



# City Record

Official Chronical, Municipal Affairs

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DECEMBER 10, 2018

MARTIN J. WALSH – Mayor of Boston

ANDREA CAMPBELL – President, City Council

## NOW ACCEPTING RFP FOR PLAY AROUND THE SNOWY CITY COMPETITION

*Program aims to make  
Boston's public spaces more fun  
and inviting during the winter*

The City of Boston is accepting proposals for Play Around the Snowy City, a design competition that seeks ideas for playful, temporary design installations and events throughout Boston this winter. This competition is an initiative of the Public Space Invitational (PSI), a program from the Mayor's Office of New Urban Mechanics (MONUM) that seeks to make Boston's public spaces more intuitive and beautiful. Proposals are due on December 13, 2018.

In partnership with the Center on the Developing Child at Harvard University, MONUM is releasing a call for proposals for innovative projects that make Boston's public spaces more fun and inviting during the coldest season of the year. Projects could provide inclusive performances, interactive play, or civic art that incorporates winter elements. Additionally, applicants will be encouraged to submit projects that reduce stress, build lifelong learning skills, and support responsive relationships. Two projects will be selected. Each project must be temporary, implemented by early February 2019, and meet a budget of \$5,000.

More information at:  
[space.newurbanmechanics.org/](http://space.newurbanmechanics.org/)



PLAY AROUND  
THE SNOWY CITY

## THE FOLLOWING APPLY TO ALL ADS IN THIS PUBLICATION

- The City of Boston is committed to and affirmatively ensures that Disadvantaged Business Enterprises (DBE), Small Local Business Enterprise (SLBE), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Owned Small Business Enterprise (VOSBE) firms shall be afforded full opportunity to submit qualifications in response to this and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation, age, sexual orientation, or religion in any consideration leading to the award of contract.
- No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise subjected to discrimination in any consideration leading to the award of contract.
- The award of any contract shall be subject to the approval of the Mayor of Boston.
- The maximum time for IFB acceptance by the City after the opening of the bids shall be ninety (90) days unless noted otherwise.
- The maximum time for RFP acceptance by the City after the opening of the bids shall be one hundred-eighty (180) days unless noted otherwise.
- The City/County and the Official reserve the right to reject any or all bids, or any item or items thereof, and to award a contract as the Official deems to be in the best interest of the City.
- All contracts shall be subject to the availability of an appropriation therefore, if sufficient funds are not appropriated for the contract in any fiscal year, the Official shall cancel the contract.
- The City reserves the right to reject any and all bids, or any part or parts thereof, and to award a contract as the Official deems to be in the best interest of the City. This contract shall be subject to the availability of an appropriation. If sufficient funds are not appropriated for the contract in any fiscal year, the Official shall cancel the contract.

### LATE BIDS WILL NOT BE ACCEPTED

## THE CITY RECORD USPS 114-640

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**Martin J. Walsh, Mayor of Boston**

**Kevin P. Coyne, Purchasing Agent**

**Diana Laird, City Record Administrator**

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## ADVERTISING:

A rate of \$6 per 1/2-inch or \$12 per inch of 12 lines (set solid) has been established for such advertisements as under the law must be printed in the City Record. Advertising and other copy must, except in emergencies, be in hand at the City Record office by 5:00 p.m., Wednesday of each week to insure its publication in the following Monday's issue.

**PLEASE NOTE:** The deadline of 5:00 p.m., Wednesday of each week is ten days in advance of publication.

Other advertising rates available—Please contact us at **[cityrecord@boston.gov](mailto:cityrecord@boston.gov)** for these rates.





## Mayor Walsh reopens Liberty Tree Plaza

Mayor Martin J. Walsh and Chinatown Main Street Executive Director Courtney Ho cut the ribbon on the new and improved Liberty Tree Plaza during a celebration held with local residents and City officials including Boston Planning & Development Agency Director Brian Golden (right) and Mayor Walsh's Chief of the Streets Chris Osgood (rear). The December 4 reopening unveiled \$1.3 million in improvements to the plaza at 2 Boylston Street including a monument and interpretative gathering space, paving, lighting, landscaping, moveable tables and chairs, and waterproofing of the areaway for the China Trade Building. The Boston Parks and Recreation Department also planted a disease-resistant elm tree in tribute to the original Liberty Tree. The site marks the location of the original elm known between 1765 and 1775 as the Liberty Tree that served as the rallying point for the "Sons of Liberty," colonists who protested the Stamp Act in 1765.

Photo: Isabel Leon

# CITY OF BOSTON ADVERTISEMENTS

Invitations for bids for the procurement of services and supplies



## Procurement

### INVITATION FOR SEALED BIDS FOR THE PROCUREMENT OF THE FOLLOWING SERVICES AND/OR SUPPLIES

The City of Boston ("the City"), acting by its Acting Purchasing Agent ("the Official"), invites sealed bids for the performance of the work generally described below, and particularly set forth in the Invitation for Bids, which may be obtained from the City's Procurement website and Supplier Portal [boston.gov/procurement](http://boston.gov/procurement). Invitation for Bids shall be available until the time of the bid opening.

The attention of all bidders is directed to the provisions of the Invitation for Bids and contract documents, specifically to the requirements for bid deposits, insurance and performance bonds as may be applicable.

The supplies/services described for the below is an actual amount of the supplies/services to be procured.

The City reserves the right to reject any and all bids, or any part or parts thereof, and to award a contract as the Official deems to be in the best interest of the City. This contract shall be subject to the availability of an appropriation. If sufficient funds are not appropriated for the contract in any fiscal year, the Official shall cancel the contract.

The maximum time for bid acceptance by the City after the opening of bids shall be ninety (90) days. The award of this contract shall be subject to the approval of the Mayor of Boston.

**Sealed bids shall be publicly opened by the Official at 12:00 Noon Boston City Hall, Procurement Rm. 808 One City Hall Square, Boston, MA 02201**

#### **Event EV00006209 (RE-AD)**

Fairway Lawn Mower

[Parks and Recreation Department](#)

**Bid Opening Date: December 11, 2018**

#### CONTACT INFORMATION

**Joey Chan**

617-635-4569

[Joey.Chan@boston.gov](mailto:Joey.Chan@boston.gov)

#### **Event EV00006243**

Hazmat Protective Clothing for the OEM

**Bid Opening Date: December 11, 2018**

#### CONTACT INFORMATION

**Michael Walsh**

617-635-3706

[Michael.Walsh@boston.gov](mailto:Michael.Walsh@boston.gov)

**KEVIN P. COYNE, PURCHASING AGENT**

*(November 26, December 3, December 10, 2018)*

#### **Event EV00006263**

School Zone Flasher Assembly

[Boston Transportation Department](#)

**Bid Opening Date: December 18, 2018**

#### CONTACT INFORMATION

**Joey Chan**

617-635-4569

[Joey.Chan@boston.gov](mailto:Joey.Chan@boston.gov)

**KEVIN P. COYNE, PURCHASING AGENT**

*(December 3, December 10, December 17, 2018)*

#### **Event EV00006269**

Galvanized Sign Poles (Posts) and Accessories

[Boston Transportation Department](#)

**Bid Opening Date: December 27, 2018**



**Event EV00006173**

Commercial Grade Stoves (RE-BID)

[Boston Fire Department](#)**Bid Opening Date: December 27, 2018****CONTACT INFORMATION****Joey Chan**

617-635-4569

[Joey.Chan@boston.gov](mailto:Joey.Chan@boston.gov)**KEVIN P. COYNE, PURCHASING AGENT***(December 10, 2018) (December 17, 2018) (December 24, 2018)***INVITATION FOR BIDS TO PROVIDE  
COPIER – BASED MULTI-FUNCTION  
DEVICES****CONTACT INFORMATION****Frank Duggan**

(617) 635 - 4326

[frank.duggan@boston.gov](mailto:frank.duggan@boston.gov)

The City of Boston, (the City), acting by its Purchasing Agent invites bids from interested and qualified vendors to provide proposals for the purchase of the above-mentioned items by various City departments during FY '19 and FY '20. These proposals will also include the provision of warranties for said machines. The provision of service and maintenance for the same. Along with the provision of all consumable items and supplies used by these machines, except paper. All interested vendors must be able to provide the City with service and supplies for such equipment for the duration of the City's ownership.

The maximum time for bid acceptance by the City after the opening of bids shall be ninety (90) days. The award of this contract shall be subject to the approval of the Mayor of Boston.

All proposals shall be submitted in strict conformance with the Invitation for Bids, (the IFB), which may be obtained from Frank Duggan, Purchasing Dept./Room 206, Boston City Hall, 1 City Hall Plaza, Boston, MA. 02201.

This IFB **EV00006265** will be available on December 17, 2018 which may be obtained from the City's Procurement website and Supplier Portal [www.cityofboston.gov/procurement](http://www.cityofboston.gov/procurement) Invitation for Bids shall be available until the time

of the bid opening date of January 16, 2019. All IFB responses must be received by 5:00 P.M.

The City shall reserve the right to accept or reject any and all proposals or any item or items, it deems to be unqualified. The City also reserves the right to award a single vendor contract or a multiple vendor contract to that or those responsible and eligible vendor(s) whose proposal(s) conform with the IFB and is deemed by the Official to be the most advantageous and is in the best interests of the City. The Official will notify any and all vendors if their proposal is to be awarded a contract. The award of any contract shall be subject to the approval of the Mayor of Boston and the City's Purchasing Agent. The awarding of contracts will occur within 90 days of the close of this invitation.

**KEVIN COYNE, PURCHASING AGENT***(December 3, December 10, 2018)**Neighborhood Development***PUBLIC NOTICE****CONTACT INFORMATION****Neriliz Llenas**

(617) 635-0101

At the Public Facilities Commission meeting on November 14, 2018, the Commission voted and the Mayor subsequently approved their intent to sell to C. Pizzano & Son, Inc., a Massachusetts corporation, approximately 2,116 square feet combined of vacant land located at **6-8 Fairbury Street** (Ward 13 Parcels 00404000 and 00403000) in the Dorchester district of the City of Boston.

Written details of this proposal may be examined at the Office of the Department of Neighborhood Development, 26 Court Street, 10th Floor, Bid Counter, Boston, Massachusetts 02108 on any regular work day between the hours of 9:00 AM to 4:00 PM or you may contact the Project Manager, Neriliz Llenas at 617-635-0101 for further information.

**SHEILA A. DILLON, CHIEF AND DIRECTOR***(December 10, December 17, 2018)*



## INVITATION FOR BIDS

### GENERAL FLOORING SERVICES AT BOSTON CITY HALL AND VARIOUS CITY OF BOSTON LOCATIONS PURSUANT TO M.G.L. C. 149

**PMD2018-07**

#### CONTACT INFORMATION

[pmbidinfo@boston.gov](mailto:pmbidinfo@boston.gov)

The City of Boston acting by its Property Management Department (PMD), through its Commissioner of the Property Management Department (the Official), invites sealed bids for the performance of General Flooring Services at Boston City Hall and various City of Boston locations as more particularly set forth in the Invitation for Bids, which may be obtained at the Property Management Department, Boston City Hall, Room 811, Boston, MA 02201 beginning at 10:00 AM on November 28, 2018. The Invitation for Bids shall be available until the bid opening.

THE SCOPE OF WORK includes provide various flooring services including, including but not limited to carpet removal and installation of resilient, VCT, BBT, carpet, carpet squares on an "as needed" basis, if at all.

The contract will begin on January 1, 2019 and continue to June 30, 2021. The PMD reserves the right to waive any informalities and/or reject any or all bids, or parts thereof, if it is in the public interest to do so. The contract is subject to the approval of the Commissioner of PMD and the Mayor of Boston. A contract award will be made within thirty (30) days of the bid due date. The PMD will award one contract for Flooring Services to the lowest, responsive and responsible bidder.

**All Bids shall be filed with the Official at the Property Management Department, Boston City Hall, Room 811, Boston, MA 02201 before 12:00 PM on December 14, 2018 at which time and place respective bids will be opened forthwith and read aloud.**

Bids must be in a sealed envelope. The front of the envelope must be labeled **Flooring Services**. Bids shall be on forms supplied by the PMD, shall be clearly identified as a bid, and signed by the bidder.

All bids for this project are subject to M.G.L. c. 149 and in accordance with the terms and provisions of the contract documents.

All bids must be accompanied by a bid deposit in the amount of 5% of the value of the total bid in the form of a bank check, a certified check, or a treasurer's or cashier's check issued by a responsible bank or trust company, payable to the City of Boston or a bid bond in form satisfactory to the Official with a surety qualified to do business in Massachusetts.

A labor and materials payment bond of a Surety Company qualified to do surety business in the Commonwealth of Massachusetts, satisfactory to the **City**, in the sum of 50% of the Contract Price, will be required of the successful Bidder. The premium for said bond is to be paid by the successful Bidder.

**GREGORY T. ROONEY, COMMISSIONER**

*(December 3, December 10, 2018)*



## INVITATION FOR BIDS FOR THE PERFORMANCE OF THE FOLLOWING WORK: SNOW REMOVAL SERVICES AS NEEDED

**Bid Event EV00006174**

#### CONTACT INFORMATION

**Stephanie McManus**  
617-961-3016

The City of Boston, acting by its Parks and Recreation Commissioner, 1010 Massachusetts Ave, 3rd floor, Roxbury, MA 02118, hereinafter referred to as the Awarding Authority, hereby invites sealed bids for the project listed above, and particularly set forth in the Invitation For Bids, which may be obtained through the City's Supplier Portal (Purchasing website: [www.boston.gov/departments/procurement](http://www.boston.gov/departments/procurement)) **after 9:00AM on Monday, December 3, 2018.**  
**Reference bid event # EV00006174.**

Sealed bids must be submitted through either (i) the City of Boston's Supplier Portal or (ii) via delivery of a sealed, clearly labeled envelope to the Boston Parks

and Recreation Department, 1010 Massachusetts Avenue 3rd Floor, Boston, MA 02118, attention Stephanie McManus. Paper bids must be sealed and envelopes must be labeled "Snow Removal Services." There is no bid deposit required.

Bids must be submitted **no later than 2:00PM on Thursday, December 20, 2018** and will be opened forthwith and read aloud by the Awarding Authority at the Parks and Recreation Department. Bids shall be on a form supplied by the Parks and Recreation Department, shall be clearly identified as a bid and signed by the bidder.

All bids for this project are subject to all applicable provisions of law and in accordance with the terms and provisions of the contract documents entitled: SAME AS ABOVE. Certain public liability and property damage insurance will be required of the successful bidder. The Awarding Authority reserves the right to waive any informalities, or to reject any and all bids, if it be in the Public Interest to do so.

SCOPE OF WORK: provide snow removal services during snow events on an on-call basis for the following: **Clearing of snow from sidewalks surrounding parks; Application of salt/sand to sidewalks surrounding parks.**

The term shall be for a one year contract with two one-year options to renew at the sole discretion of the Parks and Recreation Department. If exercised, the option for year two and for year three shall be at the same price and subject to the same contract provisions as year one.

SPECIFICATIONS will be available on Monday, December 3, 2018, after 9:00 A.M., Boston time via the Supplier Portal. To access details for this specific bid event, or to respond through electronic format, please visit the City of Boston Supplier Portal and access Bid Event EV00006174.

Prospective bidders are requested to attend an informational pre-bid conference in the office of the Chief Engineer, 1010 Massachusetts Avenue, Roxbury, MA 02118 on Tuesday, December 11, 2018, at 10:00 A.M. Boston time.

The City/Official reserve the right to reject any or all bids of any part of parts thereof and to award the contract as the Official deems to be in the best interests of the City. The maximum time for bid acceptance by the City is 90 days after receipt of bids.

**CHRISTOPHER COOK, COMMISSIONER**

(December 3, December 10, 2018)



Public Facilities

## M.G.L. C. 149, SECTIONS 44A-44J

### INVITATION FOR BIDS FOR WINDOWS/DOORS REPLACEMENT AT THE JOHN MARSHALL SCHOOL

35 Westville Street, Dorchester, MA 02124

**Project No.: 7136**

#### CONTACT INFORMATION

**PFD Bid Counter**

617-635-4809

[Bid.info@boston.gov](mailto:Bid.info@boston.gov)

The City of Boston acting by its Public Facilities Commission, through its Director of the Public Facilities Department (PFD), 10th Floor, 26 Court Street, Boston, MA 02108, hereinafter referred to as the Awarding Authority, hereby invites sealed bids for the above-entitled project. Bids shall be on a form supplied by PFD, be clearly identified as a bid, and signed by the bidder. All bids for this project are subject to sections 26-27, 29 and 44A-44J, inclusive of Chapter 149 of the General Laws, as amended, and in accordance with the terms and provisions of the contract documents entitled: **Windows/Doors Replacement at the John Marshall School project.**

The scope of work is further detailed in the specifications and includes the following: window and door replacement and associated work at the UP Academy Dorchester (formally known as the Marshall School) related to the 2017 Massachusetts School Board Authority (MSBA) Accelerated Repair Program (ARP).

All filed sub-bids shall be filed with the Awarding Authority at the Bid Counter, 26 Court Street, 10th Floor, Boston, MA 02108, **before twelve o'clock (noon) on December 19, 2018** at which time and place respective sub-bids will be opened forthwith and read aloud.

Filed Sub-bids will be valid only when accompanied by: (1) a Certificate of Eligibility issued by DCAMM, showing that the sub-contractor has been approved in the trade(s) identified below and further detailed in

the specifications; and, (2) an Update Statement summarizing the sub-contractor's record for the period between the latest DCAMM certification and the date the sub-contractor submits its sub-bid.

**Filed Sub-bid trade(s): Masonry; Miscellaneous and Ornamental Iron; Waterproofing, Dampproofing and Caulking; Metal Windows; Acoustic Tile; Painting; HVAC and Electrical**

Bidders are hereby notified a site viewing is scheduled for: December 11, 2018, from 10:00 a.m. to 12:00 p.m.

**\*\* See Section 01 11 00 for additional scheduling requirements for this project.**

All general bids shall be filed with the Awarding Authority at the Bid Counter, 26 Court Street, 10th Floor, Boston, MA 02108, before twelve o'clock (noon) on January 3, 2019 at which time and place respective bids will be opened forthwith and read aloud.

General Bids will be valid only when accompanied by: (1) a Certificate of Eligibility issued by DCAMM, showing that the general contractor has been approved in **General Building Construction** to bid on projects the size and nature of that advertised; and, (2) an Update Statement summarizing the general contractor's record for the period between the latest DCAMM certification and the date the general contractor submits its bid.

Plans and Specifications will be available on or about **December 3, 2018**, at the Public Facilities Department Bid Counter to all interested parties who present a **\$25.00 (twenty-five dollars) REFUNDABLE DEPOSIT** for each set. PFD will accept Money Orders as a form of deposit, in addition to certified, treasurer and cashier's checks (Personal and Company Checks will not be accepted unless certified by a U.S. bank). In order to facilitate the disposition of your refunds, please have checks or Money Orders made payable to both The City of Boston OR your company's name. Plans and specifications must be returned in good condition within thirty days of the general bid opening in order for the bid deposit to be returned. Bidders are hereby notified that bid deposits must be 5% of his/her bid, and shall be in the form of a bid bond, certified check, treasurer's check, or cashier's check and made payable to the City of Boston.

The attention of all bidders is directed to the Boston Residents Jobs Policy section of the specifications and the obligation of the contractor in the performance of this contract.

The attention of all bidders is also directed to pages 00 20 00 – 1 through 00 20 00 – 10, entitled "Instructions to Bidders (Including Sub-Bidders)." See sections

21.2.5 and 21.2.6 of Article 21 on page 00 20 00 – 10 regarding DCAMM certification and submission of an original, stamped Sponsor Verification letter from the Commonwealth of Massachusetts Department of Labor Standards– Division of Apprenticeship Training.

A performance bond and labor and materials payment bond satisfactory to the Awarding Authority, of a surety company licensed to do business under the laws of the Commonwealth and included on the U.S. Treasury current list of approved sureties (See Circular 570), in the sum of 100% of the contract price will be required of the successful bidder.

The Awarding Authority reserves the right to waive any informalities in, or to reject any and all bids if it is in the public interest to do so.

**PATRICIA M. LYONS, DIRECTOR**

*(December 3, December 10, 2018)*

## REQUEST FOR QUALIFICATIONS

### 12 CHANNEL STREET OPERATIONS CENTER PROJECT

12 Channel Street, Boston, MA 02210

#### Project No. 7159

##### CONTACT INFORMATION

**PFD Bid Counter**

617-635-4809

[Bid.info@boston.gov](mailto:Bid.info@boston.gov)

Pursuant to Massachusetts General Laws Chapter 7C, §§ 44-57, the City of Boston's Public Facilities Department (PFD) is requesting qualification statements for design services including Schematic Plans and Outline Specifications; Design Development Plans and Specification; Construction Plans and Specifications; Administration of Construction Contract; and Construction Supervision for the **12 Channel Street Operations Center** project with an estimated construction cost of \$1,640,000.

The scope of services for the **12 Channel Street Operations Center Project** includes interior office improvements, improve the HVAC system and perform sound control measures.

Project fees will follow the schedule as stated in the application form. Completion shall be **78 weeks** after execution of a contract. Applicants must be a **registered Architect** in the Commonwealth of Massachusetts.



A program for this project will not be prepared beyond the scope of services stated above.

The project will be performed under applicable M.G.L. c.149 §§ 44A-44J.

Applicants must provide the names of key personnel and consultants that will be utilized on this project for the following disciplines: Plumbing Engineer, Electrical Engineer, HVAC Engineer, Acoustical Engineer, Fire Protection Engineer and Cost Estimator.

Applicants, at a minimum, must have prior experience on projects in the following settings: Urban Significant

Applicants, at a minimum, must have prior experience on the following types of projects: Mix use of office space and industrial usage and improvements of the HVAC and Acoustical systems.

The Designer Application may be obtained from the Public Facilities Department Bid Counter, 26 Court Street, 10th Floor, Boston, MA 02108 on **December 3, 2018** and will be e-mailed if necessary. If interested, please call (617) 635-4809 or send an email to Bid.Info@boston.gov and refer to this advertisement.

Statements of Qualifications must be returned by **January 3, 2019 no later than 2:00 P.M.**

**PATRICIA M. LYONS, DIRECTOR**

*(December 3, December 10, 2018)*



*Fire prevention*

## **M.G.L. C. 149, SECTIONS 44A – 44J**

### **PAINTING**

**Event ID: EV00006257**

#### **CONTACT INFORMATION**

**Mary (Kane) O'Toole, Boston Fire Department  
Procurement Office**  
617-343-2152  
Mary.Kane@boston.gov

The scope of work is further detailed in the specifications and includes, but is not limited to the following:

The contractor shall provide all the necessary labor, supervision, supplies, tools, equipment and transportation to perform Painting at Engine 4 – 200 Cambridge Street, Boston, MA for Boston Fire Department in accordance with M.G.L. Chapter 149 from approximately January 22, 2019 through June 30, 2020.

The City of Boston (the City) acting by its Boston Fire Department through its Commissioner (the Official) hereby invites sealed bids for the above-entitled project, and particularly set forth in the Invitation for Bids which may be obtained starting Monday, December 10 2018, 2018 at 9AM at Boston Fire Headquarters, 115 Southamptton Street, Procurement Office, Floor 2, Boston, MA 02118 or by visiting [cityofboston.gov/procurement](http://cityofboston.gov/procurement) and clicking on the supplier portal and locating event number EV00006257.

NOTE: The pre bid walk through will be conducted on 12/20/18 starting at 9:00 am.

Bids shall be on forms supplied by Boston Fire, be clearly identified as a bid and signed by the bidder. All bids for this project are subject to sections 26-27, 29 and 44A –44J, inclusive of M.G.L. c149, as amended and in accordance with the terms and provisions of the contract documents entitled fire alarm and life safety equipment.

All general bids shall be filed with the Official at the Boston Fire Department, 115 Southamptton Street, Procurement Office, Floor 2, Boston, MA 02118 before twelve o'clock (noon EST) on Friday, January 4, 2019, at which time and place respective bids will be opened forthwith and read aloud.

General bids will be valid only when accompanied by (1) Certificate of Eligibility issued by DCAMM, showing that the general contract has been approved in Painting to bid on projects the size and nature of that advertised, (2) an Update Statement summarizing the general contractor's record for the period between the latest DCAMM certification and the date the general contractor submits its bid and (3) OSHA Training Certifications.

The attention of all bidders is directed to the provisions of the Invitation of Bids and contract documents, specifically to the requirements for bid deposits, insurance, performance and payment bonds as may be applicable.

All bidders are hereby notified that bid deposits must

be 5% of his/her bid and shall be in the form of a bid bond, certified check, treasurer's check or cashier's check and made payable to the City of Boston.

In accordance with M.G.L. Chapter 149, a performance bond and a labor and materials payment bond shall be required from the successful bidder of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts and included in the U.S. Treasury's current list of approved sureties (Circular 570) and satisfactory in form to the Awarding Authority will be required of the successful bidder to guarantee the faithful performance of the contract. The successful bidder will be required to furnish a performance bond in the total amount of the contract, as reflected in the "Total Bid" price listed on the Bid Summary Sheet.

A labor and materials/payment bond in the sum of fifty percent (50%) of the total amount of the contract, as reflected in the "Total Bid" price listed on the Bid Summary Sheet, is between \$10,000 and \$150,000, and a materials/payment bond in the amount of one hundred percent (100%) of the total amount of the contract, as reflected in the "Total Bid" price listed on the Bid Summary Sheet, will be required if the total amount of the contract, as reflected in the "Total Bid" price listed on the Bid Summary Sheet, is greater than \$150,000.

A Certificate of Insurance is required when submitting your bid.

The attention of all bidders is directed to the Boston Residents Jobs Policy section of the specifications and the obligation of the contractor to take affirmative action in connection with employment practices in the performance of this contract. The contractor and its subcontractors shall maintain the following ratios of workforce hours in each trade: Minority 40% of total work hours, Female 15% of total work hours, Boston Residents 51% of total work hours.

The City seeks to promote the full participation and equality of opportunity for minority-owned and women-owned enterprises ("M/WBE") in all aspects of the development of the project, including equality of opportunity for participation in the development, financing, design, construction, operation and ownership of the project.

On February 24, 2016, Mayor Martin J. Walsh signed an executive order to ensure the M/WBEs are afforded fair and equitable opportunities when competing for city contracts. To support these city objectives proposals must include a statement that details experience with, and approach to, insuring

meaningful outreach to subcontracting opportunities for minority and women-owned firms on all key project activities.

The City of Boston requires proposers to certify in their submissions that they understand these objectives and are committed to achieving them if they are the successful bidder. These statements should be documented using the Strategy Form included in the invitation for bid documents and should include any intended outreach to subcontracting opportunities for minority and women-owned firms. At the request of the City, all contractors must furnish materials evidence of their efforts to comply with the strategies outlined on the Strategy Form.

Bidders are hereby notified that this project is subject to M.G.L. c. 149, s. 27 and in accordance contractors must pay Prevailing Wage as set by the Division of Occupational Safety within the Department of Labor and Workforce Development. Every contractor or subcontractor which performs construction work on the project is required to submit weekly payroll reports and a Statement of Compliance directly to the awarding authority by mail or email and keep them on file for three years. Each weekly payroll report must contain: the employee's name, address, occupational classification, hours worked and wages paid. A sample of a payroll reporting form may be obtained at <http://www.mass.gov/dols/pw>.

Bidders are further notified that they shall submit prices for and bid prices shall be compared on the basis of the entire period of performance.

This contract shall be subject to the availability of an appropriation therefore, if sufficient funds are not appropriated for the contract in any fiscal year, the Official shall cancel the contract.

Sealed bids shall be publicly opened by the Official on Friday, January 4, 2019 at 12:00PM Noon (EST) at Boston Fire Headquarters, 115 Southamptn Street, Second Floor Conference Room, Boston, MA 02118. Submission of Electronic Bids will not be accepted.

The award of any contract shall be subject to the approval of the Mayor of Boston and the Boston Fire Commissioner.

The Official reserves the right to waive any informalities in or to reject any and all bids if it is in the public interest to do so.

**JOSEPH E. FINN, FIRE COMMISSIONER**

(December 10, December 17, December 24, December 31)





For many years, your support and contributions have made the CANshare campaign a success. Because of your donations, we're able to support SNAP-matching programs for Boston residents. Your contributions help low-income families, giving them access to the healthy food they need.



# Raffle

1 Ticket \$5.00  
3 Tickets \$10.00  
10 tickets \$20.00



Purchase your tickets by December 20th. See Nicole Leo, Procurement, Room 808, Boston City Hall.

**Drawing held on December 21, 2018**



For many years, your support and contributions have made the CANshare campaign a success. Because of your donations, we're able to support SNAP-matching programs for Boston residents. Your contributions help low-income families, giving them access to the healthy food they need.



# Lottery Basket

(Scratch Tickets—worth \$250)

1 Ticket \$5.00  
3 Tickets \$10.00



Purchase your tickets by December 20th. See Nicole Leo, Procurement, Room 808, Boston City Hall.

**Drawing held on December 21, 2018**



BOSTON RETIREMENT BOARD'S

# \$5 BURRITO BOWL LUNCHEON

ALL SALES TO BENEFIT  
CANSHARE!

DECEMBER 14TH AT NOON  
2ND FLOOR

Pick any topping for \$5!

- Chicken
- Onions & Peppers
- Beans
- Corn
- Rice
- Cheese
- Sour Cream
- Salsa

\*Guacamole - 50 cents extra

UPGRADE YOUR MEAL WITH TORTILLA CHIPS  
& DRINK FOR \$2!



THE RETIREMENT BOARD  
PRESENTS

# Deck the Doors

HOLIDAY CONTEST

DECEMBER 3 - JANUARY 4  
JUDGING WILL BE HELD ON  
JANUARY 4TH AT 12:00

Decorate any door or entryway.

\$10 per door entry.

50% of proceeds go to CanShare & 50%  
to the winning department.

Donations can be given to Room 816.

Only departments in City Hall can participate.

Any questions, please email  
shiaka.allen@boston.gov



# CITY OF BOSTON DIRECTORY

## Department contact information and addresses

### ADMINISTRATIVE SERVICES DEPARTMENT

**Emme Handy, CFO, Collector – Treasurer**  
617-635-4479

### AFFIRMATIVE ACTION

**Vivian Leonard, Director**  
617-635-3360

### ARCHIVES & RECORD MANAGEMENT

**John McColgan, City Archivist**  
201 Rivermoor Street  
West Roxbury, MA 02132  
617-635-1195

### ART COMMISSION

**Karin Goodfellow, Director**  
617-635-3245

### ARTS & CULTURE

**Kara Elliott Ortega, Chief**  
617-635-3914

### ASSESSING

**Gayle Willet, Commissioner**  
617-635-4264

### AUDITING

**Sally Glora, City Auditor**  
617-635-4671

### BOSTON 311

**Rocco Corigliano, Director**  
617-635-4500 or 311  
[cityofboston.gov/311](http://cityofboston.gov/311)

### BOSTON CENTERS FOR YOUTH & FAMILIES

**William Morales, Commissioner**  
1483 Tremont Street, Boston, MA  
617-635-4920

### BOSTON EMS

**James Hooley, Chief of Department**  
785 Albany Street, Boston  
617-343-2367

### BOSTON HOUSING AUTHORITY

**William McGonagle, Director**  
52 Chauncy Street, Boston  
617-988-4000

### BOSTON PLANNING & DEVELOPMENT AGENCY AKA (BPDA)

**Brian Golden, Director**  
617-722-4300

### BOSTON RENTAL HOUSING CENTER

26 Court Street, Boston, MA  
617-635-4200

### BUDGET MANAGEMENT

**Justin Sterritt, Budget Director**  
617-635-3927

### BOSTON WATER AND SEWER COMMISSION

**Henry Vitale, Executive Director/CFO**  
980 Harrison Avenue, Boston, MA  
617-989-7000

### BUSINESS DEVELOPMENT

26 Court Street, Boston, MA  
617-635-0355

### CABLE OFFICE

**Michael Lynch, Director**  
43 Hawkins Street, Boston, MA  
617-635-3112

### CAPITAL PLANNING

**John Hanlon, Deputy Director**  
617-635-3490

### CITY CLERK

**Maureen Feeney, City Clerk**  
617-635-4600

### CITY COUNCIL STAFF

**Yuleidy Valdez, Staff Director**  
617-635-3040

### CODE ENFORCEMENT POLICE

**Steve Tankle, Director**  
400 Frontage Rd, Boston  
617-635-4896

### COMMISSION FOR PERSONS WITH DISABILITIES

**Kristen McCosh, Director**  
617-635-3682

### CONSUMER AFFAIRS AND LICENSING – BOARD

**Kathleen Joyce, Executive Director**  
617-635-4165

### COPY CENTER

**Frank Duggan, Administrative Assistant**  
617-635-432

### DEPT. OF INNOVATION & TECHNOLOGY (DOIT)

**Patricia Boyle-McKenna, Interim CIO**  
617-635-4783

### ELECTION

**Dion Irish, Commissioner**  
617-635-4634

### ELDERLY COMMISSION

**Emily Shea, Commissioner**  
617-635-4375

### EMERGENCY MANAGEMENT

**Nancy Adderson Actins, Director**  
617-635-1400

### EMERGENCY SHELTER COMMISSION

**James F. Greene, Director**  
617-635-4507

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

**Wendolyn M. Castillo-Cook, Director**  
26 Court Street Boston, MA  
617-635-2200

### ENVIRONMENT, ENERGY & OPEN SPACES

**Christopher Cook, Chief**  
617-635-3425

### FAIR HOUSING COMMISSION

**Janine Anzalota, Executive Director**  
617-635-4408

### FINANCE COMMISSION

**Matt Cahill, Executive Director**  
43 Hawkins Street, Boston, MA  
617-635-2202

### FIRE DEPARTMENT

**Chief Joseph E. Finn, Commissioner**  
115 Southamptton Street  
617-343-3610

### HEALTH BENEFITS & INSURANCE

**Marianna Gil, Director**  
617-635-4570

### HEALTH & HUMAN SERVICES

**Marty Martinez, Chief**  
617-635-1413

### HUMAN RESOURCES

**Vivian Leonard, Director**  
617-635-4698



## **HUMAN RIGHTS COMMISSION**

**Janine Anzalota, Executive Director**  
617-635-4408

## **INFORMATION**

**Central Operators**  
617-635-4000

## **INSPECTIONAL SERVICES**

**William “Buddy” Christopher, Jr., Commissioner**  
1010 Massachusetts Avenue, Boston  
617-635-5300

## **INTERGOVERNMENTAL RELATIONS**

**Timothy Sullivan, Director**  
617-635-3707

**Kathleen “Katie” King,**  
617-635-3174

**State; Kaitlin Passafaro**  
617-635-4616

**City Council; Neil Doherty**  
617-635-4493

## **LABOR RELATIONS**

**Annmarie Noonan, Director**  
617-635-4525

## **LAW DEPARTMENT**

**Eugene L. O’Flaherty,**  
**Corporation Counsel**  
617-635-4099

**Tax Title Division**  
**Kevin Foley Director**  
617-635-4034

**Claims & Affirmative Recovery**  
**Division- Dawn Beauchesne, Sr.**  
**Assistant Corporation Counsel,**  
617-635-4034

## **LIBRARY**

**David Leonard, President**  
700 Boylston Street, Boston  
617-536-5400

## **MAIL ROOM**

**Paul McDonough**  
**Administrative Assistant**  
617-635-4699

## **IMMIGRATION ADVANCEMENT**

**Alejandra St. Guillen, Director**  
617-635-2980

## **WOMEN’S ADVANCEMENT**

**Tania DelRio, Executive Director**  
617-635-3138

## **MUNICIPAL PROTECTIVE SERVICES**

**William Joyce , Director of Security**  
617-635-4596

## **NEIGHBORHOOD DEVELOPMENT**

**Sheila Dillon, Chief**  
26 Court Street, Boston  
617-635-3880

## **OFFICE OF ECONOMIC DEVELOPMENT, SLBE/BRJP**

**John Barros, Chief**  
617-635-4084

**Shaun Blugh**  
**Director of Growth Strategies**  
617-635-1333

## **PARKS AND RECREATION**

**Christopher Cook, Commissioner**  
1010 Massachusetts Avenue  
617-635-4989

## **POLICE DEPARTMENT**

**William Gross, Commissioner**  
617-343-4500

## **PROPERTY MANAGEMENT DEPARTMENT**

**Gregory Rooney, Commissioner**  
617-635-4100

## **PUBLIC FACILITIES**

**Patricia Lyons**  
**Director of Public Facilities**  
617-635-4814

## **PUBLIC HEALTH COMMISSION**

**Monica Valdes-Lupi, JD, MPH,**  
1010 Massachusetts Ave  
617-534-5395

## **PUBLIC SCHOOLS**

**Laura Perille, Interim Superintendent**  
617-635-9050

## **PUBLIC WORKS**

**Chris Osgood, Chief**  
617-635-4900

## **PROCUREMENT**

**Kevin P. Coyne,**  
**Purchasing Agent**  
617-635-4564  
**Gerard Bonaceto,**  
**Assistant Purchasing Agent**  
617-635-3937

**Diana Laird**  
**City Record Administrator**  
**& Graphic Designer**  
617-635-4551

## **REGISTRY**

**Patricia A. McMahon, City Registrar**  
617-635-4175

## **RESILIENCE AND RACIAL EQUITY**

**Lori Nelson, Chief Resilience Officer**  
617-635-0739

## **RETIREMENT BOARD**

**Timothy Smyth, Esquire,**  
**Executive Officer**  
617-635-4305

## **STREETS, SANITATION & TRANSPORTATION**

**Chris Osgood, Chief**  
617-635-2854

## **TOURISM, SPORTS & ENTERTAINMENT**

**Kenneth Brissette, Director**  
617-635-3911

## **TRANSPORTATION**

**Gina Fiandaca, Commissioner**  
617-635-4680

## **TREASURY**

**Drew Smith, Senior Deputy Treasurer**  
617-635-4140

**Richard DePiano,**  
**Assistant Coll/Treasurer**  
617-635-4140

## **VETERANS’ SERVICES**

**Giselle Sterling, Commissioner**  
43 Hawkins Street, Boston  
617-635-3037

## **ZONING BOARD OF APPEAL (ZBA)**

**Matthew Fitzgerald, Ex Secy**  
1010 Massachusetts Avenue  
Boston  
617-635-4775

## **MAYOR’S OFFICE**

**David Sweeney, Chief of Staff**  
617-635-1905

**Patrick I. Brophy, Chief of Operations**  
617-635-4624

**Danielson Tavares, Chief Diversity Officer**  
617-635-2011

**Jerome Smith, Chief, Civic Engagement;**  
**Neighborhood Services**  
617-635-3485

**Joyce Linehan, Chief of Policy & Planning**  
617-635-4624

**Nicole Caravella, Press Secretary**  
617-635-4461

**Laura Oggeri**  
**Chief Communications Officer**  
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617-635-3297

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