

**CITY OF NEWTON  
PURCHASING DEPARTMENT**

**REQUEST FOR QUALIFICATIONS:**

**HOME PERFORMANCE CONTRACTOR SERVICES**

*RFQ #22-45*

**Submittal Date: February 24, 2022 at 12:00 noon**

**February 2022**

**Ruthanne Fuller, Mayor**

**CITY OF NEWTON  
PURCHASING DEPARTMENT  
REQUEST FOR QUALIFICATIONS #22-45**

This City of Newton (City) Request For Qualifications (RFQ) invites sealed Statements of Qualification (SOQs) from qualified firms for:

**HOME PERFORMANCE CONTRACTOR SERVICES**

**SOQs will be received until: 12:00 noon, Thursday, February 24, 2022\***

at the Purchasing Department, Room 108, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459. SOQs will not be accepted nor may submitted SOQs be corrected, modified or withdrawn after the deadline for SOQs.

**\*To promote the health and safety of City workers and the public, Newton City Hall is still observing COVID restrictions. The City has adopted the following procedures that may affect your participation in this bid:**

- 1. You may drop off proposals in Room 108. However, proposals not received in Room 108 by mail or courier may, if you choose, be dropped off in a locked drop box at the top of the stairs to left of the main door to City Hall. The box will be checked at the scheduled submission deadline.**
- 2. A list of proposers submitting proposals will be scanned and posted as soon as practicable after the opening.**

RFQ Documents will be available on line at: [www.newtonma.gov/bids](http://www.newtonma.gov/bids) or for pickup at the Purchasing Department **after 10:00 a.m., Thursday, February 10, 2022.**

It is the purpose of this RFQ is to identify two or more contractors approved under the state-sponsored Mass Save program (<https://www.Mass.Save.com/>) to provide energy audits to Newton residents and to either provide energy improvements themselves or recommend contractors to provide such improvements. The cost of audits shall be borne by Mass Save; the cost of improvements shall be the responsibility of the resident.

Proposers requiring clarification or interpretation of the RFQ shall make a written request to the Purchasing Department as indicated above, by noon on Friday, February 18, 2022. Proposers contacting ANY CITY EMPLOYEE or any other person regarding this RFQ outside of the Purchasing Department, once the RFQ has been released, may be disqualified.

The City will make best efforts to give written Responses to the Questions no later than Monday, February 21, 2022 to all individuals or firms requesting a copy of this RFQ by an email Addendum.

Sealed responses to the RFQ from qualified persons or firms must be clearly labeled "RFQ #22-45 Home Performance Contractor Services" and delivered to the Purchasing Department at its address above no later than 12:00 noon on Thursday, February 24, 2022. The sealed responses must include one (1) original and two (2) hard copies and two (2) digital copy in PDF format on separate CD or thumb drive. SOQs may be delivered in person, by courier or by mail. SOQs submitted by fax or electronic mail will not be considered.

SOQs will not be accepted nor may submitted SOQs be corrected, modified or withdrawn after the deadline. There will be no public opening of the SOQs, though on the deadline date a list of all persons who submitted an SOQ will be published. Proposers are responsible for downloading the specifications from the City's web site, and are requested to email the Purchasing Department ([purchasing@newtonma.gov](mailto:purchasing@newtonma.gov)) their company name, address, email address, phone & facsimile number and what bid # (i.e. #22-45) they have downloaded.

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

In the event that any person wishes to attend a bid opening or pre-bid meeting, accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a reasonable accommodation, please contact the city of

Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or (617) 796-1253. For Telecommunications Relay Service, please dial 711.

CITY OF NEWTON

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive style with a prominent initial "N".

Nicholas Read  
*Chief Procurement Officer*  
February 10, 2022

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## **Section I: General Project Information**

<b>Awarding Authority:</b>	<i>City of Newton</i>
<b>Project No.:</b>	<i>22-45</i>
<b>Project Name:</b>	<i>Home Performance Contractor (HPC) Services</i>
<b>Project Location:</b>	<i>Throughout the City of Newton</i>
<b>Project Description:</b>	<i>Energy efficiency assessment and improvements for the residential sector</i>
<b>Submission Deadline:</b> (for submission of SOQs in response to this RFQ)	<i>February 24, 2022 12:00 noon</i>
<b>Submission Address:</b>	<i>Newton City Hall Purchasing Department, Room 108 1000 Commonwealth Avenue Newton Centre, MA 02459 Nick Read Chief Procurement Officer</i>
<b>Estimated Project Duration:</b>	<i>Up to three years from notice to proceed</i>
<b>Project Manager:</b>	<i>Liora Silkes Energy Coach Executive Department 1000 Commonwealth Ave Newton, MA 02459 (781) 808-7152</i>
<b>Project Specific Requirements:</b>	<i>Must be a Mass Save-approved HPC or otherwise offer Mass Save home energy assessments and follow-up energy efficiency work</i>

## **Section II: Newton Energy Campaign**

The City of Newton (City) has a goal of reaching carbon neutrality by 2050. Since about 60% of the City's emissions come from residential buildings and personal vehicles, the City's Climate and Sustainability Team has launched an outreach campaign, entitled "4 Our Future" (Campaign) to encourage residents to take four actions to reduce their greenhouse gas emissions: (1) weatherize, (2) install heat pumps, (3) drive electric and drive less, and (4) use renewable energy such as solar PV. The Campaign is part of a larger effort to reduce greenhouse gas emissions throughout the City from all sources, as described in the City's Climate Action Plan. The City is providing educational support and the services of an Energy Coach<sup>1</sup> and connecting residents to existing state and federal financial tools for taking these steps.

With this Request for Qualifications (RFQ), the City is seeking one or more qualified Home Performance Contractor vendors (HPCs) which can work in conjunction with the Campaign to provide energy audits and recommend energy performance improvements to residents and encourage other Campaign measures. The City understands the barriers that have prevented residents from improving the energy efficiency of their homes, including but certainly not limited to high transaction costs and split incentives, and seeks contractors that can provide an innovative approach to overcoming these challenges and achieving substantial energy savings.

The selected HPCs will provide energy efficiency assessments and retrofits for 1-4-family residential buildings. The HPC will work to increase the total number of Mass Save Home Energy Assessments (HEAs) throughout the City, increase the number of weatherization jobs as follow-ups to the HEAs, and encourage residents to take the three additional energy-related actions: install heat pumps, solar panels, and electric vehicle chargers.

The City requires that the HPC have to the ability to provide whole home heat pump installation services. In addition, if an HPC does not have experience with respect to electric vehicle charging and solar installations, it must be capable, at a minimum, of providing basic information about them to residents. Responding HPCs are also encouraged to partner with other vendors with such expertise. The HPC will collaborate with the City to develop, market and implement plans to reduce energy consumption and residents' use of fossil fuels in their homes and vehicles. The foregoing are collectively referred to as the "Services."

The City will not pay the HPC for the Services: it will be paid either by Mass Save or the resident. The HPC will be compensated from the sale and installation of energy equipment and services it sells to the residents it serves, which may be funded by Mass Save. The City will, based on this RFQ, be recommending the HPC to its residents, by encouraging eligible residents and landlords to participate in the Campaign; leveraging existing relationships with the electric and gas utilities and with environmental organizations and other stakeholders to facilitate appropriate co-branding and coordination to increase the success of the Campaign; working with the HPC to seek other sources of assistance and enhancements to utility and other programs that can be expected to improve the success of the Campaign; and collaborate with the HPCs in marketing their Services as part of its Campaign.

Pursuant to the foregoing, the City requests competitive sealed Statements of Qualification (SOQs) from qualified HPCs to provide the Services.

The agreement resulting from this RFQ ("HPC Agreement") will have a term of one year with two additional one year renewal options, exercisable at the sole discretion of the City. The HPC Agreement will be subject to the City's right to terminate without cause. In no event shall the City have any obligation to the HPC. Any energy-related services that are outside the Services shall be performed only pursuant to a separate written agreement between the City and the HPC.

The City is seeking one or more qualified firms or teams of firms capable of:

- assessing a variety of elements of residential building energy performance, including the feasibility of weatherization, heat pumps, EV charging stations, and solar PV installations;
- installing energy improvement measures, which must at a minimum include weatherization measures and heat pumps;
- providing extremely courteous customer service;

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<sup>1</sup> Liora Silkes, [lsilkes@newtonma.gov](mailto:lsilkes@newtonma.gov), (781) 808-7152.

- program data collection and management, regular sharing of data through monthly reports to the City, and a focus on ways to evaluate and continuously improve delivery of the Services;
- community outreach and educational events, as well as other marketing efforts and support to engage the entire community.

While the Services will be a joint City-HPC initiative, the HPC will be expected to provide the staffing and resources to provide the Services.

### **Section III: General Instructions**

In response to this RFQ, interested Contractors are required to submit a Statement of Qualifications (“SOQ”) application package as follows:

#### **A. Contents Of Statement Of Qualifications Application Package**

The required SOQ application package consists of the following:

1. Proposer’s implementation plan and organizational chart identifying how it will carry out the Services identified in this RFQ and achieve the maximum energy savings and other benefits to residents and owners of 1-4-family residential buildings in Newton. This plan should include a strategy to achieve or exceed the goals set in the Newton Climate Action Plan, which are: 4,000 energy assessments, 800 weatherization jobs, and 450 heat pump installations in 1-4-family homes per year by 2025.
2. A copy of the HPC’s planned energy assessment addendum to the standardized Mass Save report that includes draft content or a discussion of how it will include content to provide the following information:
  - A defined set of improvements to be offered to residents,
  - Any interim steps that may be necessary before fully weatherizing the home,
  - Age of home’s heating system,
  - Any heat pumps already installed,
  - Amperage of the electrical service to the home or unit,
  - Basic solar information such as building orientation and shading,
  - Year, make, and model of vehicles.
3. Description of methods for addressing barriers to energy efficiency measures and previous success in overcoming those barriers such as: split incentives between landlord and tenants, cost ineffectiveness of small projects, and weatherization barriers the removal of which goes beyond the Mass Save program (upgrades to ventilation, updating electrical service, etc.). The Proposer is encouraged to enumerate other types of barriers they often encounter as well.
4. The Proposer’s and its subcontractors’ or partners’ qualifications and capabilities to provide the Services, including examples of previous experience such as customer testimonials, case studies of homes with reduced energy use attributable to the Proposer’s services, evidence of previous work with partners such as municipalities and community organizations, and industry certifications. Specifically address capabilities related to 1) weatherization, 2) whole house heat pump retrofits, 3) electrical upgrade needs, 4) solar photovoltaics, and 5) electric vehicle charging. With regard to weatherization, provide a guideline and/or examples of the depth of air sealing/insulation performed.
5. An outreach strategy for reaching a sufficient number of Newton households to initiate approximately 2,156 energy assessments per year in the first year and increase the rate of energy assessments that result in follow-up actions by the HPC or others, including weatherization barrier mitigation, air sealing, insulation, heat pump installation, solar PV installation, and electric vehicle purchase/charger installation.

- 6.** Status as an HPC or potential for becoming an HPC and an Independent Installation Contractor (IIC) under the Mass Save Residential Coordinated Delivery initiative. HPC must remain in good standing with Mass Save through duration of the contract. Proposers are to include in their response a staffing plan, including all subcontractor entities and number of staff who will be involved with or committed to the delivery of services, including but not limited to: program management, outreach, assessment of building energy performance, financing, customer service, and installation of measures. Proposals should specify the qualifications and capabilities of respondents to provide these services, including resumes for key staff and a description of the payment model for staff, e.g., salaried, commission, etc. Proposers should also note if their company is a certified MBE/WBE and what their company policy is concerning diversity in hiring and subcontracting.
- 7.** Schedule of fees to be charged and an explanation of the basis of the charges by the HPC for equipment and services it sells to the consumers it serves.
- 8.** A schedule for developing and rolling out an energy assessment addendum that includes the information described herein; a schedule for acquiring the capacity to deliver the Services beyond the HPC's current weatherization capabilities if the HPC does not currently have such capacity; a plan for a marketing and implementation campaign, including both a focus on targeted follow-up for residents who have received HEAs and the promotion of actions described herein that are beyond the scope of Mass Save weatherization work.
- 9.** Proposer's website, or plans to develop one, which has the capacity to allow residents to schedule HEAs, and information as to whether or not the website can be Newton-specific.
- 10.** Description of telephone and email intake and customer service, including hours of operation and targeted response time to inquiries and complaints.
- 11.** Plans for monthly reporting to the City as related to the goals stated in Item A(1) above, including but not limited to the number of: leads; completed installations of each measure; referrals to partners; numbers of residents who declined and completed recommended energy-efficiency measures and information on the barriers they faced if they declined; and data that indicate the effectiveness of any targeted marketing campaigns and complaints.
- 12.** Description of initial and ongoing training provided to all staff including marketers, auditors, and installers.
- 13.** Description of quality assurance and continuous improvement measures to increase high-quality results and customer satisfaction.
- 14.** Proof of Home Improvement Contractor license and insurance for the HPC and any subcontractor(s), including tail insurance after the contract resulting from this RFQ has expired.
- 15.** City-required forms as follows:

  - Bidder's Qualification and Reference Form, 2 pages
  - Certificate of Non-Collusion, 1 page
  - Certification of Tax Compliance, 1 page
  - Certificate of Foreign Corporation (if applicable), 1 page
  - IRS W9 Form, 1 page
  - Debarment Form, 1 page
  - Business Category Information Form, 1 page
- 16.** Acknowledgment of all addenda issued pursuant to the RFQ.



**B. Submission Deadline:** February 24, 2022 at 12:00 noon.

The Statement of Qualifications Cover Sheet (attached), an original and two (2) complete copies, as well as two (2) digital copies in PDF format on separate CD or thumb drives, of the interested Contractor's SOQ application package must be received by the City on or before the Submission Deadline, above, as determined by the City's date/time stamp. All envelopes should be mailed or delivered to:

City of Newton Newton City Hall Purchasing Department, Room 108 1000 Commonwealth Avenue Newton Centre, MA 02459
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*SOQ application packages received by the City later than the Submission Deadline will be rejected and returned to the respondent Contractor. Respondent Contractors are cautioned to allow sufficient time for mailed materials to be received. Telecopied, faxed, or e-mailed qualifications will not be accepted. City shall not be responsible for mail not received, deliveries not made, or SOQ application packages not received by Submission Deadline.*

**C. Required Exterior Label for SOQ Application Package Envelope**

SOQs will not be read publicly and should be submitted in a sealed envelope. All envelopes **must be labeled on the outside** with the following information:

<b>RFQ for Home Performance Contractor Services</b>
<b>Awarding Authority Name: City of Newton</b>
<b>Project Name: Home Performance Contractor Services</b>
<b>Project Number: 22-45</b>
<b>Respondent Contractor's Name:</b>
<b>Respondent Contractor's Address:</b>
<b>Respondent Contractor's Telephone #:</b>
<b>Respondent Contractor's Contact Person:</b>

**Section IV: Anticipated Schedule**

<b>Anticipated Completion of RFQ Evaluations:</b>	<b>March 18, 2022</b>
<b>Anticipated Notice To Proceed:</b>	<b>May 1, 2022</b>
<b>Anticipated Performance Period:</b>	<b>1 year from notice to proceed with two one-year additional extension options</b>

## **Section V: Review and Selection**

All responses to the RFQ shall be evaluated by an Evaluation Committee assigning a ranking of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable. The evaluators shall prepare their evaluations based on the criteria contained herein.

- Basic qualifications: Proposers must meet and provide proof of meeting the requirements as expressed in Section III. A, including status as a Mass Save HPC, holding proper insurance, and providing information on company policy regarding diversity in hiring and subcontracting.
- Technical qualifications of the Proposer's staff and subcontractors. The Proposer's expertise in evaluating 1-4-family homes and installing energy equipment, as described by the Scope of Services.
- Proposer's organization, plan and schedule for developing and rolling out the Services.
- Marketing and outreach: The Proposer's plan and proven expertise to promote the adoption of all four energy efficiency and clean energy activities through the Campaign.
- Reporting and communication: The proposer's methods of sharing information, data, updates from the field, and working with the City to modify implementation plans as necessary.

In addition to the foregoing, the Evaluation Committee may request interviews with proposers.

The City reserves the right to reject any and all proposals as determined to be in the best interest of the City.

## **Section VI: Additional Information**

### **A. Status Of Request For Qualifications**

This RFQ is solely a request for qualifications. It does not represent an offer nor does it confer any rights on any respondent Contractor. The City shall not be responsible under any circumstances for any costs incurred by any respondent Contractors to this RFQ. The City reserves the right to cancel this procurement at any time if it is in its the best interest to do so.

### **B. Treatment Of Information Submitted**

The City shall have no obligation to treat any information submitted by an interested Contractor in or in connection with a SOQ as proprietary or confidential unless the City determines that the information legitimately requires such treatment. In such case, the City's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. The City shall have the right to use all or portions of the SOQ as it considers necessary or desirable in connection with the above described energy program. By the submission of a SOQ the respondent Contractor thereby grants to the City an unrestricted license to use the SOQ, including all materials submitted therewith, in connection with the program.

### **C. Communication Between the City and Respondent Contractors**

Unauthorized communications or contact between Contractors, their employees, agents or other related entities interested in submitting a SOQ and the City or any other person or entity participating on the Evaluation Committee with regard to the Project are strictly prohibited. The only authorized communications shall be written inquiries to the City Purchasing Department for general information about obtaining the RFQ, RFQ submission deadlines, and the existence of any relevant addenda to the RFQ.

Oral and other clarifications will be without legal effect. All such clarifications will be considered part of this RFQ as addenda.

The City will mail addenda to all respondent Contractors that have notified the City or have received the RFQ directly from the City, and will post the addenda on the web site <https://www.newtonma.gov/bids> in the listing for this program. It shall be the sole responsibility of the respondent Contractor to ascertain the existence of any and all addenda issued by the City.

From the date of issuance of this RFQ, any respondent Contractor that contacts directly or indirectly any member or employee of the City or any member of the evaluation committee in connection with the selection process or the contract contemplated herein for this program is subject to disqualification. Contact is permitted for the purpose of obtaining a copy of this RFQ or to submit a written question or request clarification of the contents of this RFQ.

**D. Insurance Requirements.**

The Contractor shall provide insurance coverage as listed below. This insurance shall be provided at the Contractor's expense and shall be in full force and effect during the full term of this Contract.

WORKER'S COMPENSATION

Worker's Compensation: Per M.G.L. c.149, §34 and c. 152 as amended.

COMMERCIAL GENERAL LIABILITY

Personal Injury	\$500,000 each occurrence \$1,000,000 aggregate
Property Damage	\$500,000 each occurrence \$1,000,000 aggregate

VEHICLE LIABILITY

Personal Injury	\$500,000 each person \$1,000,000 aggregate
Property Damage	\$300,000 each occurrence \$500,000 aggregate

The City shall be named as additional insureds on the Contractor's Liability Policies.

The Contractor shall not commence the work until proof of compliance with this has been furnished to the City by submitting one copy of a properly endorsed insurance certificate issued by a company authorized to write insurance in the Commonwealth. This certificate shall indicate that the contractual liability coverage is in force. The Contractor shall file the original and one certified copy of all policies with the City within ten (10) days after contract award.

If the City is damaged by the Contractor's failure to maintain such insurance and to so notify the City, then the Contractor shall be responsible for all reasonable costs attributable thereto.

Cancellation of any insurance required by this contract, whether by the insurer or the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and City at least thirty days prior to the effective date thereof, which shall be expressed in said notice.

**Statement of Qualifications Cover Sheet**

- a** **RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested HPC are advised to carefully review the Item A: Contents of Statement of Qualifications of Section III: General Instructions.

- b. Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in the disqualification.
- c. Authorization to Sign:** This form **MUST** be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained therein.
- d. Acknowledge all addenda pursuant to this RFQ.**
- e. Debarment Status:** By signing below, the interested Home Performance Contractor also certifies that it is not currently debarred from performing public work for the Commonwealth
- f. This RFQ includes addenda number(s) \_\_\_\_ , \_\_\_\_ , \_\_\_\_ , \_\_\_\_ ,**

*SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:*

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

Print Name:
Title of Signatory:
Company:
Business Address:
Telephone:
E-mail Address:

**CITY OF NEWTON**

**BIDDER'S QUALIFICATIONS AND REFERENCES FORM**

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

- 1. FIRM NAME: \_\_\_\_\_
- 2. WHEN ORGANIZED: \_\_\_\_\_
- 3. INCORPORATED? \_\_\_\_ YES \_\_\_\_ NO DATE AND STATE OF INCORPORATION: \_\_\_\_\_
- 4. IS YOUR BUSINESS A **MBE**? \_\_\_\_ YES \_\_\_\_ NO **WBE**? \_\_\_\_ YES \_\_\_\_ NO or **MWBE**? \_\_\_\_ YES \_\_\_\_ NO
- \* 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \* 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?  
\_\_\_\_ YES \_\_\_\_ NO  
IF YES, WHERE AND WHY?

\_\_\_\_\_  
\_\_\_\_\_

- \* 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? \_\_\_\_ YES \_\_\_\_ NO  
IF YES, PROVIDE DETAILS.

\_\_\_\_\_  
\_\_\_\_\_

- \* 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \* 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_

DOLLAR AMOUNT: \$ \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
PUBLICLY BID? \_\_\_\_\_ YES \_\_\_\_\_ NO  
TYPE OF WORK?: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_) \_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT?: \_\_\_\_\_  
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_  
DOLLAR AMOUNT: \$ \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
PUBLICLY BID? \_\_\_\_\_ YES \_\_\_\_\_ NO  
TYPE OF WORK?: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_) \_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT?: \_\_\_\_\_  
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_  
DOLLAR AMOUNT: \$ \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
PUBLICLY BID? \_\_\_\_\_ YES \_\_\_\_\_ NO  
TYPE OF WORK?: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_) \_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT?: \_\_\_\_\_  
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_  
DOLLAR AMOUNT: \$ \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
PUBLICLY BID? \_\_\_\_\_ YES \_\_\_\_\_ NO  
TYPE OF WORK?: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_) \_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT?: \_\_\_\_\_  
(i.e., contract manager, purchasing agent, etc.)

10. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: \_\_\_\_\_ BIDDER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**END OF SECTION**

**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 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 or individuals.

\_\_\_\_\_

(Signature of individual)

\_\_\_\_\_

Name of Business

## CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L. c.62C, §49A and requirements of the City, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.\*

\_\_\_\_\_  
\*\*Signature of Individual (Mandatory)

\_\_\_\_\_  
\*\*\* Contractor's Social Security Number  
(Voluntary) or Federal Identification Number

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**OR**

\_\_\_\_\_  
Company Name  
(Corporation, Partnership, LLC, etc.)

By: \_\_\_\_\_  
\*\*Corporate Officer (Mandatory)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\* The provision in this Certification relating to child support applies only when the Contractor is an individual.

\*\* Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

\*\*\* Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.



## CERTIFICATE OF FOREIGN CORPORATION

The undersigned hereby certifies that it has been duly established, organized, or chartered as a corporation under the laws of:

---

**(Jurisdiction)**

**The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, §39L (if applicable) and with the requirements of M.G.L. c. 156D, §15.03 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.**

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**Name of person signing proposal**

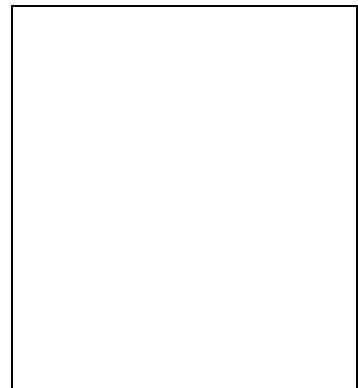
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**Signature of person signing proposal**

---

**Name of Business (Please Print or Type)**

*Affix Corporate Seal here*



City of Newton



Mayor  
Ruthanne Fuller

**Purchasing Department**  
Nicholas Read ☎ *Chief Procurement Officer*  
1000 Commonwealth Avenue  
Newton Centre, MA 02459-1449  
purchasing@newtonma.gov

Telephone  
(617) 796-1220  
Fax:  
(617) 796-1227  
TDD/TTY  
(617) 796-1089

Date

Vendor

Re: Debarment Letter for Invitation For Bid #\_\_\_\_\_

As a potential vendor on the above contract, the City requires that you provide a debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

**Debarment:**

**Federal Executive Order (E.O.) 12549 “Debarment and Suspension“ requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.**

I hereby certify under pains and penalties of perjury that neither I nor any principal(s) of the Company identified below is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

If you have questions, please contact Nicholas Read, Chief Procurement Officer at (617) 796-1220.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                 <input type="checkbox"/> C Corporation                 <input type="checkbox"/> S Corporation                 <input type="checkbox"/> Partnership                 <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>  <input type="checkbox"/> Other (see instructions) ▶ _____         </p> <p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>
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### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
OR					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**Business Category Information Form\***

**RFQ No. 22-45**

**Home Performance Contractor Services**

<b>Business Type Categories*</b>	<b>Select All That Apply</b>
MBE: Minority-Owned Business Enterprise	
WBE: Women-Owned Business Enterprise	
VBE: Veteran Business Enterprise	
SDVOBE: Service-Disabled Veteran-Owned Business Enterprises	
DOBE: Disability-Owned Business Enterprise	
LGBTBE: Lesbian, Gay, Bisexual, Transgender Business Enterprise	

\*Information is being collected as part of a City initiative to open contract opportunities to underrepresented vendors.

I do not wish to complete this form.

There is no penalty for persons who do not complete this Form, and whether or not the Form is completed will not be taken into consideration in awarding a bid.

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
By: \_\_\_\_\_

Date: