training, including apprenticeship, professional meetings, conferences and other related activities, selection for tuition assistance, and selection for sabbaticals and leaves of absence to pursue training.
7. Employer-sponsored activities, including social or recreational programs.
8. Any other term, condition, or privilege of employment.

VENDOR/PROPOSER: _____

AUTHORIZED SIGNATURE/TITLE/DATE: _____

ADDRESS AND TELEPHONE: _____

CITY OF BROCKTON – CONTRACT APPENDIX E (SUBMIT WITH PROPOSAL)

Certificate of Insurance
(Service Contracts Only*)

As successful proposer on this Contract, you must supply the City of Brockton with a properly endorsed CERTIFICATE OF INSURANCE. Both the City of Brockton and the Vendor shall be named as co-insured/additional insured and the City shall be named as certificate holder, and certificates of insurance shall be furnished to both parties. Reporting of accidents and claims shall be done by the Vendor. This Certificate MUST accompany the Contract. Unless otherwise provided for by the Contract, Vendor shall meet the following insurance requirements:

WORKERS' COMPENSATION: The Vendor, before commencing performance of the work required to be done under the Contract, shall provide for the payment of compensation, provided by the General Laws (ter. Ed.) Chapter 152 as amended to all persons to be employed by him/her in connection with said performance and shall continue in full force throughout the period of this Contract.

PUBLIC LIABILITY: Within fifteen (15) days after the award of this Contract the Vendor shall, at his own expense, procure and maintain insurance for Public Liability in the minimum amount of $500,000/$1,000,000 and Property Damage Liability in the minimum amount of $50,000/$100,000.

The policies shall contain a provision worded as follows: "The Insurance Company waives any right to subrogation against the City of Brockton which may arise by reason on any payments under this policy."

The policy/policies must contain on the face a notation that it/they cannot be cancelled without at least thirty (30) days notice in writing to the City as owner.

Furthermore, the certificates of all policies shall provide for notice of cancellation of the Contracting officer and the certificates shall indicate that the above provisions have been included.

***DESIGN/CONSULTING SERVICES, PLEASE PROVIDE PROOF OF PROFESSIONAL LIABILITY INSURANCE.**

AUTHORIZED SIGNATURE: _____

Indemnification and Release

The Vendor shall indemnify and hold the City of Brockton harmless from any and all acts & omissions arising out of this contract by the Vendor, its agents, employees or representatives. Furthermore the term Vendor shall include the aforementioned wherever stated in the Contract.

Further, the Vendor shall indemnify and hold harmless the City of Brockton against any/all suits, claims, actions, costs or damages to which the City may be subject to by reason of damages to the property or person of anyone, arising or resulting from fault, negligence, or wrongful omissions by the Vendor. Said indemnification and hold harmless should apply in any event that a claim is brought against the City of Brockton for said acts caused by others.

The Vendor, their agent(s), representatives or employees shall release and hold the City of Brockton harmless for any injury to themselves, corporate officers, agents, representatives or employees in connection with the performance or omission of this Contract or any related sub-contract thereof.

AUTHORIZED SIGNATURE: _____

CITY OF BROCKTON – CONTRACT APPENDIX F (SUBMIT WITH PROPOSAL)

DEVIATION SHEET

All deviations and/or substitutions from the original specified items (or equal) must be noted in writing on the Deviation Sheet (Appendix "F"). Additional pages may be used if necessary. These items shall be approved by the lead department for compatibility, workmanship, and functionality before award of contract.

PLEASE LIST BELOW:

COMPANY: _____

TYPED NAME: _____

SIGNATURE: _____

TITLE: _____

CITY OF BROCKTON – CONTRACT APPENDIX G (SUBMIT WITH PROPOSAL)

VENDOR WORK HISTORY

A. The undersigned proposes to supply: _____.

B. The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon, according to all the requirements of the specifications.

1. Have been in business under present business name for _____years.
2. Are you fully licensed to do business under this contract? _____
3. Do you comply with all ordinances and regulations mandated by M.G.L. and the community in which you are located? _____
4. Ever fail to complete any work awarded?_____
5. Have you been involved in litigation in the past five (5) years? _____
6. List at least three (3) state, local or private companies and/or organizations which you have served recently of similar character as required for the above-mentioned.

	LOCATION	DATE	DESCRIPTION OF WORK
1.			
2.			
3.			

C. Proposers shall indicate firm date of delivery on receipt of contract and subsequent purchase order form the City of Brockton.

DELIVERY DATE: _____

COMPANY: _____

TYPED NAME: _____

SIGNATURE: _____

TITLE: _____

D. Proposers shall note that this proposal reflects all changes in addendum/amendment numbers: