

City of Methuen

**41 Pleasant Street
Methuen, Massachusetts 01844**



Request for Qualifications Methuen/Andover MassSave Community First Partnership

Request for Proposal Available: Monday, Sept. 22nd, 2025

Deadline to Submit Proposal: Wednesday, October 15th, 2025 @ 12:00 P.M. Noon

REQUEST FOR QUALIFICATIONS

CITY OF METHUEN

ENERGY ADVOCATE FOR METHUEN/ANDOVER MASS SAVE COMMUNITY FIRST PARTNERSHIP

The City of Methuen, as lead community for the Methuen-Andover MassSave Community First Partnership is requesting qualification statements and letters of interest from qualified applicants to provide outreach, education and marketing services as a program Energy Advocate.

The selected candidate will engage Methuen and Andover residents and small businesses in expanding community access to energy efficiency measures that save costs and reduce greenhouse gas emissions. The Energy Advocate will lead efforts in build partnerships and foster community to increase local knowledge about Mass Save programs and to support energy efficiency program enrollment and participation.

Copy of the RFQ will be available on September 22, 2025 @ 9:00 am via download
www.methuen.gov/purchasing.

All potential bidders must be registered as a plan holder through this link.

Applicants should send letters of interest with resumes/qualification statements and at least three (3) professional references to the City Clerk's Office at Methuen City Hall, 41 Pleasant St., Rm. 112, Methuen, MA 01844. Envelopes should be marked "MassSave CFP Energy Advocate Application". Applications must be received no later than 12:00 P.M. Noon Wednesday, October 15th, 2025.

The City reserves the right to waive any informalities, to accept or reject, in whole or in part, any or all bids, or take whatever other action may be deemed to be in the best interest of the City.

Lauri Antonacci
Purchasing Director

E.T. Publication: Sept. 21, 2025

REQUEST FOR QUALIFICATIONS

Energy Advocate City of Methuen & Town of Andover

The City of Methuen in partnership with the Town of Andover is seeking qualification statements and letters of interest from individuals able to provide community outreach, marketing and education services to households and small businesses on Mass Save® energy efficiency programs.

The Energy Advocate, under a personal services contract with the City of Methuen, directly reports to the Methuen Environmental Planner/Energy Manager and will lead the City of Methuen/Town of Andover partnership outreach to residents and small businesses in both communities to increase participation in energy efficiency programs. This role engages communities, especially underrepresented groups, to access energy-saving opportunities that lower utility costs and contribute to a sustainable future. As an Energy Advocate, you will build partnerships and foster community to increase local knowledge about Mass Save programs and to support energy efficiency program enrollment and participation.

As part of a statewide cohort of Energy Advocates in the Mass Save Community First Partnership (CFP), the Energy Advocate will receive training and ongoing support from the Methuen/Andover partnership and the Utility Sponsors of Mass Save National Grid and Eversource. This is a unique opportunity for a self-driven, organized professional passionate about community sustainability and committed to making a measurable impact.

Responsibilities:

Community Outreach: Develop and implement a localized outreach plan targeting priority groups -- including renters, landlords, moderate-income households, non-English speaking households, and small businesses – that meet or exceed the Methuen/Andover goals. Organize events, deliver presentations, and utilize media channels to promote the Mass Save programs.

Community Representation and Engagement: Serve as a representative of the Methuen/Andover Partnership in the Statewide CFP cohort and demonstrate an understanding of the local community's unique needs, with a focus on engaging majority-minority populations and those served by the CFP initiative.

Partnership Building: Build meaningful partnerships with local nonprofits, municipalities, and community organizations to actively collaborate to design and implement strategies to expand reach and program participation to align with shared goals.

Customer Support: Work with Mass Save program vendors to address customer-specific needs and improve engagement outcomes. Respond to customer requests for support, either by connecting the customer to the appropriate party or helping the customer resolve the situation directly.

Volunteer and Intern Engagement: Recruit, coordinate, and support interns and/or volunteers to enhance outreach efforts and strengthen community connections.

Data Management: Maintain accurate records in Salesforce to track outreach efforts, customer interactions, and program participation. Uphold data privacy requirements of Mass Save Sponsors to protect customer information.

Training & Learning: Attend training sessions, participate in cross-community learning, and contribute feedback to improve the CFP initiative.

Addenda Interpretations: All questions by prospective Bidders as to the interpretation of Notice to Contractors, form of proposals, form of contract, plans and specifications must be submitted in writing through the following email Purchasing@methuen.gov. All questions are due Wed., October 8th, 2025 by 12:00 noon. The City will then issue an addenda and post that to the City's website Methuen.gov/purchasing, for all proposers to view not less than two (2) calendar days before the date of the opening, interpretations of all questions raised which, in their opinion, require interpretation.

Qualifications Criteria:

Essential:

- Strong organizational, communication, and public speaking skills with demonstrated ability to lead public engagement and outreach efforts.
- Experience working with diverse populations across languages, socio-economic, or cultural backgrounds, majority-minority communities, and engaging populations served by CFP programs.
- Fluency in Spanish and English
- Creativity in outreach strategies, including leveraging social media and partnerships.
- Skills in building partnerships and aligning efforts toward shared goals.
- Strong interpersonal and customer service skills, with the ability to follow up effectively.
- Proficiency with data entry and tracking in spreadsheets or similar tools and reporting on expenses and outreach activities.

Evaluation/Preferred:

- Fluency in Spanish and English
- Experience with CRM systems like Salesforce.
- Familiarity with energy efficiency or sustainability initiatives.
- Experience leading or supporting interns and volunteers.
- Proven ability to inspire action and foster collaboration.

Hours and Compensation: This is a 35-hour-a-week personal services contract position. The hourly rate schedule range is \$35 - \$45/hour. Position is funded through a 3-year Community First Partnership (CFP) grant award to the City of Methuen as lead community for the Methuen-Andover partnership. Contract term is subject to continued availability of MassSave funding to the partnership. The current CFP grant term expires March 2028.

How to Apply: Please send application consisting of qualifications statement/resume, a listing of a minimum of three (3) professional references, and a letter of interest summarizing how your experience, background and skills address the Qualifications Criteria listed above. Also include signed Tax Compliance and Non-Collusion certifications of Appendix A. Application must be sent by mail to the City Clerk's Office at Methuen

City Hall, 41 Pleasant St., Rm. 112, Methuen, MA 01844. Envelopes should be marked "MassSave CFP Energy Advocate Application". Applications must be received no later than 12:00 P.M. Noon Wednesday, October 15th, 2025.

Selection Process: A candidate selection committee with representatives from both Methuen and Andover will review candidate applications and rank each based on the Qualifications Criteria. The Committee may schedule interviews with top-ranked candidates before making final recommendation on personal services contract award by the City.

The City of Methuen is the lead community for the CFP grant and is an equal opportunity employer in its programs and activities. The City is committed to the full inclusion and consideration of all qualified individuals for its open positions, regardless of their race, gender identity, religion, ethnicity, age, physical abilities, sexual orientation, veteran status, or personal experience. It is the City of Methuen's goal to embrace diverse perspectives and welcome candidates from underrepresented groups to help make its vision a reality, by providing access to resources to all candidates and providing reasonable accommodations to persons with disabilities. If reasonable accommodation is needed to participate in the application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of contract employment, please contact Sandy Almonte, ADA/DEI Coordinator.

NON-COLLUSION

The undersigned certifies under penalties of perjury that this RFP 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 or individuals.

TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual/Organization

Print Name

Name of Firm

Date

** Include with your application if submitting as organization

CLERK CERTIFICATE

AUTHORIZATION TO SIGN CONTRACT

At a duly authorized meeting of the Board of Trustees/Directors of the

_____ held on _____
(Name of Organization) (Date)

which all the Trustees/Directors were present and waived notice, it was VOTED, that

_____ of this organization, is authorized to
(Name)
execute contracts in the name and behalf of said organization, and affix its corporate seal
thereto; and such execution of any contract or obligation in this organization's name on its
behalf by such _____ under the seal of the organization shall be
(Officer)
valid and binding upon this organization.

I hereby certify that I am the clerk of the _____ and

that _____ is the duly elected _____ of
(Type name) (Officer)

said organization, and that the above vote has not been amended or rescinded and remains
in full force and effect as of this date.

Corporate Seal Here:
(if no seal, print "none")

Signature

Type Name

Date

Title

W-9 on next page is to be included with your application.

**CITY OF METHUEN
PROFESSIONAL SERVICES CONTRACT**

This AGREEMENT made as of _____, 2025 by and between _____, hereinafter referred to as "the Contractor", and the **CITY OF METHUEN, MASSACHUSETTS**, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, hereinafter referred to as "the City."

WITNESSETH THAT:

WHEREAS, the City desires to engage the Contractor to render certain services hereafter described as Energy Advocate for the Methuen-Andover MassSave Community First Partnership.

NOW THEREFORE, the parties hereto do mutually agree as follows;

****GENERAL PROVISIONS****

1. Employment of Contractor. The City agrees to engage the services of the Contractor and the Contractor agrees to perform the services hereinafter set forth.
2. Scope of Services. The Contractor shall do, perform, and carry out, in a satisfactory and proper manner, as determined reasonable and fairly by the City, the tasks described within Schedule A, Scope of Services, attached hereto and made a part hereof.

The City shall have a reasonable opportunity to inspect all services performed by and work product of the Contractor and accept or reject such service or work product.

3. Directives Within Scope of Services. The above tasks and items are not intended to be all inclusive. The City may add to or delete any items, provided that any added items are of a similar nature, and provided that the total cost of such work does not exceed the total cost as specified in Paragraph 8 hereof. The Contractor shall undertake such work only upon the direction of the City. All directives and changes thereof in conformance with this Agreement shall be in written form, prepared and signed by the City and accepted and countersigned by the Contractor or his authorized representatives. Any added tasks or items which are not agreed to be within the Scope of Services by both the City and the Contractor, or which will incur costs beyond the total cost specified in Paragraph 8, shall be handled in accordance with Paragraph 13 hereof.

4. Data to be furnished to Contractor. All information, data and reports as are existing, available, and necessary for the carrying out of work, shall be furnished to the Contractor upon request without charge by the City, and the City shall cooperate with the Contractor in the carrying out of the Scope of Services.
5. Personnel. (a) The Contractor represents that he has, or will secure at his own expense, all personnel required for the performance of the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City except as employees of the Contractor. (b) All of the services required hereunder will be performed by the Contractor or under his supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services. (c) None of the work or services covered by the Agreement shall be subcontracted without the prior written approval of the City.
- 5.1 The Contractor certifies that it is not disbarred, suspended, or otherwise excluded from receiving funds or bidding on any project by any State or Federal Agency.
6. Waiver of Workmen's Compensation and Unemployment Compensation Benefits. It is agreed that the Contractor and Contractor's employees, agents, servants or other persons for whose conduct the contractor is responsible shall not be deemed to be employees of the city and shall not file any claim nor bring any action for any workmen's compensation or unemployment benefits and compensation for which they may otherwise be eligible as a result of work performed pursuant to the terms of this Agreement.
- 6.1 The Contractor is retained solely for the purposes of and to the extent set forth in this Contract. Contractor's relationship to the City during the term of this Contract shall be that of an independent Contractor. The Contractor shall have no capacity to involve the City in any contract nor to incur any liability on the part of the city. The Contractor, its agents or employees shall not be considered as having the status or pension rights of an employee; provided that the Contractor shall be considered an employee for the purpose of General Laws c. 268A (the Conflict of Interest Law). The City shall not be liable for any personal injury to or death of the Contractor, its agents or employees.
7. Duration. The services of the Contractor are to commence as of the date first written above and shall be undertaken and completed in such sequence as to assure their expeditious completion in light of the purposes of this Agreement. All of the services required pursuant to Schedule A, Scope of Services, herein shall be completed pursuant to the Schedule in the bid documents. Any changes in performance dates shall be handled in accordance with paragraph 13, herein. Additional services may be requested at the option of the City, which shall be completed by such date as may be established by the City at the time of authorization subject to mutual agreement of the parties thereto.
- 7.1 It is understood and agreed that all specified times or periods of performance are of the essence of this Contract.

8. **Compensation.** The City agrees to pay the contractor the compensation specified in Schedule B, Compensation and Method of Payment, which is attached hereto and made a part hereof, for the above services which shall constitute complete compensation for all services rendered and for such reimbursable expenses as authorized per paragraph 9, Reimbursable Expenses. Appropriate sums will be paid, subject to receipt of a detailed requisition for payment from the Contractor specifying that he has performed the work and incurred authorized reimbursable costs under this Agreement in conformance with the Agreement, and that he is entitled to receive the amount requisitioned under the terms of the Agreement and approval of said requisition by the City department responsible for payment of this Contract.
 - 8.1 The Contractor may, in the absence of a payment schedule, periodically submit to the Official invoices, itemizing service, labor and expenses for which compensation is due and requesting payment for services rendered by the Contractor during the period covered by the invoice.
 - 8.2 Acceptance by the Contractor of payment from the City for final services under this Contract shall be deemed to release forever the City from all claims and liabilities.
9. **Reimbursable Expenses.** The City agrees to reimburse the Contractor only for those direct costs incurred by the Contractor pursuant to the performance of work under this Agreement as set forth and authorized within Schedule B, Compensation and Method of Payment, herein. As the City is exempt from sales tax, sales tax charges are not reimbursable by the City.
 - 9.1 In the event that this Contract provides for reimbursement by the City to the Contractor for travel or other expenses, the Contractor shall submit such proposed expenses to the Official for approval prior to the incurrence of such expenses.
10. **Termination of Agreement for Cause.** If, through any cause, the Contractor shall fail to fulfill in a timely manner all obligations under this Agreement, or if the Contractor shall violate any or all of the provisions of this Agreement, the City shall thereupon have the right to terminate this agreement by written notice to the Contractor of such termination specifying the effective date thereof at least five (5) days before the effective date of such termination. Cause shall also include, but not be limited to, dissolution, termination of existence, insolvency, appointment of receiver of any property, assignment for the benefit of creditors, or commencement of any proceeding under any bankruptcy or insolvency laws by or against the Contractor. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Agreement shall, at the option of the City, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other material.

Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for

the purposes of setoff until such time as the exact amount of damages due to the City from the Contractor is determined.

11. Termination for Convenience of City. The City may terminate this Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date of such termination. In that event, all finished or unfinished documents and other materials as described in Paragraph 11 above shall, at the option of the City, become its property. If the Agreement is terminated by the City as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed actually bear to the total services of the Contractor covered by this Agreement, less payments of compensation previously made.
12. Changes. The City may from time to time require changes in the Scope of Service of the contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation or any change in the work schedule, which are mutually agreed upon by and between the City and the Contractor, shall be incorporated in written amendments to this Agreement.
13. If the Contractor shall provide services in a manner which is not to the satisfaction of the City, the City may request that the Contractor refurbish services at no additional cost to the City until approved by the City. If the Contractor shall fail to provide services or shall provide services which are not satisfactory to the City, the City, in the alternative, may make any reasonable purchase or Contract to purchase services in substitution for those due from the Contractor. The City may deduct the cost of any substitute Contract or nonperformance of services with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Contractor.
 - 13.1 If the damages sustained by the City exceed sums due or to become due, the Contractor shall pay the difference to the City upon demand.
 - 13.2 The Contractor shall not be liable for any damages sustained by the City due to the Contractor's failure to furnish services under the terms of this Contract if such failure is in fact caused by the occurrence of a contingency with the nonoccurrence of which was a basic assumption under which this Contract was made, including but not necessarily limited to a state of war, act of enemies, embargoes, expropriation of labor strike or any unanticipated federal, state or municipal governmental regulation of order, provided that the Contractor has notified the official in writing of such cause within fourteen (14) days after its occurrence.
14. Incorporation of Non-Discrimination Laws and Requisitions. It is understood and agreed that if this Agreement is funded in whole or in part by Federal money, that the Contractor is expected, and hereby agrees, to comply with all laws, ordinances, and duly promulgated regulations applicable to contracts of such a nature.

15. Interest of Members of the City. No officer, member, or employee of the City and no members of its governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly interested or has any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof. The Contractor's attention is specifically called to the Conflict of Interest Law, M.G.L. c. 268A.
16. Interest of Contractor. The Contractor covenants that he has neither presently nor during the period of this Agreement shall have any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed. Conflicts of interest include, but are not limited to: (a) family relationships with officials of the City, (b) instances where the Contractor during the period covered by the Agreement was connected as an officer or employee of the City, (c) instances where the Contractor has an interest in the Community Development Department or any parcels of land therein, covered by the work to be performed under this Agreement.
17. Assignability. The Grantee shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the City thereto.
18. Findings Confidential. Any reports, information, data, etc. given to or prepared or assembled by the contractor under this Agreement which the City requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.
19. Officials Not to Benefit. (Applicable to Contracts Pertaining to Community Development Department) No Members or Delegates to the Congress of the United States of America, and no Resident Commissioner, shall be admitted to any share or part hereof or to any benefit to arise herefrom.
20. Identification of Documents. (Applicable to Contracts Pertaining to Community Development Department) All reports, maps, and other documents completed under this Agreement other than documents exclusively for internal use within the City, shall carry the following notation on the front cover or title page, (or in the case of maps, in the title block):

“The preparation of this (report, map, document, etc.) was financially aided through the Department of Planning and Community Development of the City of Methuen.”
21. Publication, Reproduction and Use of Material. (a) Material produced in whole or in part under this Agreement shall not be subject to Copyright, except by the City, in the United States or in any other country. The City or its duly authorized representatives have unrestricted authority to publish, disclose, distribute and

otherwise use, in whole or in part, any reports, data, or other materials prepared under this Contract. (b) The Contractor hereby agrees to provide to the City copies of the draft of the report, and associated material, in sufficient number, as may be requested by the City for review and/or working purposes. (c) The Contractor hereby agrees to provide copies of the final report as indicated in Schedule A, Scope of Services.

22. Commission Prohibited. The Contractor warrants that he has not employed any person to solicit or secure this Agreement upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the City the right to terminate this Agreement, or, in its discretion, to deduct from the Contractor's fee the amount of such commission, percentage brokerage, or contingent fee.
23. This Contract is made subject to all laws of the Commonwealth of Massachusetts.
24. The Contractor shall provide, all its sole expense, all necessary licenses, permits of other authorizations required by the City, the Commonwealth of Massachusetts or any other governmental agency with proper jurisdiction.
25. The Contractor shall where applicable take out and maintain during the term of this agreement such Workmen's Compensation Insurance as may be reasonably necessary to protect the Contractor from claim under General Laws c. 152 (the Workmen's Compensation Law).
26. The Contractor agrees and shall require any subcontractor to agree not to discriminate in connection with the performance of work under the Contract against any employee or applicant for employment because of sex, race, religious creed, national origin or age. The contractor agrees and shall require any subcontractor to agree to post in conspicuous places notices to be provided by the Massachusetts Commission Against Discrimination, setting forth provisions of the Fair Employment Practice Law of the Commonwealth.
27. The Contractor shall keep himself fully informed of all City Ordinances and Regulations, and State and Federal laws which in any manner affect the work herein specified. The Contractor shall at all times observe and comply with said ordinances, regulations or laws, and shall protect and indemnify the City, its officers, agents and employees against any claim or liability arising from or based on the violations of such ordinances, regulations or laws, caused by the negligent actions of the Contractor, his agents or employees.
28. Audit and Inspection. (a) At any time during normal business hours, and as often as the City, HUD/or representatives of the Comptroller General of the United States may deem it necessary, there shall be made available to audit, examine and make excerpts or transcripts, all records, contracts, invoices, materials, payrolls, records or personnel conditions of employment and other data relating to all matters covered by the Contract. (b) For a period of three years after final payment under this Agreement, the Contractor shall make its

work papers, records and other evidence of audit available to the City or its duly authorized representatives.

29. The Contractor shall furnish such information, estimate or vouchers relating to the services or to documentation of labor or expenses as may be requested by the Official.
30. The Contractor shall pay and be exclusively responsible for all debts for labor and material contracted for by Contractor for the rental of any appliance or equipment hired by Contractor and/or for any expense incurred on account of services to be performed under this Contract.
31. The Contractor shall bear all loss resulting from any cause before performance of service if the service or work product fails to conform to specifications.
32. The Contractor shall assume the defense of and hold the City, its officers, agents or employees, harmless from all suits and claims against them or any of them arising from any act or omission of the Contractor, its agents or employees in any way connected with performance under this Contract.
33. This Contract is funded through the MassSave Community First Partnership grant award to the City of Methuen and is subject to the availability of said grant funding.
 - 33.1 When the amount of the Chief Administrative and Financial Officer certification of available funds is less than the face amount of the Contract, the City shall not be liable for any claims or requests for payment by the Contractor which would cause total claims or payments under this Contract to exceed the amount so certified.
34. Any waiver, expressed or implied, by the City or the Official of any rights, terms or conditions of this Contract shall not operate to waive such rights, terms or conditions or any other rights, terms or conditions, beyond the specific instance of waiver.
35. Attachments. Attached hereto are the following schedules which are incorporated into this Agreement and made a part hereof:

Schedule A - Scope of Services

Schedule B - Compensation and Method of Payment

Schedule C - Attestation Pursuant to M.G.L. c.62c, sec.49A

Schedule D - Certificate of Authority

Schedule E - Statement of Good Standing

Schedule F – Affidavit of Non-Collusion

****SIGNATORIES****

IN WITNESS WHEREOF the parties hereto have executed this Agreement in triplicate as of the day first written above in the City of Methuen, Essex County, Massachusetts.

CONTRACTOR

By: _____
Signature

Print name _____

CITY OF METHUEN

By: _____
David P. Beauregard Jr., Mayor

John J. Wilson Jr.
Director, DECD

The undersigned, in compliance with City of Methuen Municipal Contract Ordinance Chapter 7, Section 7C, certifies that an appropriation in the amount required for this Contract is available.

Approved as to Form:

Paul T. O'Neill, City Solicitor

Margaret A. Duprey C.A.F.O.
Acct.: MassSave CFP Grant
Acct. #

CLERK CERTIFICATE

AUTHORIZATION TO SIGN CONTRACT

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)
2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds**.)
3. is the duly elected _____
(insert the title of the officer in line 2)
4. of said corporation, and that on _____
(insert a date that is ***ON OR BEFORE*** the date the
officer signed the **contract and bonds**.)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the
directors were present or waived notice, it was voted that

5. _____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on
behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract or
obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be
valid and binding upon this corporation; and that the above vote has not been amended or rescinded
and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ **AFFIX CORPORATE
SEAL HERE**
(Signature of **Clerk or Secretary**)*
7. Name: _____
(Please print or type name in line 6)*
8. Date: _____
(insert a date that is ***ON OR AFTER*** the date the
officer signed the **contract and bonds**.)

* The name and signature inserted in lines 6 & 7 **must** be that of the **Clerk or Secretary** of the corporation.

LEGISLATION ENACTED BY THE COMMONWEALTH OF MASSACHUSETTS, EFFECTIVE JULY 1, 1983, REQUIRES THAT THE ATTESTATION BELOW BE SIGNED.

ATTESTATION

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, to my best knowledge and belief, I am in compliance with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

*Signature of Individual
or Corporate Name (Mandatory)

**Social Security Number
(Voluntary) or Federal Identification Number

By: _____
Corporate Officer
(Mandatory, if Applicable)

Date: _____

Print name

- 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 will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment of obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L.C. 62C, S. 49A.

STATEMENT OF GOOD STANDING

In accordance with State and Federal regulations, _____
hereby certify that we are not disbarred, suspended or otherwise excluded from
receiving funds or bidding on any project by any State or Federal agency.

Signature

Date

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the 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.

Signature of person submitting contract/bid

Print Name

Name of Business

Date