

CITY OF SPRINGFIELD, MASSACHUSETTS
OFFICE OF PROCUREMENT
36 COURT STREET, ROOM 307, SPRINGFIELD, MA 01103

REQUEST FOR PROPOSALS

RFP (Bid) Number 14-221

Will be received at the Office of Procurement until 2:00 P.M. April 22, 2014 and will be logged in at that time. Proposals received after the due date and time will be returned unopened.

All packages must be marked with Proposer's business name, the above RFP number and the due date.

By: Lauren Stabilo, Chief Procurement Officer

Request for Proposals and Notice of Funding Availability for Development Projects
(Per the attached specifications)

As requested by: Springfield Office of Housing and Neighborhood Services

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID.

This Proposal is submitted by: _____
(Company Name)

(Company Address)

I acknowledge receipt of addenda numbered: _____, _____, _____, _____, _____.

signed by: _____
(Printed or Typed Name and Title)

_____/_____/_____, 2014
(Signature and Date)

Telephone Number: _____

Fax: _____

Email Address: _____

ADVERTISEMENT
CITY OF SPRINGFIELD, MASSACHUSETTS
OFFICE OF PROCUREMENT

Request for Proposals and Notification of Funding Availability for Springfield Development Projects – Bid No. 14-221

will be received until 2:00 PM: April 22, 2014 by:

The Office of Procurement
Lauren Stabilo, Chief Procurement Officer
36 Court Street, Room 307, Springfield MA 01103
Phone (413) 787-6284 FAX 787-6295

at which time the bids will be privately opened and read. Bid documents and specifications will be available beginning Wednesday, April 2, 2014 at 9:00 AM.

Introduction

The City of Springfield has been awarded \$21.8 million dollars in Community Development Block Grant – Disaster Recovery (CDBG-DR) funds as a result of multiple presidentially declared disasters occurring in 2011. As a result of this funding the City of Springfield is making \$1.4 million dollars available in CDBG-DR funds for proposals from developers for “ready to proceed” single-family, new construction projects that will provide homeownership opportunities to low-moderate income buyers who are within 120% of Area Median Income.

Eligibility Requirements

Through this initial solicitation, the City is seeking projects within a limited area of the Six Corners neighborhood that was heavily impacted by the June 1, 2011 tornado. Specifically the City is limiting the eligible geographic area to properties that are located within the following boundaries; Florence Street as the Northern boundary, Central Street as the Southern boundary, Hancock as the Eastern boundary and Pine Street as the Western boundary.

The City is most interested in proposals that will create high quality, newly constructed single family homes on each proposed site. The City will entertain proposals that propose a second unit, but additional units will not be considered as advantageous as single family proposals. Proposals should include home re-sale to income qualified buyers who are within 120% of Area Median Income (AMI).

Developers must be able to demonstrate site control for all proposed projects. Projects should be “ready to proceed” immediately. All new construction and expenditure of funds must be completed no later than September 2015.

One of the City’s public policy goals is the creation of a vibrant, mixed-income neighborhood. To this effect the City is seeking high quality construction design and amenities that will have the ability to attract a higher income buyer including garages, energy efficiency, attractive street-scape, etc.

In an effort to meet public policy goals local developers who submit high quality proposals and can meet all of the required criteria will receive preference over out-of-town developers who submit similar quality proposals.

CDBG-DR funds must be spent no later than September 2015 and all spending should be in accordance with the following:

- Springfield's CDBG-DR Action Plan (http://www3.springfield-ma.gov/planning/fileadmin/Planning_files/Community_Development/11-27-13_CDBG_DR_Action_Plan_FINAL.pdf)
- HUD Guidance in the March 5, 2013 Federal Register (FR-5696-N-01) (<http://www.gpo.gov/fdsys/pkg/FR-2013-03-05/pdf/2013-05170.pdf>)
- The Housing and Community Development Act of 1974, 42 USC 5301-5321.

Award of funding will be at the sole discretion of the City of Springfield. In order to be awarded funds, proposers must have demonstrated ability to comply with CDBG-DR requirements and must have a successful track record utilizing comparable federal funds and complying with comparable federal regulations.

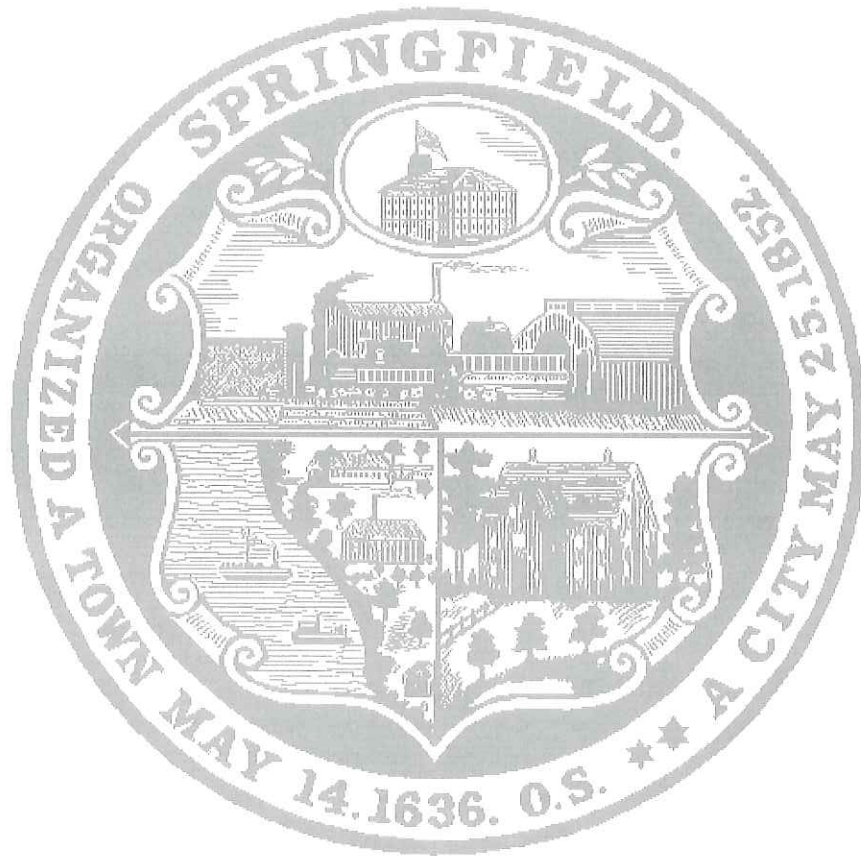
The work to be performed with CDBG-DR funding is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The Chief Procurement Officer reserves the right to waive any informality in and to reject any or all bids if it is in the public interest to do so.

Note: to newspaper: Insert the above advertisement in the Springfield Union-News ONLY under the heading "Legal Notice" on the following date: **April 3, 2014**

Phone: 787-6284

REFERENCE: 4137836285 per bid number 14-221



City of Springfield, Massachusetts

**Request for Proposals and Notice of Funding Availability
For Development Projects**

RFP (Bid No.) 14-221

April 2014

CITY OF SPRINGFIELD, MASSACHUSETTS REQUEST FOR PROPOSALS AND NOTIFICATION OF FUNDING AVAILABILITY FOR DEVELOPMENT PROJECTS

GENERAL INFORMATION

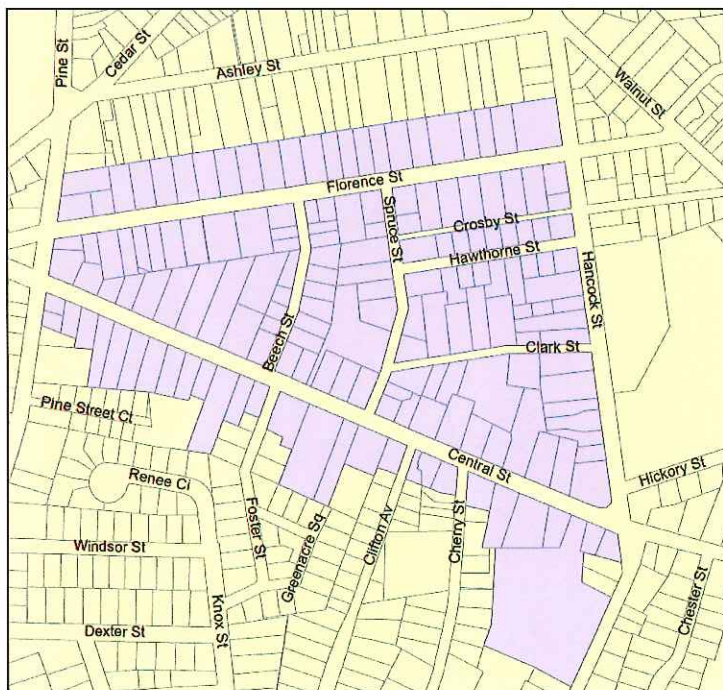
A. Introduction

The City of Springfield has been awarded \$21.8 million dollars in Community Development Block Grant – Disaster Recovery (CDBG-DR) funds as a result of multiple presidentially declared disasters occurring in 2011. As a result of this funding the City of Springfield is making \$1.4 million dollars available in CDBG-DR funds for proposals from developers for “ready to proceed” single-family, new construction projects that will provide homeownership opportunities to low-moderate income buyers who are within 120% of Area Median Income.

B. Eligibility Requirements

Through this initial solicitation, the City is seeking projects within a limited area of the Six Corners neighborhood that was heavily impacted by the June 1, 2011 tornado. Specifically the City is limiting the eligible geographic area to properties that are located within the following boundaries; Florence Street as the Northern boundary, Central Street as the Southern boundary, Hancock as the Eastern boundary and Pine Street as the Western boundary (See map).

CDBG-DR Eligible Area



The City is most interested in proposals that will create high quality, newly constructed single family homes on each proposed site. The City will entertain proposals that propose a second unit, but additional units will not be considered as advantageous as single family proposals. Proposals should include home re-sale to income qualified buyers who are within 120% of Area Median Income (AMI).

Developers must be able to demonstrate site control for all proposed projects. Projects should be “ready to proceed” immediately. All new construction and expenditure of funds must be completed no later than September 2015.

One of the City’s public policy goals is the creation of a vibrant, mixed-income neighborhood. To this effect the City is seeking high quality construction design

and amenities that will have the ability to attract a higher income buyer including garages, energy efficiency, attractive street-scape, etc.

In an effort to meet public policy goals local developers who submit high quality proposals and can meet all of the required criteria will receive preference over out-of-town developers who submit similar quality proposals.

Proposers should demonstrate the ability to proceed within the allotted timelines, successful past development history, project feasibility and the ability to comply with CDBG-DR Regulations. Proposers should make every effort possible to minimize the use of public funds and, while the City is not required to select proposals that request the least amount of funding, the City will take the overall financial impact of projects into consideration when evaluating proposals.

Full site plan review by the Office of Planning & Economic Development will be required and approval of design and/or construction plans is at the sole discretion of the City of Springfield. The City reserves the right to impose additional re-use/design restrictions as it deems necessary

All development will be subject to all current zoning, historic and/or building restrictions. Changes to the use of the property may require a variance. The City makes no representations regarding success of variances and/or specials permit applications.

C. Community Development Block Grant – Disaster Recovery Funding

The City is making available a maximum amount of \$1.4 million dollars in Community Development Block Grant – Disaster Recovery (CDBG-DR) funds towards “ready to proceed” single and/or two-family, new construction projects that will provide homeownership opportunities to purchasers with household income at or below 120% of Area Median Income. CDBG-DR funds must be spent no later than September 2015 and all spending should be in accordance with the following:

- Springfield’s CDBG-DR Action Plan (http://www3.springfield-ma.gov/planning/fileadmin/Planning_files/Community_Development/11-27-13_CDBG_DR_Action_Plan_FINAL.pdf)
- HUD Guidance in the March 5, 2013 Federal Register (FR-5696-N-01) (<http://www.gpo.gov/fdsys/pkg/FR-2013-03-05/pdf/2013-05170.pdf>)
- The Housing and Community Development Act of 1974, 42 USC 5301-5321.

Award of funding will be at the sole discretion of the City of Springfield. In order to be awarded funds, proposers must have demonstrated ability to comply with CDBG-DR requirements and must have a successful track record utilizing comparable federal funds and complying with comparable federal regulations.

The work to be performed with CDBG-DR funding is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship

and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

All work performed with CDBG-DR funding must comply with the minimum wage rates as set forth by both the United States Department of Labor and the Massachusetts Division of Occupational Safety, shall prevail in the execution of the work under the contract. Successful Proposer's will be required to pay the higher of the two wage rates for all applicable positions.

D. Additional Information

A review committee will be established to review complete proposals and will be composed of representatives from the Springfield Office of Planning & Economic Development, Office of Housing, Office of Community Development, City Council, neighborhood representative(s) and may include the Director of Disaster Recovery.

The Committee may, in its sole and absolute discretion, reject any and all, or parts of any and all proposals; may re-advertise this RFP if so inclined; postpone or cancel at any time this RFP process; change, adjust, or modify the anticipated schedule of events. The Committee further reserves the right to waive any minor informalities pertaining to any proposals received. The determination of the criteria and process whereby proposals are evaluated, the decision as to who will receive preferred developer status, or whether or not an award shall ever be made as a result of this RFP shall be in the sole and absolute discretion of the City.

E. Submission Deadline

COMPLETE SUBMISSION PROPOSALS MUST BE RECEIVED BY APRIL 22, 2014 AT 2:00 P.M. (EST) by

**LAUREN STABILO, CHIEF PROCUREMENT OFFICER
SPRINGFIELD OFFICE OF PROCUREMENT
36 COURT STREET, CITY HALL – ROOM 307
SPRINGFIELD, MASSACHUSETTS 01103**

The submission package proposal must be submitted as follows:

Proposer's name, address, phone and fax number marked on the outside of eight (8) envelopes, each marked "Request for Proposal & Notice of Funding Availability for Redevelopment - Bid No. 14-221". One (1) unbound original proposal and seven (7) bound copies of the proposal must be submitted simultaneously in eight (8) separate envelopes. Legibility, clarity and completeness are important. Tabbing is required.

F. Pre-Proposal Assistance

Assistance in the completion of a submission including any assistance in assembling a development team and/or financial analysis cannot be provided.

In order to provide prompt answers to questions, the Chief Procurement Officer requests that all proposers submit written questions one week prior to the RFP response deadline. Accordingly, questions must be received in writing only at the City of Springfield, Office of Procurement not later than **April 15, 2014**. Questions may be faxed or e-mailed to lstabilo@springfieldcityhall.com. The Office of Procurement fax number is (413) 787-6295. The RFP Committee will compile written answers which will be mailed back to all Proposers who requested a copy of the RFP, no later than **April 17, 2014**.

To maintain a fair and impartial competitive process, the Chief Procurement Officer can only answer written questions. Please avoid private communication with any City Staff and /or RFP Committee Member from the release date through the selection of Preferred Developer. Proposers who initiate private communication or attempt to violate the process outlined herein may be disqualified.

G. Submission Evaluation Criteria

Acceptable proposals will be judged in accordance with the following Comparative Evaluation Criteria.

- Proposer History & Capacity
- Project Feasibility
- Achievement of Public Policy Goals
- Readiness to Proceed & Ability to Comply with CDBG-DR Regulations
- Financial Benefit & Minimizing the Use of Public Funds
- Quality of Construction Design & Amenities

H. Anticipated Schedule of Events

The anticipated schedule, which is in the discretion of the City of Springfield and can be modified, is as follows:

April 3, 2014	RFP/NOFA advertise in Springfield Republican
April 2, 2014	RFP/NOFA advertise in MA Central Register
April 3, 2014	RFP/NOFA issued
April 15, 2014	RFP/NOFA questions due by 4:00 p.m.
April 17, 2014	RFP/NOFA questions answered
April 22, 2014	RFP/NOFA responses due by 2:00 p.m.
April 2014	Proposals Reviewed
May 2014	Recommendations to Mayor
May 2014	Preferred developer(s) / projects selected
June 2014	Developer(s) refines plans as needed
June-July 2014	Contract Executed
July 2015	Projects Completed

I. Submission Requirements

Responses must contain three basic components. Specifically,

Properly executed forms including:

- A. Request for Proposal Form Completed and Signed
 - B. Tax Certification Affidavit, Signed and Notarized
 - C. Collusion Statement
 - D. Affirmative Action Plan
 - E. Disclosure of Beneficial Interests
- (Forms for items A-E are provided with the RFP package.)

2. A cover letter that addresses the following legal matters:

- A. State if Proposer, its principals, and/or personnel has filed for U.S. Bankruptcy Court protection during the past seven (7) years and, if so, describe the circumstances and disposition of the case.
- B. If the Proposer is a joint venture, provide the joint venture agreement and a statement that all joint venture partners will be jointly and severally liable.
- C. Document any name changes or changes in corporate organization that have necessitated a filing with the Secretary of the Commonwealth or other state authority during the past ten (10) years. Explain the reasons behind these changes.
- D. State whether within the past ten (10) years there have been or whether there currently are pending or any past civil or criminal investigations and/or convictions of or actions against your firm or individual employees of your firm by a federal or state regulatory agency or taxing authority in connection with any work with which your firm has been associated which have led to convictions.

- E. State whether any of the key personnel you propose to assign to this project have been or are now subject to any such investigations or actions. If the response to any of the foregoing is affirmative, provide an appropriate explanation to include the disposition of the proceedings.
3. Project Specific information in the format provided. Alternative formats are not acceptable.
- I. Section I: Development Plan shall describe the development of all properties. Specific items to be addressed include
 - i. Description of renovations/construction and site improvements.
 - ii. Schedule of project completion.
 - iii. Preliminary rehabilitation/construction scope and site plans.
 - II. Section II: Development Team Summary must be completed by all proposers.
 - III. Section III: Development Budget must be completed for each property.
 - IV. Section IV: Homeownership Summary must be completed for each project.

J. Minimum Evaluative Criteria

In order for a proposal to be considered responsive and responsible and to be considered for further consideration, the proposal must meet the following Minimum Evaluation Criteria:

1. The proposal must be complete, must be submitted on or prior to the submission deadline, and must contain, at a minimum, all of the required elements of a proposal package as delineated in the requirements of this RFP. Failure to meet any submission requirement shall result in rejection of the proposal package.
2. The Consultant must have experience in the appropriate fields of discipline required for successful implementation of the proposal. Five years of experience is the standard for the principals of the firm and the project manager, and three years is the standard for other professionals assigned to the project.

Proposals that meet the minimum criteria will be further evaluated and rated on the basis of the following Comparative Criteria. City reserves the right to ask any applicant to provide additional supporting documentation in order to verify responses. Proposals will be evaluated by the evaluation committee, with the assessment of certain non-committee members as required.

K. Comparative Evaluation Criteria

Ratings of Highly Advantageous (“HA”), Advantageous (“A”), Not Advantageous (“NA”), or Unacceptable (“U”) will be given to each of the following criteria for each Proposer. A composite rating of “Highly Advantageous” or “Advantageous” may be assigned only if a proposal has received at least one such rating among the criteria listed below.

A. Proposer History and Capacity

- HA The Proposer and/or development team have an extensive successful track record in developing federally funded, residential construction projects, as demonstrated by at least five (5) similar projects.
- A The Proposer and/or development team have a good track record in developing federally funded, residential construction projects, as demonstrated by at least three (3) comparable projects.
- NA The Proposer and/or development team has minimal experience and/or a poor track record developing federally funded, residential housing.
- U Non-responsive.

B. Project Feasibility

- HA The Proposer has documented a clear, comprehensive development plan. The schedule and budget are supported by detail, and construction costs are reasonable.
- A The Proposer has documented an acceptable development schedule and budget but aspects of the plan are not clearly defined and/or realistic. The Proposer’s response is not fully detailed and/or committed.
- NA The Proposer has submitted a development plan that lacks sufficient detail and / or unrealistic and/or the construction costs submitted are not reasonable.
- U Non-responsive.

C. Achievement of Public Policy Goals

- HA The Proposer’s development plan greatly enhances the sites and the surrounding areas. It achieves the identified goals of neighborhood revitalization including improved streetscape, high quality home design that will contribute to the creation of a mixed income neighborhood, and the developer is Springfield based.
- A The Proposer’s development plan is minimally consistent with the goals of neighborhood revitalization. The plan minimally improves the streetscape and/or the home design is mediocre. The developer is Springfield based.
- NA The Proposer’s development plan does not meet the goals of neighborhood revitalization. The plan does not improve street-scape and/or the home design is of poor quality that will not contribute to a mixed income neighborhood and/or the developer is not Springfield based.
- U Non-responsive.

D. Readiness to Proceed and Ability to Comply with CDBG-DR Regulations

- HA The Proposer has assembled an experienced development team with the expertise to proceed immediately and comply with CDBG-DR Guidelines. The proposer has completed at least three similar projects and has demonstrated the ability to comply with Federal guidelines.
- A Proposer has partially assembled a development team that has the expertise and experience to comply with CDBG-DR Guidelines and/or the proposer has completed at least one similar project that has equivalent federal funding.
- NA Proposer has not demonstrated that they are ready to proceed immediately. The timeline is unsupported and/or the proposer has not demonstrated any experience with similar federally funded projects.
- U Non-responsive.

E. Financial Benefit and Minimizing the Use of Public Funds

- HA The proposal offers the greatest overall financial benefit for the City of Springfield (i.e. new tax revenue, highest and best use of public funding, leveraging other funding sources, etc.).
- A The proposal offers moderate financial benefit for the City of Springfield (i.e. new tax revenue, highest and best use of public funding, leveraging other funding sources, etc.)
- NA The proposal is not fiscally conservative and does not provide financial benefit for the City of Springfield (i.e. new tax revenue, highest and best use of public funding, leveraging other funding sources, etc.).
- U Non-responsive.

F. Quality of Construction Design and Amenities

- HA The Proposer has submitted a design for new construction that greatly enhances the surrounding neighborhood, offers a selection of amenities for buyers and has the potential to attract a higher income buyer.
- A The Proposer has submitted a design for new construction that moderately enhances the surrounding neighborhood, does not offer high quality amenities for the buyers and/or does not have the potential to attract a higher income buyer.
- NA The Proposer has submitted a mediocre design for new construction that does not enhance the surrounding neighborhood, the proposer has not offered any extra amenities and the design does not create the potential to attract a higher income buyer to the neighborhood.
- U Non-responsive.

The City may, in its sole and absolute discretion, reject any and all, or parts of any and all proposals; may re-advertise this RFP if so inclined; postpone or cancel at any time this RFP process; change, adjust, or modify the anticipated schedule of events.

The City reserves the right to waive any minor informalities pertaining to any proposals received. Proposals will be evaluated pursuant to M.G.L. Chapter 30B. Upon completion of the evaluation process the RFP Review Committee will make its recommendation(s) to the Chief Procurement Officer and Mayor and its determination of the most highly advantageous proposal, as a result of this RFP.

Stabilo, Lauren

From: Quagliato, Tina
Sent: Friday, April 04, 2014 2:22 PM
To: Stabilo, Lauren; Jennifer Schimmel (Schimmel@habitatspringfield.org)
Subject: Disaster Recovery - RFP/NOFA

Kathleen Lingenberg – klings1@comcast.net
Rudy Perkins – rperkins@haphousing.org
Alberto Ayala – alberto1@aol.com
Jim Morrissey – momansells@yahoo.com
Robin Jones – rjones@springfieldnhs.org
Jen Schimmel – schimmel@habitatspringfield.org

Tina-Marie Quagliato
Deputy Director of Neighborhood Stabilization
City of Springfield – Office of Housing
1600 East Columbus Avenue
Springfield, MA 01103
(413) 787-6500
www.springfieldcityhall.com/housing

COLLUSION OR FRAUD STATEMENT

THE UNDERSIGNED CERTIFIES UNDER PENALTIES OF PERJURY THAT THIS BID IS IN ALL RESPECTS BONA FIDE, FAIR AND MADE WITHOUT COLLUSION OR FRAUD WITH ANY OTHER PERSON. AS USED IN THIS SECTION THE WORD "PERSON" SHALL MEAN ANY NATURAL PERSON, JOINT VENTURE, PARTNERSHIP, CORPORATION OR OTHER BUSINESS OR LEGAL ENTITY.

(NAME OF PERSON SIGNING BID)

(SIGNATURE)

(COMPANY)

TO BE INCLUDED IN ALL SPECIFICATIONS

COMPLIANCE WITH FEDERAL, COMMONWEALTH OF MASSACHUSETTS, AND CITY OF SPRINGFIELD TAX LAWS.

A. COMPLIANCE WITH TAX LAWS

The contractor must be in compliance **at the time it submits its bid and afterwards if selected as the contractor**, with all Federal, Commonwealth of Massachusetts and City of Springfield tax laws, the contractor will be disqualified from the bidding procedure.

B. TAX CERTIFICATION AFFIDAVIT.

The contractor **must** complete and return the Tax Certification Affidavit with the contractor's bid/proposal. Failure to complete and return the Tax Certification Affidavit will disqualify the contractor from the bidding procedure.

C. VERIFICATION OF COMPLIANCE WITH FEDERAL AND MASSACHUSETTS TAX LAWS.

If the City of Springfield discovers that the contractor is not in compliance with Federal or Massachusetts tax laws, the contractor shall be excluded from the bidding procedure.

D. COMPLIANCE WITH THE CITY OF SPRINGFIELD TAXES.

If the City of Springfield discovers that the contractor owes the City of Springfield any assessments, excise, property or other taxes, including any penalties and interest thereon, the contractor shall be excluded from the bidding procedure.

The contractor at all times during the term of an awarded contract shall observe and abide by all Federal, Commonwealth of Massachusetts and City of Springfield tax laws and remain in compliance with such laws, all as amended.

TAX CERTIFICATION AFFIDAVIT FOR CONTRACTS

Individual Social Security Number _____

State Identification Number _____

Federal Identification Number _____

Company: _____

P.O. Box (if any): _____ Street Address Only: _____

City/State/Zip Code: _____ E-mail: _____

Telephone Number: _____ Fax Number: _____

List address(es) of all other property owned by company in Springfield: _____

Please Identify if the bidder/proposer is a:

Corporation _____

Individual _____ Name of Individual: _____

Partnership _____ Names of all Partners: _____

Limited Liability Company _____ Names of all Managers: _____

Limited Liability Partnership _____ Names of Partners: _____

Limited Partnership _____ Names of all General Partners: _____

You must complete the following certifications and have the signature(s) notarized on the lines below. Any certification that does not apply to you, write N/A in the blanks provided.

FEDERAL TAX CERTIFICATION

I, _____ certify under the pains and penalties of perjury that _____, to my best knowledge and
(authorized agent) (Bidder/Proposer)
belief, has/have complied with all **United States Federal taxes** required by law.

Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: _____

CITY OF SPRINGFIELD TAX CERTIFICATION

I, _____ certify under the pains and penalties of perjury that _____, to my best knowledge and
(authorized agent) (Bidder/Proposer)
belief, has/have complied with all **City of Springfield taxes** required by law (has/have entered into a Payment Agreement with the City).

Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: _____

COMMONWEALTH OF MASSACHUSETTS TAX CERTIFICATION

Pursuant to M.G.L. c. 62C §49A, I, _____ certify under the pains and penalties of perjury that _____,
(authorized agent) (Bidder/Proposer)
to my best knowledge and belief, has/have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: _____

Notary Public

STATE OF _____, 2014

County of _____, ss.

Then personally appeared before me [name] _____, [title] _____ of [company name] _____, being duly sworn, and made oath that he/she has read the foregoing document, and knows the contents thereof; and that the facts stated therein are true of his/her own knowledge, and stated the foregoing to be his/her free act and deed and the free act and deed of [company name] _____.

Notary Public

My commission expires: _____

YOU MUST FILL THIS FORM OUT COMPLETELY AND, SIGNATURES MUST BE NOTARIZED ON THIS FORM AND YOU MUST FILE THIS FORM WITH YOUR BID/CONTRACT.

DISCLOSURE OF BENEFICIAL INTERESTS

Bid No. 14-221

Property: _____

The undersigned hereby declare, under the pains and penalties of perjury, pursuant to M.G.L. Chapter 7, Section 40J, that the following persons have or will have a direct or indirect beneficial interest in the property identified above.

Person(s) and address(es):

SIGNATURE: _____

DATE: _____

NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL.

AFFIRMATIVE ACTION PLAN
(GOODS AND SERVICES BID ONLY)

NAME OF PROJECT _____ BID NO. _____

A.) What is the total number of employees that is currently employed by your company?

NUMBER OF EMPLOYEES										
OVERALL TOTALS (SUM OF COL.B THRU F) A	MALE					FEMALE				
	WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F

B.) What is your anticipated work force for this project/service? _____.

Number of Minorities _____ Number of Females _____.

C.) Is your company at least 51% owned and controlled by one of the following groups members? Please circle the appropriate categories.

MALE---FEMALE: Black, Hispanic, Asian, American Indian,
Alaskan Native, Cape Verdean, Caucasian.

AUTHORIZED SIGNATURE

DATE

FIRM

ADDRESS

TELEPHONE NUMBER

THIS FORM MUST BE SUBMITTED BY THE BIDDER WITH THE BID /PROPOSAL, AND SIGNED BY THE BIDDING COMPANY IF THE REQUIRED INFORMATION IS PROVIDED OR NOT.