Introduction

The University of Massachusetts Lowell is located in the historic industrial city of Lowell, 25 miles northwest of Boston, with the campus spanning more than 125 acres along the Merrimack River. More than 12,000 resident and commuter students of all backgrounds pursue bachelors, masters, and doctoral degrees as well as professional certificates in the arts, humanities and sciences; education; engineering; health and environment; and management. Internationally recognized for its excellence in science and engineering, UMass Lowell is a leader in nanotechnology and nanomanufacturing, biomanufacturing, bioinformatics and advanced materials. The University is a nationally ranked research university that receives a significant percent of funding from federal agencies and private industry.

More information on the Lowell campus can be found at www.uml.edu.

Scope of Services- SEE ATTACHMENT A

Bid Rejection

The University reserves the right to reject any or all bids received in whole or in part if it is deemed such action is in the best interest of the University and the Commonwealth of Massachusetts.

Preparation of Bids

Bids must be signed, where instructed, in ink and costs typewritten or in ink. Facsimile signatures are unacceptable. Bids which are priced or signed in pencil may be rejected as non-responsive. Bidders are cautioned that errors, alterations, or corrections on the submitted bid must be initialed by the person signing the bid proposal or his/her authorized designee. Failure to do so may result in rejection of the bid for those items
erased, altered, or corrected and not initialied. **Telephone and or Fax bids will not be accepted.**

**Certification of Tax Status**

Pursuant to Massachusetts General Law, Chapter 62C, Section 49 A, the bidder certifies under penalties of perjury that to the best of the bidder's knowledge and belief, they have filed all state tax returns and paid all state taxes required by law.

**Certification of Non-Collusion**

Pursuant to Massachusetts General Law, Chapter 7, Section 22 (20), the bidder certifies under penalties of perjury that their bid is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

**Bid Opening**

Bids will be accepted until **2:00 PM EST on Tuesday, May 22, 2012.**

It is vital that bids be in the Purchasing Office by the due date and time. Please follow the very important information below in regard to mailing or hand delivering a bid.

**We strongly encourage you to contact the Purchasing Office by telephone or e-mail prior to the bid opening to confirm that your bid has been received by the Purchasing Department. The general Purchasing Office phone number is (978) 934-3500 or email address is Purchasing@uml.edu. All communication should reference RFP No. CL12-HT-0055.**

**Contact Person**

All questions from prospective bidders concerning this RFP must be submitted in writing or e-mail by **5:00 PM EST. on Thursday, May 17, 2012** to Heather Tziotziouras via email address Purchasing@uml.edu.

Inquiries received after the specified date and time will not be accepted.
UMASS LOWELL will email its response to all written questions to all bidders of record by **5 p.m. on Friday, May 18, 2012.** UMASS LOWELL will extend the due date by written addendum if such information significantly amends this or makes compliance with the original proposed due date impractical.

**Amendments**

The Purchasing Department reserves the right to amend, alter, or cancel the bid at any time prior to the deadline for submissions of bids. If such action is necessary, all
potential bidders who have received or requested a copy of the bid will be notified of the changes to be made in writing and whether the bid opening date will be extended.

**Debriefing**

Any Vendor may request a debriefing within one (1) week after receiving notification of award, to discuss the Selection Committee’s evaluation of its bid proposal. Request for debriefing shall be made in writing to the Purchasing Manager. Debriefing shall not include discussions of any competing bids.

**Massachusetts Public Record Law**

All bids and related documents submitted in response to this RFP are subject to the Massachusetts Public Records Law, Massachusetts General Law Chapter 66, Section 10 and to M.G.L. Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Statements in the bid response that are inconsistent with those statutes will be disregarded. Any additional questions regarding the Public Records Law should be directed to the Public Records Division at: (617) 727-2832 during regular business hours. You may also access various Public Records Division publications through the Internet at: [www.sec.state.ma.us/pre](http://www.sec.state.ma.us/pre).

**Transfers and Subcontracting**

The Vendor may not subcontract, in whole or in part, any portion of this contract without the written consent of the University.

**Nondiscrimination in Employment and Affirmative Action**

The Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap, or sexual orientation. The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including but not limited to: Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and M.G.L. c.151B.

**Vendor Not Employee of UMASS LOWELL**

The Vendor, or his employees or agents performing under the agreement, are not to be deemed to be employees of UMASS LOWELL nor to be agents of UMASS LOWELL in any manner whatsoever. The Vendor will not hold himself out as, nor claim to be, an officer or employee of UMASS LOWELL and will not make any claim, demand, or application to or for right or privilege applicable to an officer or employee of UMASS LOWELL, including, but not limited to, workmen's compensation coverage, unemployment insurance benefits, social security benefits, or retirement membership or credit.
ATTACHMENT A

REQUEST FOR PROPOSAL (RFP) TO PROVIDE
WEB-BASED BID DOCUMENT DISTRIBUTION, BIDDING, ARCHIVING
(RECORD RETENTION) AND CONSULTING SERVICES
Bid#CL12-HT-0055
DATE 5/7/2012

Section 1.0 - General Information

1. All terms, conditions, requirements and procedures included in this Request for Bid must be met for a Bidder to be determined as responsive. If a Bidder fails to meet any material terms, conditions, requirement or procedure, the Bidder’s response may be deemed non-responsive and rejected.

2. Unless otherwise specified, all communications, responses and documentation must be in English; all measurements must be in feet, inches and pounds; and all cost proposals or figures in U.S. currency. All Bids must be submitted in accordance with the specified terms and no electronic or facsimile copies of will be accepted.

3. Bidders are prohibited from communicating directly with any employee of the Awarding Authority except as specified in this Request for Bid. The Awarding Authority’s Purchasing Department is the only authorized party to provide any information in response to any questions or inquiries concerning this Request for Bid.

4. All Bids and information submitted in response to this Request for Bid are subject to the Massachusetts Freedom of Information Law, M.G.L., Chapter 66, Section 10 and to Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Any statements reserving any confidentiality or privacy rights, exceptions as permitted in this Request for Bid or otherwise inconsistent with the statues, will be void and disregarded.

5. The Awarding Authority makes no guarantee that any services or commodities will be purchased from any contract resulting from this Request for Bid. Any estimates or past procurement volumes referenced in this Request for Bid are included only for the convenience of the Bidders, and are not to be relied upon as any indication of the future purchase levels.

6. Unless otherwise stated in this RFB, any reference to a particular trademark, trade name, patent, design, type, specification, producer or supplier is not intended to restrict this RFB to any manufacturer or proprietor or to constitute an endorsement of any good or service, and the Awarding Authority will consider approved equals.

Section 2.0 - Bid Document Distribution Services

The basic services will require the Bidder to electronically post construction related solicitations and construction bid documents online (web-based); maintain and electronically post a list of plan holders; distribute the hard copy documents; collect and
return the refundable plan deposits (if required); electronically post and distribute hard copies of all addenda; electronically post and distribute hard copies of sub-bid result tabulation (when applicable); and electronically post the general bid result tabulation. Other than the plan holders list, all drawings, specifications, addenda, sub-bid result tabulation and general bid result tabulation will be prepared and provided by the Awarding Authority in a hard copy and/or an electronic format.

**Minimum Required Services:**

In order to satisfy the requirements of M.G.L. Chapter 149, Sections 44A to 44J and MGL c. 30§39M for construction projects, the Bidder must provide the following specific services.

1. Electronically post the advertisement, drawings, specifications, addenda, plan holders list, sub-bid result tabulation and general bid result tabulation online in accordance with MGL c. 149, Section 44B. The bid documents must be fully accessible to the public and all bidders 24/7 without any restrictions or without having to register or to subscribe to a service to view the bid document information. In addition, the bid documents must be posted in a .pdf format to allow easy access to the information by all the project bidders.

Only projects that require pre-qualified bidders will have a restricted document distribution. Working with the Bidder, the Awarding Authority will issue a “password” to the pre-qualified bidders to access the bid document information. The Awarding Authority will require that the pre-approved bidders have access to the bid document information at no cost.

Note: Typically, the Awarding Authority will provide a hard copy and/or electronic copy of the bid documents a minimum of five (5) business days prior to the bid document posting (release) date. However, in some cases the Awarding Authority may only be able to provide the bid documents 78 or 24 hours prior to the bid document posting (release) date.

2. In addition to electronically posting the bid document information, the Bidder must also have the ability to provide hard copies of the bid documents in accordance with MGL c. 149, Section 44B. The Bidder must have a physical location (building address) where project bidders may view and obtain the bid documents. The physical location must be open from 8:00 a.m. to 5:00 p.m. EST on weekdays (excluding State and Federal holidays) in order for a project bidder to obtain a hard copy of the bid documents. The physical location must be in the Commonwealth of Massachusetts or within a 100 mile radius of the Awarding Authority.

3. The Awarding Authority may elect to collect a “refundable plan deposit” for some or all of the bid documents in accordance with MGL c. 149, Section 44B. The Bidder must collect and maintain the plan deposits. Within approximately 30 calendar days after the general bid opening, the Bidder must return the plan deposit to all project bidders that returned the bid documents in good condition. The Bidder shall identify
in writing to the Awarding Authority all project bidders that did not return the plans. The unclaimed plan deposits are the property of the Awarding Authority and will be applied as a “credit” on the invoice.

4. During the course of the bid process, the Awarding Authority may require addenda to be issued for the bid documents. The Bidder must electronically post the addenda and forward hard copies of the addenda to all plan holders. The hard copies of the addenda must be forwarded via certified US Mail or via commercial mail. In either case, the Bidder must be able to verify the tracking and delivery of the addenda in case of protest by a project bidder. Note: Facsimile transmission or only electronic notification of the addenda is not acceptable. All plan holders that request a “hard copy” of the bid documents must also receive a “hard copy” of addenda.

5. The Awarding Authority will prepare the sub-bid result and general bid result tabulations. The Bidder must electronically post both the sub-bid and general bid result tabulations. In addition, the Bidder must mail the sub-bid result tabulation to all the plan holders via general US Mail (certified mail not required) in accordance with MGL c. 149, Section 44F.

6. The Bidder must prepare, maintain and electronically post the current list of plan holders. The Plan Holders list must be maintained up to date every business day.

**Optional Services:** In addition to the minimum services, the Awarding Authority will rank the Bidder more favorably if the following services are also provided.

- The ability to electronically (web-based) receive, manage and display both the sub-bid and/or general bid results. The system shall display and transmit both the “public view” (ex: only first page of the DCAM Updated Statement) and “awarding authority view” (ex: complete DCAM Update Statement) of the electronic bid result information. The electronic bidding process must be auditable and the audit information made available to the Awarding Authority.
- The ability to post and distribute “solicitations” for construction related services. For example, the solicitations may request designer services or limit construction trade services or materials.
- The ability to electronically (web-based) solicit, receive and manage the information for “contractor pre-qualifications” in accordance with MGL c. 149, Sections 44D ½ and 44D ¾. The electronic pre-qualification process must be auditable and the audit information made available to the Awarding Authority.
- The ability for electronic notification to all bidders regarding posting of addenda or other communications required by the Awarding Authority.
- Electronic ordering and payment of the “plan deposit” for the bid documents.
- An “administrative check” of the accuracy of the bid documents. The check will be limited to verifying that the specification table of contents and the drawing list include the correct name and number of pages in the actual bid documents.
- Inclusion of project bidders “trade” as well as the project bidders name and address.
- The ability to upload the bid documents within 24 hours of the bid document posting (release) date.

Section 3.0 - Archiving (Record Retention) Services

The basic services will require the Bidder to organize, upload and maintain (host) the Awarding Authority’s “legacy – hard copy” plan room archives online (web-based). The Bidder will meet with the Awarding Authority to determine how to organize the archive database. Subsequent to establishing the organization of the archive, the Bidder shall scan and upload existing large format hard copy documents into the database. In addition, the Bidder will need to upload small format documents such as specifications, record submittals, operation & maintenance (O&M) manuals and other associated project documents. After establishing the database, the Bidder shall host and maintain the archive database. The Awarding Authority may forward subsequent documents to be loaded to the archive database during the Contract period.

Minimum Required Services:

1. The Bidder shall provide firewalls and anti-virus software to protect the integrity of the archive database. In addition, the Bidder must provide a minimum of two independent “hosting sites” (two separate physical locations) for redundancy, security, preservation and back-up of the archived information.

2. The archive database shall require a “user name” and “password” be provided in order to access the system. The Awarding Authority shall have the ability to add and delete user access to the archive without the assistance or services from the Bidder. In addition, the Awarding Authority shall have the ability to assign the user access with “edit” capabilities or “read only” capabilities.

3. The archive database shall be available 24/7 to all authorized users from any computer or portable device that can access the web.

4. The Bidder shall provide a total of four (4) hour instructional training (annually) on “how to use the archive database”. The training shall occur at the Awarding Authority’s on-site location. The Bidder agrees that the Awarding Authority will determine the number of attendees for the training with no maximum or minimum restrictions.

5. The archive database shall be structured to allow for a quick reference summary of building(s) information. Specifically, the archived documents and information for each project/building shall be organized in folders or a database that will allow for ease of use.

6. The Bidder must have the resources to organize and upload the archive database within six (6) calendar months after the notice to proceed. The performance period is based on an archive with 35,000 individual documents. Note: Prior to contract award,
the Awarding Authority and the Bidder may agree to adjust the performance period to accommodate the actual size of the archive. However, as a minimum, the Bidder must be capable of archiving 35,000 individual documents within six months.

7. The Bidder shall have the capabilities to scan select documents “reverse read” as requested by the Awarding Authority.

8. The archive database must be “searchable” using a keyword or multiple criteria.

9. The archive database shall allow the Awarding Authority to organize, upload and maintain electronic files such CAD files, text documents and photographs.

10. All documents uploaded to the bidder’s archive should be property of the awarding authority.

11. Upon to the termination of the contract the bidder shall return all electronic documents to awarding authority with appropriate documentation outlining file name and content at no cost to the awarding authority.

Optional Services: In addition to the minimum services, the Awarding Authority will rank the Bidder more favorably if the following services are also provided.

- The ability to transfer the electronic documents obtained and received during solicitations, contractor pre-qualification, bid document distribution and bidding into the archive.
- For security purposes, the Awarding Authority shall have the capability to “monitor” the date and time that authorized users access the database.
- If requested by the Awarding Authority, the Bidder shall add additional levels of security via “access codes” and/or “passwords” to portions of the archive database or to the entire archive database.
- Employ “icon navigation” and/or “site locus maps” to facilitate the ease of use and access to the archive database.
- The ability to “brand” and integrate the archive database into the Awarding Authority’s current web-site and/or database system to “appear seamless” to the authorized users.

Section 4.0 – Web Development Consulting Services

The Awarding Authority seeks to increase the efficiency and compliance of its construction services procurement activities. Specifically, the Awarding Authority intends to apply web-based applications that encourage strict compliance with MGL c. 149 and MGL c.30§39M procurement regulations. Such applications may include “off the shelf” software solutions and others may include “jointly developed” software applications with Bidder. The Bidder shall host and maintain the software applications developed for use by the Awarding Authority and the “public”.

CL12-HT-0055 Bid Document Distribution, Bidding and Archiving (Record Retention) Services –RFP 05/07/2012
Minimum Technical Qualifications:
1. Bidder’s staff shall include individuals with ten years experience in the development of web applications.
2. These individuals shall have demonstrated hands-on experience in each of the following technical domains:
   a) LAMP Platform: Linux, Apache, MySQL and PHP are open-source tools that form a desirable ‘stack’ for the web applications defined by UMASS Lowell.
   b) SVN Development Environment: Software development ‘best practices’ require a structured and disciplined development environment. This environment shall include development domains, a QA testing domain and a production domain. Source code on all domains is managed by a common revision control system such as SVN.
   c) Ajax and MVC Design paradigm: Web applications that are scalable and easily maintained commonly use Ajax and Model-View-Controller as design strategies.

Section 5.0 - Selection Criteria

Minimum Qualifications:
To be eligible for selection, the Bidder must meet all of the following qualifications.

1. Be an established business providing the required services for at least 12 months.
2. Include the web-site address to view the Bidder’s system.
3. Provide a minimum of five (5) references that the Bidder has provided services for in the last 12 months.
4. Be an equal opportunity employer that does not discriminate on the basis of race, color, creed, sex, age, marital status, physical handicap, sexual orientation or national origin.

Ranking Criteria:
The Awarding Authority will select the Bidder or Bidders based on the following criteria.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to provide the minimum required services</td>
<td>40</td>
</tr>
<tr>
<td>Ability to provide the optional services</td>
<td>10</td>
</tr>
<tr>
<td>References</td>
<td>5</td>
</tr>
<tr>
<td>Price</td>
<td>30</td>
</tr>
<tr>
<td>Ease of use of the Bidder’s system</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Prior to final contract award, the Awarding Authority may elect to schedule an interview and demonstration with the Bidder(s) using the following criteria;

Advantageous: The proposer’s oral presentation was clear and well organized and demonstrated the proposer’s ability to communicate effectively.
Not Advantageous: The proposer’s oral presentation was unclear and disorganized and did not demonstrate the proposer’s ability to communicate effectively.

**Section 6.0 - Proposal Requirements**

The Bidder shall submit two separate sealed proposals. One labeled “Price Proposal” and the other labeled “Non-Price Proposal”.

Bidder shall submit two originals and one copy of the following information for the Awarding Authority’s review and evaluation. Package must be labeled “Non-Price Proposal”

1. Completed Bidder’s Information Form (Exhibit A)
2. Completed Bidder’s Reference Form (Exhibit C)
3. Completed Certificate of Non-Collusion Form (Exhibit D)
4. Completed State Tax Compliance Form (Exhibit E)
5. Bidder brochure and information (maximum of 4 double side pages)

Bidder shall submit two originals and one copy of the following information for the Awarding Authority’s review and evaluation. Package must be labeled “Price Proposal”

1. Completed Bidder’s Information Form (Exhibit A)
2. Completed Bid Form (Exhibit B – 3 parts)

Bids and proposals will be received until **2:00 PM EST. On May 22, 2012** and publicly opened, forthwith. All Bids should be delivered to: **University of Massachusetts – Lowell, Purchasing Department, Wannalancit Business Center, 600 Suffolk Street, 4th Floor, Lowell, MA 01854** and received no later than the date & time specified above.
BIDDER’S INFORMATION FORM

Bid Proposal includes:
☐ Bid Document Distribution Services Only
☐ Archiving Services Only
☐ Web Development Consulting Services Only
☐ All Services

Company: ________________________________

Address: ________________________________

Phone Number: __________________________

Fax Number: ______________________________

Email Address: ____________________________

Web-site Address: ________________________

Contact Person: __________________________

Federal Identification #: __________________

Date Firm was established: ________________

Type of Entity: __________________________
☐ Sole Proprietor
☐ Corporation
☐ Partnership
☐ Joint –Venture

MBE/WBE Participation:
☐ SDO Certified Minority Business
   Enterprise (MBE)
☐ SDO Certified Woman Business
   Enterprise (WBE)
☐ SDO Certified Minority / Woman
   Business Enterprise (M/WBE)
☐ Sub-consultant MBE/WBE
☐ None

Submit a copy of the SDO certification letter for each MBE/WBE participant and Letter of Intent (Exhibit F) for this RFB.
EXHIBIT B
WEB-BASED BID DOCUMENT DISTRIBUTION, BIDDING, ARCHIVING (RECORD RETENTION) AND CONSULTING SERVICES – BID FORM

BID FORM - Bid Document Distribution Services

TO THE AWARDING AUTHORITY

A. The undersigned proposes to furnish all labor and materials required for Bid Document Distribution Services for the UNIVERSITY OF MASSACHUSETTS - LOWELL in Lowell, Massachusetts in accordance with the Request for Bids prepared by University of Massachusetts - Lowell For the contract price specified below, subject additions and deductions according to the terms of the Request for Bid.

B. This bid includes addenda number(s)

C. Bid Form

<table>
<thead>
<tr>
<th>Base fee includes:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Posting</td>
<td></td>
</tr>
<tr>
<td>Posting up to 100 drawings sheets(^t) (any size)</td>
<td></td>
</tr>
<tr>
<td>Posting specifications (8 ½” x 11” format – unlimited)</td>
<td></td>
</tr>
<tr>
<td>Posting addenda (up to four (4) addenda, any size)</td>
<td></td>
</tr>
<tr>
<td>Posting sub-bid results</td>
<td></td>
</tr>
<tr>
<td>Posting general bid results</td>
<td></td>
</tr>
<tr>
<td>Posting current list of plan holders</td>
<td></td>
</tr>
<tr>
<td>Hard copy distribution to plan holders (see below for reproduction and mailing costs)</td>
<td></td>
</tr>
<tr>
<td>Hard copy distribution of addenda and sub-bid results (see below for mailing costs)</td>
<td></td>
</tr>
<tr>
<td>Collect, manage and return “refundable plan deposit”</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Costs:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Additional Drawings (after first 100 drawings)</td>
<td></td>
</tr>
<tr>
<td>Posting Additional Addenda (after first four (4) addenda)</td>
<td></td>
</tr>
<tr>
<td>Hourly Additional Services</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Services:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Bidding</td>
<td></td>
</tr>
<tr>
<td>Electronic Solicitation Posting and Distribution</td>
<td></td>
</tr>
<tr>
<td>Electronic Contractor Pre-Qualification</td>
<td></td>
</tr>
<tr>
<td>Electronic notification and communication with bidders</td>
<td></td>
</tr>
<tr>
<td>Online registration and plan order</td>
<td></td>
</tr>
<tr>
<td>“Administrative Check” services</td>
<td></td>
</tr>
<tr>
<td>Bidder “trade identification”</td>
<td></td>
</tr>
</tbody>
</table>
EXHIBIT B
WEB-BASED BID DOCUMENT DISTRIBUTION, BIDDING, ARCHIVING (RECORD RETENTION) AND CONSULTING SERVICES – BID FORM

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
<th>Add/project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload of bid documents (78 hours before posting date)</td>
<td>$</td>
<td>Add/project</td>
</tr>
<tr>
<td>Upload of bid documents (24 hours before posting date)</td>
<td>$</td>
<td>Add/project</td>
</tr>
</tbody>
</table>

1. The bid documents will be forwarded for uploading 5 business days before the posting date.
2. This item should reflect any "additional" costs to the base fee price above per project.

Note: Bidder shall enter “N/A” if the services are not available. Entering “0” will be interpreted that the cost is zero.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing Costs</td>
<td></td>
<td>/ square foot</td>
</tr>
<tr>
<td>Drawing reproduction</td>
<td>$</td>
<td>/ square foot</td>
</tr>
<tr>
<td>Plan Binding</td>
<td>$</td>
<td>/ set</td>
</tr>
<tr>
<td>Specification reproduction (single side)</td>
<td>$</td>
<td>/ page</td>
</tr>
<tr>
<td>Specification three-post binding</td>
<td>$</td>
<td>/ spec</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing and Handling Costs</td>
<td></td>
<td>/ set</td>
</tr>
<tr>
<td>Client sets – paid by Client (maximum of 15 sets)</td>
<td>$</td>
<td>/ set</td>
</tr>
<tr>
<td>Addenda w/ signature – paid by Client (Certified) – max. one pound</td>
<td>$</td>
<td>/ addenda</td>
</tr>
<tr>
<td>Sub-bid Tabulation – via 1st class USPS</td>
<td>$</td>
<td>/ bidder</td>
</tr>
<tr>
<td>Return refundable plan deposit – via 1st class USPS</td>
<td>$</td>
<td>/ bidder</td>
</tr>
</tbody>
</table>

Other: (Itemize services and costs for services that are not otherwise identified above in this Bid Form). Attach another sheet if necessary.

The undersigned further certifies under the 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 subsection the word "person" shall mean natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Name of Bidder

Signature ☑

Date: ____________________________

BY:

Signature & Title of person signing bid

Business Address

(City and State)

Note: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of partners if different from business addresses.

BID FORM Page 2 of 5
**EXHIBIT B**
WEB-BASED BID DOCUMENT DISTRIBUTION, BIDDING, ARCHIVING (RECORD RETENTION) AND CONSULTING SERVICES – BID FORM

**BID FORM - Archiving Services (Record Retention)**

**TO THE AWARDING AUTHORITY**

A. The undersigned proposes to furnish all labor and materials required for **Archiving Services** for the UNIVERSITY OF MASSACHUSETTS - LOWELL in Lowell, Massachusetts in accordance with the Request For Bids prepared by University of Massachusetts - Lowell For the contract price specified below, subject additions and deductions according to the terms of the Request for Bid.

B. This bid includes addenda number(s)

**Labor and Material Pricing:** The hourly labor price is to include insurances, taxes, overhead and profit for each service. Include a price for each line item based on the quantities identified. The hourly rates indicated will be used for additional work over the quantities in the base bid amount. The rates will be reviewed and adjusted after the first 12 months of the contract.

C. **Bid Form**

<table>
<thead>
<tr>
<th>Base fee includes:</th>
<th></th>
<th>Set-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive Organization / Database Set-up (one time fee)</td>
<td>$</td>
<td>Set-up</td>
</tr>
<tr>
<td>Drawings Scan and Upload (for first 1000 drawings – any size)</td>
<td>$</td>
<td>/ drawing</td>
</tr>
<tr>
<td>Drawings Scan and Upload (each additional drawing after the first 1000 drawings – any size)</td>
<td>$</td>
<td>/ drawing</td>
</tr>
<tr>
<td>Associated Document Scan and Upload (for pages in 8 1/2” x 11” or 11” x 17” format) unlimited pages</td>
<td>$</td>
<td>/ document</td>
</tr>
<tr>
<td>Associated Document Scan and Upload (for pages in 8 1/2” x 11” or 11” x 17” format)</td>
<td>$</td>
<td>/ page</td>
</tr>
<tr>
<td>Annual Instructional Training (4 hours per year)</td>
<td>$</td>
<td>/ year</td>
</tr>
<tr>
<td>Annual Web-site Maintenance and Hosting (Annual fee is due after the first 12 months of the archive activation date and each year thereafter)</td>
<td>$</td>
<td>/year/10 GB</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Services:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring user access</td>
<td>$</td>
</tr>
<tr>
<td>Additional Level of Security Access</td>
<td>$</td>
</tr>
<tr>
<td>Icon Navigation of Database</td>
<td>$</td>
</tr>
<tr>
<td>Map Reference Locator Feature (one time fee)</td>
<td>$</td>
</tr>
<tr>
<td>Awarding Authority “Branding”</td>
<td>$</td>
</tr>
<tr>
<td>Hourly Additional Services</td>
<td>$</td>
</tr>
</tbody>
</table>

Note: Bidder shall enter “N/A” if the services are not available. Entering “0” will be interpreted that the cost is zero.
Other: (Itemize services and costs for services that are not otherwise identified above in this Bid Form).
Attach another sheet if necessary.

The undersigned further certifies under the 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 subsection the word "person" shall mean natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Name of Bidder

Signature

BY:

Signature & Title of person signing bid

Business Address

(City and State)

Date: ________________________________

Note: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of partners if different from business addresses.
EXHIBIT B
WEB-BASED BID DOCUMENT DISTRIBUTION, BIDDING, ARCHIVING (RECORD RETENTION) AND CONSULTING SERVICES – BID FORM

BID FORM – Web Development Consulting Services

TO THE AWARDING AUTHORITY

A. The undersigned proposes to furnish all labor and materials required for Web Development Consulting Services for the UNIVERSITY OF MASSACHUSETTS - LOWELL in Lowell, Massachusetts in accordance with the Request For Bids prepared by University of Massachusetts - Lowell For the contract price specified below, subject additions and deductions according to the terms of the Request for Bid.

B. This bid includes addenda number(s)

C. Labor and Material Pricing:

The hourly labor price is to include insurances, taxes, overhead and profit for each service. Include a price for each line item based on the quantities identified. The hourly rates indicated will be used for additional work over the quantities in the base bid amount. The rates will be reviewed and adjusted after the first 12 months of the contract.

C. Bid Form

<table>
<thead>
<tr>
<th>Project Manger – Hourly Rate</th>
<th>$ / hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager – Weekly Rate</td>
<td>$ / week</td>
</tr>
<tr>
<td>Software Developer – Hourly rate</td>
<td>$ / hour</td>
</tr>
<tr>
<td>Software Developer – Weekly Rate</td>
<td>$ / week</td>
</tr>
</tbody>
</table>

Note: Bidder shall enter “N/A” if the services are not available. Entering “0” will be interpreted that the cost is zero.

Other: (Itemize services and costs for services that are not otherwise identified above in this Bid Form). Attach another sheet if necessary.

The undersigned further certifies under the 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 subsection the word “person” shall mean natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Name of Bidder

BY:

Signature & Title of person signing bid

Business Address

(City and State)

Note: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of partners if different from business addresses.

BID FORM
BIDDER’S REFERENCE FORM

Bidder’s Name: __________________________________________

The bidder must provide five (5) business references for projects performed & completed within the past twelve (12) months. (Attach additional pages if necessary)

(1) Reference Name: ________________________________

Company: __________________________________________

Address: ___________________________ Phone: _________________

Description and date(s) of work:
- [ ] Bid Document Distribution Services __________________________
- [ ] Archiving Services _______________________________________
- [ ] Web Development Consulting Services_____________________

(2) Reference Name: ________________________________

Company: __________________________________________

Address: ___________________________ Phone: _________________

Description and date(s) of work:
- [ ] Bid Document Distribution Services __________________________
- [ ] Archiving Services _______________________________________
- [ ] Web Development Consulting Services_____________________

(3) Reference Name: ________________________________

Company: __________________________________________

Address: ___________________________ Phone: _________________

Description and date(s) of work:
- [ ] Bid Document Distribution Services __________________________
- [ ] Archiving Services _______________________________________
- [ ] Web Development Consulting Services_____________________

(4) Reference Name: ________________________________

Company: __________________________________________

Address: ___________________________ Phone: _________________

Description and date(s) of work:
- [ ] Bid Document Distribution Services __________________________
- [ ] Archiving Services _______________________________________
- [ ] Web Development Consulting Services_____________________

(5) Reference Name: ________________________________

Company: __________________________________________

Address: ___________________________ Phone: _________________

Description and date(s) of work:
- [ ] Bid Document Distribution Services __________________________
- [ ] Archiving Services _______________________________________
- [ ] Web Development Consulting Services_____________________
EXHIBIT C
WEB-BASED BID DOCUMENT DISTRIBUTION, BIDDING, ARCHIVING (RECORD RETENTION) AND CONSULTING SERVICES

(4) Reference Name: ________________________________
Company: _______________________________________
Address: ___________________________ Phone: ____________

Description and date(s) of work:
☐ Bid Document Distribution Services ___________________________
☐ Archiving Services ___________________________________________
☐ Web Development Consulting Services ___________________________

(5) Reference Name: ________________________________
Company: _______________________________________
Address: ___________________________ Phone: ____________

Description and date(s) of work:
☐ Bid Document Distribution Services ___________________________
☐ Archiving Services ___________________________________________
☐ Web Development Consulting Services ___________________________

References will be contacted to confirm the bidder’s skills, abilities and qualifications to faithfully perform the work as specified.
EXHIBIT D
CERTIFICATE OF NON COLLUSION

The undersigned certifies under penalties of perjury that this Bid or 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.

________________________________________
Contracting Party / Company Name

________________________________________
Authorized Signature (must be in ink and signed by the person submitting the bid)

________________________________________
Title

________________________________________
Date
Pursuant to M.G.L. Chapter 62C, §49A as amended by Chapter 233 of the Acts of 1983,

Section 36, I

______________________________________________
Name and Title

authorized signatory for

______________________________________________
Contracting Party / Company Name

whose principal place of business at

______________________________________________
Street Address

______________________________________________
City/Town State Zip Code

do hereby certify under the pains of penalties of perjury that

______________________________________________
Company Name

has complied with all laws of the Commonwealth relating to taxes.

______________________________________________
Contracting Party Social Security or Federal I.D. Number

______________________________________________
Authorized Signature (must be in ink)

______________________________________________
Date