

MASSACHUSETTS PORT AUTHORITY

Purchasing Department

Logan Office Center

One Harborside Drive

Suite 200 S

East Boston, MA 02128

REQUEST FOR PROPOSAL #5779

Purchase of Landscaping Equipment Authority Wide

RESPONSE DUE DATE:

May 3, 2016

By: 1:00 p.m.

REQUEST FOR PROPOSAL # 5779
Purchase of Landscaping Equipment Authority Wide

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- Section 1** **General Overview** provides background information, definitions, a description of the required services, and other pertinent information.
- Section 2** **Instructions to Proposers** outlines specific instructions and procedures relating to the proposal process.
- Section 3** The **Proposal Form** dictates the form of the response to Massport's Request for Proposal (RFP).

Sections 1, 2 and 3, along with all referenced attachments, comprise the complete RFP package.

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REQUEST FOR PROPOSAL #5779

Purchase of Landscaping Equipment Authority Wide

1. GENERAL OVERVIEW

1.1 Project Background

The Massachusetts Port Authority (“Massport” or the “Authority”) invites Proposals from qualified firms interested in entering into a Purchase Order for the Purchase of Landscaping Equipment Authority Wide at one or more of the following locations outlined in **Section 1.2**. These supplies and locations are more fully detailed in **Section C**.

1.2 Location

The following list details the current locations for which Massport is seeking Purchase of Landscaping Equipment.

Logan International Airport Facilities– East Boston, MA

Logan Office Center – East Boston, MA

Parks – East Boston, MA

Black Falcon Cruise Terminal – South Boston, MA

Fish Pier – Boston, MA

Hanscom Airfield- Bedford, MA

Worcester Regional Airport – Worcester, MA

The Authority reserves the right to add or remove locations at its sole discretion during the Term of the resulting Agreements.

1.3 Proposal Objectives

The Authority’s objective is for the Contractor, in concert with the Authority, to provide supplies and materials in a timely manner that is efficient and meets the additional requirements of the Authority:

- A) Is customer-service oriented;
- B) Is cost effective for the Authority;
- C) Environmentally conscience/friendly;
- D) Is maintained in a way that is safe for users of the locations and for members of the general public.

1.4 Scope of Services

The Authority is inviting Proposals from qualified firms interested in entering into one or more Purchase Order(s) for the provision of Purchase of Landscaping Equipment Authority Wide listed in **Attachment C**.

1.5 Agreement Term

The Authority intends to enter into one or more Purchase Order(s) for the supplies listed in **Attachment C “Scope of Services.”** Purchase Order(s) for the **Purchase of Landscaping Equipment Authority Wide** shall be for a period of **(3) three years with (2) two one-year renewal options to extend.** The Authority reserves its rights with regard to earlier termination of the Purchase Order in accordance with the terms therein.

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1.6 Non-Discrimination, Compliance with Civil Rights Laws and Business Diversity

Proposer shall not discriminate against any person, employee or applicant for employment because of that person's membership in any legally protected class, including but not limited to their race, color, gender, religion, creed, national origin, ancestry, age being greater than forty years, sexual orientation, gender expression and identity, disability, genetic information, or veteran status. Proposer shall not discriminate against any person, employee, or applicant for employment who is a member of, or applies to perform service in, or has an obligation to perform service in, a uniformed military service of the United States, including the National Guard, on the basis of that membership, application, or obligation.

1.7 Business Diversity

Massport highly values the perspectives and varied experiences found within a diverse workforce. Massport recognizes that a mutually beneficial relationship with a diverse base of quality, cost-effective businesses enhances our business and our competitiveness. Utilizing qualified minority and women-owned business enterprises ("MBE/WBE's") is a critical part of our diversity program. Massport encourages MBE/WBE's to pursue business opportunities with us directly and encourages vendors, and tenants to promote diversity in all of their business activities.

Although, the Authority has not established a specific goal for this contract, participation by MBE/WBE's minority is encouraged and the successful respondent may be required to provide information related to participation by MBE/WBE's, if any, during the term of the Agreement.

The Authority is committed to diverse participation in the Authority's business activities. The Authority encourages the utilization of qualified minority and women-owned business enterprises ("MBEs/WBEs"). The terms Minority-Owned Business Enterprise and Women-Owned Business Enterprise refer to businesses that meet the certification criteria of, and are certified by, the Massachusetts Department of Economic Development/Supplier Diversity Office (SDO), as set forth in 425 CMR section 2.2 et. seq. or that meet the certification criteria of, and are certified by, the Greater New England Minority Supplier Development Council ("GNEMSDC").

1.8 Impacted Community Business Participation

The Authority encourages and supports economic opportunities for residents and businesses located within those communities most directly impacted by the operation of the Authority's facilities. Those communities are South Boston, East Boston, Chelsea, Revere, Winthrop and Charlestown. The term "Impacted Community Business Enterprise" (ICBE) is defined as an enterprise, which has a principal place of business in one of the impacted communities. The Authority encourages Proposers to use ICBEs in the award of subcontractors and in the procurement of materials, equipment, and services and to provide the Authority with the information regarding their voluntary efforts to contract and to use ICBEs. Upon request by the Authority, the successful Proposer must provide information related to ICBE expenditures.

1.9 Audit Requirements

The Contractor shall keep accounts, books and records pertaining to services performed and reimbursable expenses incurred in a true and accurate manner and on the basis of generally accepted accounting principles and in accordance with such reasonable requirements to facilitate review as the Authority may require. Upon seventy-two hours (72) hours' advance notice, the Authority or a representative on behalf of the Authority shall have the right to inspect, review or audit, during normal business hours, in conformity with generally accepted auditing standards, the accounts, books, records and activities of the Contractor necessary to determine compliance by the Contractor with the provisions and requirements of this Agreement. The Contractor shall keep such accounts, books and records as required to be maintained by this Agreement at a location within the metropolitan Boston area or, if the Contractor maintains such accounts, books and records in another location outside the metropolitan Boston area, the Contractor shall make such accounts, books and records available at the Contractor's Boston office or at a site acceptable to the Authority upon reasonable notice from the Authority. The Authority shall have the right to photocopy or otherwise duplicate at the Contractor's expense those accounts, books and records as the Authority determines to be necessary or convenient in connection with its review or audit thereof. If the Contractor's accounts, books or records have been generated from computerized data, the Contractor shall provide the Authority or its representative with extracts of the data files in a computer readable format on suitable computer data exchange formats acceptable to the Authority. The Contractor shall retain and keep available to the Authority all books and records relating to this Agreement for a period of not less than seven (7) years following the expiration of the Term of this Agreement or, in the event of litigation or claims arising out of or relating to this Agreement, until such litigation or claims are finally adjudicated and all appeal periods have expired.

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REQUEST FOR PROPOSAL #5779
Purchase of Landscaping Equipment Authority Wide

2. INSTRUCTIONS TO PROPOSERS

This section provides instructions for the preparation of a response to this RFP. It describes the proposal process, including a list of important dates, and describes the deliverables required in the Proposal. This section also describes the evaluation criteria to be used in selecting the successful Proposer.

The Authority is soliciting competitive proposals pursuant to a determination that such a process best serves the interest of the Authority and the general public, and not because of any legal requirement to do so. The Authority reserves the right to accept one or more of the proposals, to award the entire Purchase Order or portions of the Purchase Order to one or more proposes, to reject any or all proposals, to waive any informality of the proposal or the proposal form, to modify or amend with the consent of the Authority in its sole judgment may deem to be in its best interest.

2.1 Procedure

The attached Proposal Forms in Section 3 require Proposers to submit information in the following categories: Background Information; Experience; Fee Schedule and Contract Price; Staffing Plan; and where applicable, Workforce Diversity and MBE/WBE information. Every Proposal must be made upon the forms attached hereto (or on attachments to the extent the Proposer requires additional space.)

Proposal submissions must also include the following required forms, all of which are attached:

- 1) **Attachment B** – Reference Information Form (3 separate forms)
- 2) **Attachment C** – Proposed Contract Price for Each Service

Proposers are strongly encouraged, but are not required to submit information regarding their workforce diversity (**Attachment A**) and utilization of MBE/WBE and/or ICBE's.

The Authority's staff will evaluate the competing Proposals in each of the categories listed above, the information provided on the Proposal Forms, and the responsiveness of the RFP to the Evaluation Criteria listed in **Section 2.3**, and will determine, in its sole discretion, which Proposal best serves the overall interests of the Authority, taking into account all categories of the evaluation.

Unless otherwise notified in writing by the Authority, the Contact Person for all information and/or questions pertaining to this RFP shall be:

Elizabeth Snook
Phone: 617-568-5068
Fax: 617-568-5071
Email: esnook@massport.com

2.2 Written Questions

Any questions following must be submitted in writing to Elizabeth Snook and will be answered by the Authority in writing. **Please note that the deadline for written questions from Proposers is due by April 26, 2016 by 1:00 p.m.** Responses to written questions will be provided to all prospective Proposers who download the RFP.

2.3 Evaluation Criteria

The Authority will consider, at a minimum, the following evaluation criteria:

- The quality of the firm's written proposal and information contained therein;
- The firm's proposed bid in light of the Authority's budgetary requirements;
- Experience and qualifications of the management team for similar operations;
- Demonstrated experience working with the Authority or other public agencies,
- Responsiveness of the proposal to the RFP guidelines;
- Geographic location, availability and demonstrated commitment of the Project Manager and other key personnel;
- Past performance for and recommendations from other public and private clients;
- Commitment to the Authority's affirmative action goals including MBE/WBE participation in the project;
- Ability to implement the most efficient, financially viable, customer service-oriented and operationally compatible services in furtherance of the Authority's interests;

2.4 Proposer Changes

In completing the Proposal form, the Proposer should not add, delete, or vary any of the terms or conditions of any documents prepared by the Authority. If the Proposer makes any changes to any of the documents, the Authority may reject the Proposal in its sole discretion. However, if the Proposer seeks a change to any of the documents, the Proposer should suggest such changes in an addendum to the Proposal Form. The Authority reserves the right to accept or reject any suggested changes to any of the documents in its sole discretion.

2.5 Signature of Proposer

The firm, joint venture, corporation, or individual name of the Proposer must be completed by the Proposer in the space provided for the signature on Section 3, Proposal Form. In the case of a corporation, the title of the officer signing must be stated and each officer signing must be duly authorized. The name and address of each officer of the corporation must also be listed, as well as the state of incorporation, and the name and address of the local statutory agent. In the case of a partnership, the signature of at least one of the authorized partners must follow the firm name, using the term “member of firm”. In the case of a joint venture, an authorized representative from each partner or venture should sign and the manner of signature shall depend on whether the venture is a corporation, partnership or individual. All Proposals must contain the true name and address of every person, firm, joint venture, or corporation who has or will have a direct or indirect interest in the Proposal.

2.6 Withdrawal of Proposal

No Proposal may be withdrawn after it is submitted to the Authority unless the Proposer makes the request in writing, **prior to the receipt of May 3, 2016, by 1:00 p.m., to Elizabeth Snook** either by fax, e-mail, nationally recognized overnight courier service or hand delivery to the address or fax number shown below. No Proposal may be withdrawn after the time set for the receipt of the Proposal.

Overnight or Hand Delivery to:

Elizabeth Snook
Massachusetts Port Authority
Logan Office Center
One Harborside Drive
Suite 200S
Bid# 5779
East Boston, MA 02128

E-Mail to:

esnook@massport.com

Fax to:

617-568-5071

2.7 Rejection of Proposal

The Authority is soliciting competitive Proposal pursuant to a determination that such a process best serves the interests of the Authority and the general public and not because of any legal requirement to do so. The Authority reserves the right to accept or to reject any or all Proposal, to withdraw or amend this Request for Proposal at anytime, to initiate negotiations with one or more Proposers, to modify or amend with the consent of the Proposer any Proposal prior to acceptance, to waive any informality and to effect any agreement otherwise, all as the Authority in its sole judgment may deem to be in its best interest. The Authority is not required to select the lowest expense Proposal, but, rather, will select the Proposal that is most responsive to the Authority’s needs based on (1) a demonstrated ability to successfully provide this type of service; (2) a thoughtful and thorough response to the criteria specified in this Request for Proposal; and (3) the Proposal deemed to be in the best interest of the Authority. The Authority reserves the right to reject any and all Proposal, for any reason, if the Authority believes it is in its best interest to do so. The Authority will not award the Purchase Order to any Proposer who is not capable, in the Authority’s judgment, of satisfactorily performing the work required under this Request for Proposal. No costs of responding to this Request for Proposal, any addenda or

other documents or attendance at meetings in connection with this Request for Proposal shall be reimbursed by the Authority. The rejection of any proposal in whole or in part will not render the Authority liable for incurred costs and/or damages.

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2.8 Notification and Award

The chosen Proposer or Proposers shall be notified in writing. All unsuccessful Proposers will be notified after the chosen Proposer has been notified. Non-acceptance of any Proposal will be devoid of criticism and of any implication that the proposal was deficient. The Authority's non-acceptance of any proposal shall mean only that the Authority deemed another proposal to be more advantageous to the Authority. The Authority shall retain copies of all Proposal and support material.

2.9 Delivery of Proposal

An original and (2) two copies of your sealed Proposal shall be received in hand by the Authority **at or prior to May 3, 2016**, to the attention of Rachida Mahrouda, Central Services Administrative Assistant, and must be delivered via overnight or hand delivery to the following address:

Rachida Mahrouda, Central Services Administrative Assistant
Massachusetts Port Authority
Logan Office Center
One Harborside Drive
Suite 200S
Bid# 5779
East Boston, MA 02128

All Proposal must be delivered in sealed envelopes bearing on the outside the name and address of the Proposer and a notation "Purchase of Landscaping Equipment Authority Wide, RFP #5779 The envelope bearing the original proposal must be clearly marked. All Proposals will be time and date stamped upon receipt by Massport. Proposal received after the time and date stated above will be marked as late.

Proposal must be responsive to this RFP in all respects. The proposal must be sufficiently detailed to enable the Authority to evaluate and assess it in relation to other Proposal. All information requested should be included in the proposal at the time of submission. Although the Authority is not obligated to evaluate incomplete submissions, or to accept additional and supplemental materials, it may choose to do so. Once submitted to the Authority, Proposal will become the property of the Authority.

2.10 Addenda

All interpretations of the Proposal specifications and supplemental instructions will be in the form of written Addenda to these Proposal documents which, if issued, will be delivered or mailed to all prospective Proposers who download the RFP.

2.11 Information Provided

The information contained in this RFP and in any subsequent addenda or related documents is provided as general information only. The Authority makes no representations or warranties that the information contained herein is accurate, complete or timely. The furnishing of such information by the Authority shall not create any obligation or liability whatsoever, and each

Proposer expressly agrees that it has not relied upon the foregoing information and shall not hold the Authority liable therefore.

2.12 Conflict of Interest

The Authority seeks to avoid any conflict of interest, or the appearance of a conflict of interest. Each Proposer is advised that its performance of work for Massport may raise questions about real or perceived conflicts of interest because of the Proposer's relationship to other entities or individuals, including without limitation: (1) private and public owners of companies that may be affected by the project, and/or (2) other state-created entities with potential conflicting interests and/or concerns. Accordingly, the Authority reserves the right to: (1) disqualify any Proposer or reject any proposal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is present; (2) require any Proposer to take any action or supply any information necessary to remove the conflict, including without limitation, obtaining an opinion from the State Ethics Commission; and (3) terminate any contract arising out of this solicitation if, in the opinion of the Authority, any such relationship would constitute or have the potential to create a real or perceived conflict of interest that cannot be resolved to the satisfaction of the Authority.

In addition, representatives and/or employees of the Proposer may be required to certify from time to time, in a form approved by the Authority, that in connection with work under any contract arising from this RFP, that they are in full compliance with the provisions of Chapter 268A of Massachusetts General Laws and any other applicable conflict of interest laws. The Proposer agrees to disclose in writing any facts the Authority may seek in order to resolve questions about potential conflicts of interest occurring during the period of solicitation of performance hereunder and, upon request of the Authority, describe on-going relationships between any party to the Proposer's team and suppliers and manufacturers of equipment which may be deployed in the provision of the services outlined in this RFP.

2.13 Confidentiality/Public Records

Any information provided to the Authority in any Proposal or other written or oral communication between the Respondent and the Authority will not be, or deemed to have been, proprietary or confidential, although the Authority will use reasonable efforts not to disclose such information to persons who are not employees or consultants retained by the Authority except as may be required by M.G.L. c.66.

2.14 No Personal Liability

Neither the members of the Authority, nor any individual member, officer, agent or employee of the Authority shall be charged personally by the Proposer with any liability under any term or provision of the Request for Proposal.

2.15 Non-Discrimination and Diversity

Proposers are strongly encouraged, but are not required to submit information regarding their workforce diversity (**Attachment A**) and utilization of MBE/WBE and/or ICBE's.

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3. PROPOSAL FORM

An original and (2) two copies of each Proposal, including attachments, shall be received in hand by the Authority at or prior to **May 3, 2016, by 1:00 p.m.** to:

Overnight or Hand Delivery to:

Rachida Mahrouda, Central Services Administrative Assistant
Massachusetts Port Authority
Logan Office Center
One Harborside Drive
Suite 200S
Bid# 5779
East Boston, MA 02128

DIRECTIONS FOR COMPLETING THE PROPOSAL FORM:

All items must be completed and numbered in the order in which they appear. Additional sheets, referenced by item number, should be attached where space is insufficient for a full answer. Charts, diagrams, material boards and exhibits may be utilized if desired.

3.1 Background Information

- a. Email Address, Name, Address, Telephone Number and Facsimile Number of Proposer:
- b. Description of Proposer (Corporation, Partnership, Consortium, etc.):
- c. Is Proposer now qualified to do business in the Commonwealth of Massachusetts?
- d. State of Incorporation, if any:
- e. Email Address, Name, Title, Business Address, Telephone Number and Facsimile Number of person responsible for submitting this Proposal:
- f. Email Address, Name, Title, Business Address, Telephone Number and Facsimile Number of person with whom to communicate regarding this Proposal if different from above:
- g. Proposer/Vendor shall include with submission a statement, sign under the pains and penalties of perjury, identifying and describing all local, state and federal criminal investigations or proceedings, or any other administrative, judicial, or regulatory matter currently pending against the Proposer/Vendor, or its Principals (to include

officers, members, directors, and partners) or conclude adversely to the Proposer/Vendor, or its Principals, within the past five years, which might reasonably be construed to reflect adversely on the fitness of integrity of Proposer/Vendor or its Principals to perform this contract for a public client. Failure to respond properly and accurately to this requirement may, in the Authority's sole discretion, result in rejection of your submission.

- h. Please attach a description of Proposer's financial status, which is sufficient to enable the Authority to evaluate the financial qualifications of Proposer. The description should include but not be limited to:
- (1) Bank References, including the full name and address of the bank, as well as the name and telephone number of the contact person.
 - (2) Insurance References, including the full name and address of the insurance company, as well as the name and telephone number of the contact person.
 - (3) Proposer's current financial statements and a current statement of conditions audited by a Certified Public Accountant.
 - (4) Proposer's credit rating information.
 - (5) Has Proposer any present overdue indebtedness to any government unit or agency, or any outstanding claim or demand of indebtedness? If so, please specify.
 - (6) Has the Proposer filed for bankruptcy within the last five years? If so, please describe current status.

3.2 Experience

- a. Provide a statement of history of the Proposer's qualifications to provide the products for which the Proposal is being submitted, including but not limited to, the number of years of experience and scope of experience.
- b. List at least three other accounts, of a comparable size and nature, for which your firm provides the products for which the Proposal is being submitted. At a minimum, you should include a sufficiently detailed description of the facilities, their staffing, the period of your service, and the complexity of the operation, along with the telephone numbers and names of people to contact as references. The Authority may make site visits to these accounts prior to selecting a Contractor (Use forms marked **Attachment B.**)

Also indicate if any relationship for such an operation was terminated prior to the expiration thereof, or not renewed, and the reason thereof. Further, indicate by appropriate citation all litigation (including status or results) between Proposer and any and all operators or owners.

3.3 Staffing Plan

- a. Proof of your firm's commitment of time and personnel to this project, including a list of personnel who will be assigned to the account, a statement of their duties and qualifications, and the proposed staffing plan. Include the name of the person who will be the point of contact for the Authority.
- b. Show evidence that your firm is an affirmative action employer, including the names of females and minority group members whom will be working on the Premises. (Use form marked **Attachment A**. This requirement is optional, but Proposer is strongly encouraged to include it.)

3.4 Acknowledgments

- a. Proposer acknowledges that it has received and read all attachments to the Request for Proposal, and that the terms thereof are incorporated by reference in this Proposal. Proposer agrees that if its Proposal is accepted, Proposer will enter into one or more final Purchase Orders. **If the Proposer is unable or unwilling to agree to or meet any of the conditions contained in the Purchase Order, specify this problem and the proposed change as an addendum to the Proposal form. The Authority reserves the right to accept or reject any suggested changes in its sole discretion.**
- b. This Proposal constitutes a firm offer. A certified copy of Proposer's corporate resolution or other proof of authority to make this Proposal a firm offer must be attached. This offer shall be held firm and open for a period of 75 days, effective May 3, 2016.
- c. By submission of its response to this Request for Proposal, the Proposer authorizes the Authority to contact any and all parties having knowledge of Proposer's operations and financial history, and authorizes all parties to communicate such knowledge or information to the Authority.
- d. Proposers are advised to rely only upon the matters contained in this Request for Proposal and in any written clarifications issued by the Authority and disseminated to all prospective Proposers who download the RFP.
- e. The submission of its Proposal acknowledges that from after the Agreement commencement date, the sole basis for the right to provide a service at the locations specified in this Request for Proposal is by award of an Agreement pursuant to the receipt of Proposal in response to the Authority's Request for Proposal. All other rights, claims and privileges by which the operation of this Agreement may be claimed from and after the above dates are expressly waived.
- f. The Authority is soliciting competitive Proposal pursuant to a determination that such a process best serves the interests of the Authority and the public,

and not because of any legal requirement to do so. Proposer acknowledges that it is the Authority's right to accept any Proposal, or to reject any or all Proposal, to withdraw or amend this Request for Proposal at anytime, to initiate negotiations with one or more Proposers, to modify or amend with the consent of the bidder any Proposal prior to acceptance, to waive any informality and to effect any Agreement otherwise, all as the Authority in its sole judgment may deem to be in its best interest.

Submitted, and all terms and conditions of the Request for Proposal and attachments thereto are hereby acknowledged and agreed to:

NAME OF PROPOSER: _____

BY: _____

TITLE: _____

DATE: _____

[Remainder of page intentionally left blank]

ATTACHMENT A

ATTACHMENT A
Workforce Composition Form

Completing this form is optional, but Proposer is strongly encouraged to complete it.

Proposer's Name: _____

TOTAL COMPANY WORKFORCE

Employment Categories	Total Employment	Total Males	Minority Males	Total Females	Minority Females	Residents of Impacted Communities*
Professionals, Managers &						
Clerical, Office Workers (Non-Exempt Employees)						
Total Workers						

**Impacted Communities: East Boston, South Boston, Charlestown, Revere, Winthrop*

Names of females and minority group members who will be working on the Premises

ATTACHMENT B

ATTACHMENT B
Reference Information Form

Proposer's Name: _____

Purchase of Landscaping Equipment Authority Wide

Reference Information Form

This form must be completed and included with your Proposal.

Company Name: _____

Company Address: _____

Industry/Business: _____

1st Contact Name _____

Title and Phone: _____

Project Title: _____

Brief Description: _____

ATTACHMENT B
Reference Information Form

Proposer's Name: _____

Purchase of Landscaping Equipment Authority Wide

Reference Information Form

This form must be completed and included with your Proposal.

Company Name: _____

Company Address: _____

Industry/Business: _____

3rd Contact Name _____

Title and Phone: _____

Project Title: _____

Brief Description: _____

ATTACHMENT C

Vendor Name: _____

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Attachment C

The undersigned, as bidder, declares that the only persons or parties interested in this Proposal as principals are those named herein, that this Proposal is made without collusion with any other, and he proposes and agrees, if this Proposal is accepted, that he will contract with the Authority to furnish, and deliver at the time and place stipulated according to the requirements as herein set forth, the following prices, to wit: **Purchase of Landscaping Equipment Authority Wide. This is not an inclusive list of all items that may be required in the future by the Authority. Items may be added or deleted during the term of the contract. This is a NO SUBSTITUTION RFP.**

Description	Estimate Projected Yearly Usage	Cost Per UOM	Extended Cost
Greenworks 80 Volt Backpack Blower	9		
Greenworks 80 Volt Chainsaw	2		
Greenworks 80 Volt Charger	20		
Greenworks 80 Volt Battery 4.0	11		
Greenworks 80 Volt Battery Weed Eater	12		
Corona #12 Plastic Shovel 48 inch SS42001	9		
Corona 24" Spring Rake RK24061	15		
Corona Poly Wheelbarrow 10' cubic WB1010	4		
Corona Rotary Spreader 101186	1		
Corona Bow Head Rake 60" Rk65061	4		
Corona Pole Pruner 14' TP6870	1		
Husqvarna Back Pack Blower 580BFS	8		
Kawasaki Back Pack Blower KRB650B	1		
Stihl Back Pack Blower BR 350	1		
Husqvarna Weed Trimmer 326LS	12		
Stihl Weed Trimmer FS56 RC-E	1		
Kawasaki Weed Trimmer KBL34A	1		
Husqvarna Chain Saw 440E 16	2		
Stihl Chain Saw 209	1		
True Temper 16" combo poly steel shovel 1673300	8		
True Temper 18" Mountain mover combo shovel 1627200	4		
Snow Joe 24" poly snow pusher SJEG24	3		

Vendor Name: _____

Echo commercial weed trimmer CST-58V4AH	3		
Echo Tune up Kit 90074	4		
Echo replacement head: u-turn straight 99944200907	4		
Echo 8500 Back Pack Blower	2		
Echo Chain Saw CS-271T	1		
Echo Chain Saw 20" CS-440	1		
Echo Weedwacker GT 225L	2		
Echo Hand Blowers PB200	1		
Echo Hand Blower with Shreader ES255	1		
Echo Blower Pb-414H	2		
Honda Pressure Washer G 3050 OHC	1		
Shindawa Back Pack Blower 282	3		
Shindawa Brush Cutter TR2350S	1		
Shindawa Edgers M242	2		
Lessco Backpack Chemical Sprayer 190327	1		
Ridgid Battery Drill R8611502K	1		

Total Cost: _____

Mark up for items not listed (years 1-3): _____ %

Option year 1: Increase _____ % Mark up for items not listed _____ %

Option year 2: Increase _____ % Mark up for items not listed _____ %

Delivery time from when order is placed: _____

Pricing should include freight/shipping and fuel charges.

COMPANY NAME, ADDRESS, EMAIL & TEL:

 Authorized Signature

 Printed Name

 Title

Vendor Name: _____

ATTACHMENT D

Vendor Name: _____

CERTIFICATE OF COMPLIANCE WITH LAWS

Massachusetts Employment Security Law

Pursuant to G.L. c. 151A, §19A(b), the undersigned hereby certifies* under the penalties of perjury that the Contractor, with Division of Unemployment Assistance (D.U.A.) ID Number _____, has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.

*Compliance may be certified if the Contractor has entered into and is complying with a repayment agreement satisfactory to the Commissioner, or if there is a pending adjudicatory proceeding or court action contesting the amount due pursuant to G.L. c. 151A, §19A(C).

or check the following:

_____ The undersigned certifies that the Massachusetts Employment Security Law does not apply to it because the Contractor does not have any individuals performing services for it within the Commonwealth to the extent that it would be required to make any contributions or payments to the Commonwealth.

Massachusetts Child Care Law

Pursuant to Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991, the undersigned hereby certifies that the Contractor (*check applicable item*):

1. _____ employs fewer than fifty (50) full-time employees; or
2. _____ offers either a dependent care assistance program or a cafeteria plan whose benefits include a dependent care assistance program; or
3. _____ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

Revenue Enforcement and Protection Program

Pursuant to G.L. c. 62C, §49A, the undersigned hereby certifies under the penalties of perjury that the Contractor's Federal Identification No. is (*for corporations only*) _____, and that to the best of his/her knowledge and belief, the Contractor has complied with all laws of the Commonwealth relating to taxes, the reporting of employees and contractors, and withholding and remitting of child support.

Vendor Name: _____

In order to comply with all laws of the Commonwealth relating to taxes, the undersigned certifies that the Contractor (*check applicable item*):

1. _____ has filed all tax returns and paid all taxes required by law; or
2. _____ has filed a pending application for abatement of such tax; or
3. _____ has a pending petition before the appellate tax board contesting such tax; or
4. _____ does not derive taxable income from Massachusetts Sources such that it is subject to taxation by the Commonwealth.

Certification Regarding Companies Doing Business with or in Northern Ireland

Pursuant to G.L. c. 7, § 22C, the undersigned hereby certifies under the pains and penalties of perjury that the Contractor is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland, and that the Contractor (*check applicable item*):

1. _____ does not employ ten or more employees in an office or other facility located in Northern Ireland; or
2. _____ employs ten or more employees in an office or other facility located in Northern Ireland, but such office or other facility in Northern Ireland (a) does not discriminate in employment, compensation, or the terms, conditions and privileges of employment on account of religious or political belief; and (b) promotes religious tolerance within the work place, and the eradication of any manifestations of religious and other illegal discrimination.

Signed this ____ day of _____, 20__.

Business Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Vendor Name: _____