

Addendum No. 1 to RFP 19-87 REBID



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding **RFP 19-87 REBID Lease of Office Space for Inspectional Services Department**

From: Michael Richards, Assistant Purchasing Director

Date: August 23, 2019

Re: Answer Questions; Append Campaign Contribution Disclosure Form

Addendum No. 1 to RFP 19-87

Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

This addendum serves to answer questions received prior to the Q/A deadline and to append the City's Campaign Contribution Disclosure Form. The Form is to be completed and included with the other required forms as part of your technical proposal package.

The date and time of the bid opening remains unchanged, and will be held **Friday September 6th, 2019 at 11:00am.**

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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- Q. In reviewing the RFP do you know what you require for a build out?
- A. The requirement for the build out is to construct/reconfigure the proposed space per the layout approved by the City Somerville to include the requested conference rooms, offices and work spaces per the RFP. Layout configurations should try and keep inspectional groups together; building, health, electrical, plumbing, fire, etc. Construction is to be done by licensed contractors and to be compliant with all applicable codes.



**CITY OF SOMERVILLE CAMPAIGN CONTRIBUTION ORDINANCE SEC. 15-72*
MANDATORY DISCLOSURE AND CERTIFICATION FORM**

INSTRUCTIONS: APPLICANTS, PLEASE COMPLETE THE ENTIRE FORM AND FILE WITH THE SAME CITY OFFICE OR AGENCY WITH WHOM YOU FILED OR WILL FILE BELOW APPLICATION.

PART I. APPLICATION FOR ITEM

Describe the item you have, or will apply for, relating to this disclosure:

ITEM:	
TYPE (X):	<input type="checkbox"/> Contract <input type="checkbox"/> Zoning Relief <input type="checkbox"/> Real Estate <input type="checkbox"/> Financial Assistance
CITY DEPT. OR AGENCY:	

PART II. APPLICANT INFORMATION

Provide the following information for the Applicant:

NAME:	
ADDRESS:	
TELEPHONE NO.:	
E-MAIL:	

On Schedule A, you must also provide the same information for the Applicant’s principals, chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, or persons performing similar functions, or shareholders in excess of ten percent and managing agent to the extent applicable. **Please complete Schedule A. If not applicable, please check N/A on Schedule A.**

PART III. CAMPAIGN CONTRIBUTION DISCLOSURE

On Schedule B, Applicants must disclose all contributions made by the applicant during the 12 months prior to the application (identified in Part I), to any person who was a candidate for elective office of the City of Somerville (mayor, board of aldermen, and school committee). The attribution rules in Section 15-73 of the Somerville Code of Ordinances shall apply to the contributions that must be disclosed. **On Schedule B**, applicants must also disclose such contributions made by persons attributed to the applicant under the ordinance. If the applicant is an individual, any such contributions made by the individual, any spouse of the individual, and any children of the individual must be disclosed. If the applicant is not an individual but a corporation, partnership or limited liability corporation, then any contributions made by any of its chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, members, managers, principals, or persons performing similar functions, or shareholders in excess of ten percent, and their spouses and children, must be disclosed. **Please complete Schedule B. If disclosure is not required, please check N/A on Schedule B.** *Note: Contributions made before January 1, 2017 are not required to be disclosed.*

* Please see the Pay to Play and Campaign Contribution Ordinance for definitions and all requirements.

PART IV. SUBCONTRACTOR INFORMATION

Have you applied for a Contract and intend to use a subcontractor on this Contract? Yes No

If “**Yes**”, complete **Schedule C**. If “**No**”, **proceed to Part V**.

PART V. SIGNATURE, CERTIFICATION, AND ATTESTATION:

I, the undersigned applicant, hereby further certify as follows: If awarded the item that is applied for (as identified above) under subsections (a), (b), (c), or (d) in Section 15-72 of the Somerville Code of Ordinances, the Applicant, and anyone attributed to the Applicant, and if the application is for a contract any subcontractor used on the contract, will not make any contribution in any calendar year in an amount in excess of \$500.00 to any individual incumbent or to any individual candidate for elective office of the City of Somerville for the next four (4) calendar years following the award of the item, or for the duration of the term of the contract, whichever is longer.

Signed under the pains and penalties of perjury:

Signature of Affiant: _____ Title: _____

Printed Name of Affiant: _____ Date: _____

Subscribed and sworn before me this ____ day of _____, 2____.

(Witnessed or attested by)

(Seal)

My Commission expires:

THIS FORM SHALL BE OPEN TO PUBLIC INSPECTION

SOMERVILLE CODE OF ORDINANCES – SEC 15-71 TO 15-76

CAMPAIGN CONTRIBUTION ORDINANCE INFORMATION

This page provides informational guidance on the requirements of the Somerville “Pay to Play and Campaign Contribution Ordinance”. This is not intended as legal advice. Please always refer to the ordinance for all requirements and definitions.

MANDATORY DISCLOSURE FORM FOR APPLICANTS

APPLICANTS must complete a disclosure and certification form. You are an APPLICANT under this Ordinance if you are an individual, corporation, limited liability company, partnership, association, joint venture, or any other legal entity, who is applying for any of the following items from the City of Somerville, all departments of the city, as well as any authorities and quasi-public corporations that receive appropriations from the city, such as the Somerville Redevelopment Authority:

<u>ITEM TYPE</u>	<u>DESCRIPTION</u>	<u>HOW TO FILE FORM</u>
<i>CONTRACTS</i>	A signed written contract <u>in excess of \$25,000.00</u> for goods or services to which the city or a city-related agency is a party, except where the agreement is required by law to be awarded pursuant to a competitive bidding process under applicable law, or where the agreement constitutes a sole source procurement under Massachusetts General Laws Chapter 30B, Section 7.	File with the contracting entity, before the city may enter into any contract.
<i>ZONING RELIEF</i>	A special permit with site plan review or approval of a planned unit development, as defined in the Somerville Zoning Ordinance, with respect to new construction or renovation <u>in excess of 15,000 square feet</u> .	File with the board hearing the application at the time that an applicant seeks approval.
<i>REAL ESTATE</i>	Acquisition of real estate owned by, or disposition of real estate to, the city or a city-related agency.	File with city agency seeking to dispose / acquire property at the time that an applicant submits a bid or response to a RFP. If not a bid or proposal process, file prior to obtaining title.
<i>FINANCIAL ASSISTANCE</i>	<i>Financial assistance</i> means any grant, loan, tax incentive, bond financing proceeds used to purchase land or fund expenses for improvements made to land or real estate, or other form of assistance that is realized by or provided to a person in the amount of <u>\$50,000.00 or more</u> through the authority or approval of the city or a city-related agency, including, but not limited to, tax increment financing aid, district improvement financing aid, industrial development bonds, or community development block grant aid.	File with the city agency that would provide financial assistance at the time of application.

ELIGIBILITY RESTRICTIONS FOR APPLICANTS

No applicant shall be entitled to obtain the award of any of the items applied for “if such applicant, including those who would be attributed to the applicant under [section 15-73](#) above or any subcontractor used on a contract, has made a total contribution of more than \$500.00 to any individual

candidate for elected office of the City of Somerville or incumbent in either the calendar year of the application or the calendar year preceding the application, provided, however, that the restriction of eligibility with regard to contributions made prior to the year preceding the application shall not apply to any contributions made in the calendar year preceding the adoption of this article and shall only go forward beginning with the year of adoption of the article. No contribution made prior to the effective date of this article shall be deemed to give rise to a violation or penalty under this article.”

No contract may be renewed, extended, or materially amended, unless the resulting renewal, extension, or amendment, would be allowable under the provisions of this article if it were an initial contract.

OBTAINING THE ITEM AND CERTIFICATION ON CONTRIBUTIONS

If you obtain the item applied for, the ordinance contains requirements on certain contributions. The ordinance requires the applicant to certify that the “applicant and anyone attributed to the applicant or any subcontractor used on the contract shall not make any contribution in any calendar year in an amount in excess of \$500.00 to any individual incumbent or to any individual candidate for elective office of the City of Somerville for the next four calendar years following the award of the item, or for the duration of the term of any contract, whichever is longer.” Elected office of the City of Somerville shall mean the mayor, board of aldermen, and school committee of the city.

ATTRIBUTION RULES

The ordinance specifies certain attribution rules in Section 15-73, which are also referenced in sections relating to mandatory disclosure, certification, and eligibility. Section 15-73 provides that where the Applicant is:

<i>An Individual</i>	Any contributions made by the individual, any spouse of the individual, and any children of the individual.
<i>Not an individual but a corporation, partnership or limited liability corporation</i>	Any contributions made by any of its chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, members, managers, principals, or persons performing similar functions, or shareholders in excess of ten percent, and their spouses and children.

CURING A CONTRIBUTION IN VIOLATION OF THE ORDINANCE

An applicant may cure a contribution which violates this ordinance as follows:

Within “30 days after the date on which an applicable office of campaign and political finance report is required to be filed which contains a contribution in violation of this article, the applicant requests a refund in writing from the candidate or incumbent who received the contribution,” AND Within “30 days of the request, the applicant receives a refund of a contribution from the incumbent or any candidate for elective office in the City of Somerville, or political committee for such incumbent or candidate.”

Notwithstanding the above, if there is a contribution in violation of this article, the candidate or incumbent shall refund the contribution within 30 days of receipt of a request for refund, provided that funds are otherwise available in the campaign account of the candidate or incumbent. This article shall be interpreted and applied consistent with all applicable federal and state laws and regulations.