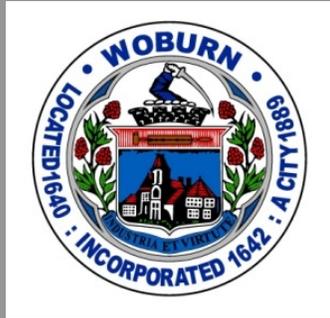


**SOLICITATION FOR:
AMBULANCE BILLING SERVICES
RFP 20-15**



CITY OF WOBURN, MASSACHUSETTS

**POSTED:
May 25, 2020**

**DUE BY:
Thursday, June 11, 2020 @ 11:00 AM**

**DELIVER TO:
City of Woburn
Purchasing Department
Attn: Orazio DeLuca, Purchasing Agent
10 Common Street
Woburn, MA 01801**

SECTION 1.0 INSTRUCTORS TO OFFEROR

1.1 General

- The City of Woburn reserves the right to reject any or all proposals, waive minor informalities, and accept the proposal deemed to be in the best interest of the City.
- The successful Offeror must be an Equal Opportunity Employer.
- The signature of the Offeror's authorized official(s) must be provided on all the proposal forms.
- All information in the Offeror's response should be organized and presented in a clear / concise format. Accuracy and completeness are essential. The successful response will be incorporated into a contract as an exhibit; therefore, Offerors should not make claims to which they are not prepared to commit themselves contractually.
- Additional copies of the solicitation may be obtained from the Purchasing Department on and after **Monday, May 25, 2020** between the hours of 9:00 a.m. and 4:30 p.m. Monday – Wednesday, 9:00 a.m. to 7:00 p.m. on Thursdays and 9:00 a.m. to 1:00 p.m. on Fridays.
- The Price Summary Form in Section 5.0 must be completed. No substitute form will be accepted. Pricing must remain firm for the entire contract period.
- Failure to answer any questions, to complete any form, or to provide the documentation required will be deemed non-responsive and result in disqualification of the bid unless the City determines that such failure constitutes a minor informality, as defined in M.G.L. c. 30B

1.2 Submission Instructions

Please submit two sealed envelopes: The first envelope includes one (1) original and two (2) copies of the non-price technical proposal marked: "Non-Price Proposal – Ambulance Billing Services". The second envelope includes one (1) original and two (2) copies of the price proposal marked "Price Proposal – Ambulance Billing Services". Please send the complete sealed package to the attention of Orazio DeLuca, Purchasing Agent, Woburn City Hall, 10 Common St, Woburn MA 01801 on or before **Thursday, June 11, 2020 @ 11:00AM EST.**

(Note: Massachusetts General Laws, Chapter 30B requires that price proposals must be separate from technical proposals. Therefore, please make no reference to pricing in the non-price technical proposal. Failure to adhere to this requirement will result in disqualification. It is the sole responsibility of the Offeror to insure that the proposal arrives on time at the designated place. Late proposals will not be considered, and will be returned.)

1.3 Questions

Questions or concerns regarding any aspect of this solicitation shall be forwarded in writing to Orazio DeLuca, Purchasing Agent through e-mail to odeluca@cityofwoburn.com so that they can be addressed prior to the solicitation deadline for offers. Answers will be sent via an addendum to all Offerors who received this solicitation through the Purchasing Department. It is the responsibility of the Offeror

to also monitor the bid portal on the City's website for any updates, addendums, etc. regarding that specific solicitation. The web address is: www.cityofwoburn.com

1.4 Key Dates for this Solicitation

ITEM	DATE
Solicitation issued	5/25/2020
Deadline for submitting questions	06/03/2020 @ 12:00 noon
Responses due, screened and evaluation begins	06/11/2020 @ 11:00 am
Anticipated award	6/25/20
Estimated service commencement	July 1, 2020

1.5 Definitions

MGL: Massachusetts General Law

POC: Point of Contact

RFP: Request for Proposal

SOW: Statement of Work

1.6 Evaluation Methodology

All responses will be reviewed by an evaluation committee composed of employees of the City. However, the City reserves the right to involve an outside consultant in the selection process. Final selection will be based upon the evaluators' analysis of the information and materials provided by the proposing vendors in their technical submissions compared to both the Quality Requirements & Comparative Evaluation Criteria of the solicitation. Responses that meet the minimum Quality Requirements will then be reviewed for responses to the Comparative Evaluation Criteria. The evaluation committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable to the Comparative Evaluation Criteria.

The City will award the contract to the most responsive and responsible Offeror who demonstrates best value to the city, technical and price considered. Before awarding the contract(s), the City may request additional information from the Offeror to insure that the Offeror has the necessary resources to perform the required services. The City reserves the right to reject any and all responses if it determines that the criteria set forth have not been met.

1.7 Non-Price (Technical) Proposal Format

Responses must be submitted in accordance with the requirements set forth in this solicitation. These requirements were developed to standardize the preparation of responses while helping to assure consistency in format and content. This process will reduce the time required to prepare a response and will simplify the review process by City staff. Results of the proposal review process will be utilized to establish a preliminary ranking of the proposers. The City may interview the top ranked candidates as part of the evaluation process. All information in the technical proposal should be organized and presented as directed below.

Your technical proposal should contain the following information in this particular order:

1. Cover Letter
2. Executive Summary
3. Quality Requirements Form
4. Statement of Work
5. Qualifications & Experience
6. Past Performance
7. Completed Forms
 - Terms and Conditions
 - Certifications
 - Certificate of Authority
 - Addendum Acknowledgement(s) (if applicable)

Responses shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (12). All pages of each response shall be appropriately numbered, and identified with the solicitation number. For ease of reference, consecutive page numbering is required.

Elaborate format and binding are neither necessary nor desirable. All binders will be capable of lying flat when opened. All binders will allow for easy removal and replacement of pages.

1.7.1 Cover Letter

Include a cover letter which will summarize, in a brief and concise manner that the Offeror understands the requested services. Please include the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, fax number and contact name. The letter must be signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for sixty (60) days. An unsigned letter or one signed by an individual not authorized to bind the Offeror will be disqualified.

1.7.2 Executive Summary

In a brief narrative, describe the proposed solution by setting forth the overall approach and plans to meet the requirements of the SOW. The intent of this narrative is to convey to the City that the Firm understands the objective that its services are intended to meet, the nature of the work, and the level of effort necessary to successfully provide the defined services. The narrative should stipulate how the firm's approach and plans to provide the services are appropriate to the tasks involved.

1.7.3 Quality Requirements Form

The Quality Requirements Form, or set of basic business standards, must be addressed by each Offeror and presented within the technical proposal documentation.

1.7.4 Statement of Work

Provide a detailed description of the approach and methodology to be used to accomplish the SOW. The methodology should include:

1.7.4.1 Describe the firm's approach to managing the contract, including an implementation plan that describes in detail the specific plans to manage, control, and supervise the its services.

1.7.4.2 Provide a description of the implementation plan considerations, including estimated timeframes and deliverables for various stages of the project.

1.7.4.3 Detailed description of the specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the SOW

1.7.5 Qualifications & Experience

Provide company name, address, telephone, fax, URL of company website, e-mail, and information regarding the firm's stability, length of time in business, business history, future plans, and company size. A statement as to the qualifications and specific billing and collection skills of management and support staff is required. This is to include but not be limited to background in the field of ambulance billing, insurance processing, Medicare experience as well as other information regarding staff qualifications. Provide evidence of a back-up billing arrangement using non-contractor facilities and employees to be presented with the proposal response. This will ensure that a catastrophic occurrence will not necessarily preclude the fulfillment of services required by this Agreement.

Provide resumes of project team members who will be working on this project and indicate the functions that each will perform; indicate the firm's reporting structure. Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the contractor must submit their names and qualifications including information listed above to the City for approval before they begin work.

1.7.5.1 Subcontractors

The City desires to enter a contract with one contractor that will be responsible for all work, products, and services. There is to be no assignment of any aspect of this project without the prior written authorization of the City, If the contractor plans on using consultants and/or subcontractors as part of its implementation plan, then the firm needs to provide the company profile, name, address, and telephone for all consultants and/or subcontractors providing support during the term of this project. Define the responsibilities and give a description of services to be provided by consultants and/or subcontractors. Please describe the contractor's business and reporting relationship with any consultants and/or subcontractors. Include references and resumes for all third party firms in your proposal.

1.7.6 Past Performance

The Offeror shall provide references for minimum of three contracts / orders, on which two (2) must be with local government, that demonstrate recent and relevant past performance of similar scope, size and complexity of services identified. Please include the Period of Performance, contract dollar value, name, telephone number and email of the contact person at each and a description of the nature of the work. The City reserves the right to use itself as past performance.

Past Performance Project Title:	
Period of Performance	
Contract \$ Value	
Technical & Contractual POC Names & Titles	
Telephone numbers	
Email addresses	
Detailed summary of services provided	

1.7.6 Forms

All listed forms stated in Section 1.7 shall be filled out by the Offeror and submitted in the technical / Non-Price proposal response. Failure to do so may deem your proposal non-responsive.

1.8 Price Proposal Format

1.8.1 Cover Letter

Include a cover letter will summarize, in a brief and concise manner that the Offeror understands that their offer will bid the firm to the price submitted with their response. Please include the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, fax number and contact name. The letter must be signed by an official authorized to bind the proposer contractually and contain a statement that the pricing is firm for sixty (60) days. An unsigned letter or one signed by an individual not authorized to bind the Offeror will be disqualified.

1.8.2 Price Summary Page

1.9 Quality Requirements

The following quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. The City of Woburn will disqualify any response that does not meet the minimum quality requirements. A "No Response" to items 1-4, or a failure to respond to any of the following minimum standards will result in disqualification of your bid.

QUALITY REQUIREMENTS		YES	NO
1.	Contractor to provide a toll free number of the City's use and for the use of citizens making inquiries.		
2.	List any litigation, with the appropriate explanation, against your firm in the past five (5) years from 2015 to present.		
3.	Contractor to provide documentation of licensing as a collection agency under Massachusetts laws and function as a collection agency as well as an ambulance billing company including reporting delinquent patients to a credit bureau.		
4.	Contractor to have a minimum of FIVE (5) Years of municipal billing services in the commercial or governmental environment		

In order to provide verification of affirmative responses to items 1-4 under the quality requirements listed above, proposers must submit written information that details the general background, experience, and qualifications of the organization. This information should be detailed throughout the various Tabs in the technical proposal response. Subcontractors, if applicable, must be also included.

1.10 Comparative Evaluation Criteria

The Comparative Evaluation Criteria set forth in this section of the solicitation shall be used to evaluate responsible and responsive proposals. The Comparative Evaluation Criteria are:

1.10.1 FACTOR 1 – Past Performance

The contractor's proposal will be evaluated to determine the extent to which their performance demonstrates the likelihood of successful performance in providing requirements **similar in size, scope and complexity** of this solicitation. The city may choose to evaluate publicly available reports, and/or data. The City may use present and/or past performance data obtained from a variety of sources not just those contracts identified by the contractor. The information gathered for past performance may be used in the responsibility determination.

The contractor shall provide past performance for **minimum of three** contracts/orders, at least two must be with local government that demonstrates recent and relevant past performance of similar scope, size and complexity of services identified. Recent is defined as within the last three years. Relevant is the work similar complexity, magnitude and type of work described in the SOW.

The City may consider the past performance of other companies when they are team members, affiliates, or significant subcontractors who will perform major critical aspects of the requirement when such information is relevant to the acquisition; however, the contractor must clearly explain how these other companies will be significantly involved in the proposed contract. The contractor shall provide a detailed summary of the work performed for each past performance submitted. Where possible the city intends to interview each reference provided to verify project scope caught dollar value and obtain additional past performance information. The contractor shall provide telephone, fax, e-mail for the point of contact the technical and contractual personnel for each referenced project as well as a description of the referenced contract/purchase order.

Highly Advantageous: High degree of demonstration that past performance shows the likelihood of successful performance in providing requirements **similar in size, scope and complexity** of this solicitation. Extensive track record in ambulance billing and collection, and working knowledge of both state and federal assisted payment and insurance. Extensive track record and ability to generate both necessary follow-up collection efforts to all sources of payment as may be deemed necessary for financial remuneration for services rendered by the Woburn Fire Department.

Advantageous: Fair degree of demonstration that past performance shows the likelihood of successful performance in providing requirements **similar in size, scope and complexity** of this solicitation. Some track record in ambulance billing and collection, and working knowledge of both state and federal assisted payment and insurance. Some track record and ability to generate both necessary follow-up collection efforts to all sources of payment as may be deemed necessary for financial remuneration for services rendered by the Woburn Fire Department.

Not Advantageous: Poor degree of demonstration that past performance shows the likelihood of successful performance in providing requirements **similar in size, scope and complexity** of this solicitation. Minimal track record in ambulance billing and collection, and working knowledge of both state and federal assisted payment and insurance. Minimal track record and ability to generate both necessary follow-up collection efforts to all sources of payment as may be deemed necessary for financial remuneration for services rendered by the Woburn Fire Department.

Unacceptable: Unrelated past performance or no response.

1.10.2 FACTOR 2 – Key Personnel

The degree to which the contractor's and subcontractor's proposed key personnel demonstrate the ability to execute SOW requirements on the bases of strength of relevant education, training, depth and breadth of relevant experience.

Highly Advantageous: High degree of demonstration that the proposed personnel have the ability to execute SOW requirements on the bases of strength of relevant education, training, depth and breadth of relevant experience.

Advantageous: Fair degree of demonstration that the proposed personnel have the ability to execute SOW requirements on the bases of strength of relevant education, training, depth and breadth of relevant experience.

Not Advantageous: Poor degree of demonstration that the proposed personnel have the ability to execute SOW requirements on the bases of strength of relevant education, training, depth and breadth of relevant experience.

Unacceptable - Unrelated key personnel for this project

1.10.3 FACTOR 3 - Technical and Management Approach

The degree to which the contractor effectively demonstrates knowledge, understanding, technical ability to successfully perform and manage requirements of the SOW. Additionally, the appropriateness, soundness and reasonableness of the contractor's problem resolution, logistic considerations, corporate commitment to achieve the overall project objectives. Ability to dedicate proper staffing to cover the needs and requirements of this contract. The degree to which administrative, physical, and technical safeguards to reasonably and appropriately protect the confidentiality, integrity and availability of protected healthcare information electronic or otherwise that is received maintained or transmitted on behalf of the City of Woburn Fire Department. The proposed electronic reporting software on this contract, and transition plan if different than ZOLL ePCR.

Highly Advantageous: High degree of demonstration that the vendor has the knowledge, understanding and technical ability to success performing requirements in the SOW. Extensive ability to follow certain guidelines, as established by the City regarding the handling of certain categories of accounts. Extensive ability to meet the SOW requirements. Compliance with Affirmative Action requirements, applicable laws, ordinances, and the codes of state, federal and local governments. High degree of administrative, physical, and technical safeguards to reasonably and appropriately protect the confidentiality, integrity and availability of protected healthcare information electronic or otherwise that is received, maintained or transmitted on behalf of the City of Woburn Fire Department. High degree of demonstration that the proposed electronic reporting software can meet the needs of the department and data is easily transferrable.

Advantageous: Fair degree of demonstration that the vendor has the knowledge, understanding and technical ability to success performing requirements in the SOW. Some ability to follow certain guidelines, as established by the City regarding the handling of certain categories of accounts. Some ability to meet the SOW requirements. Compliance with Affirmative Action requirements, applicable laws, ordinances, and the codes of state, federal and local governments. Some degree of administrative, physical, and technical safeguards to reasonably and appropriately protect the confidentiality, integrity and availability of protected healthcare information electronic or otherwise that is received, maintained or transmitted on behalf of the City of Woburn Fire Department. Fair degree of demonstration that the proposed electronic reporting software can meet the needs of the department and data is somewhat transferrable.

Not Advantageous: Poor demonstration that the vendor has the knowledge, understanding and technical ability to success performing requirements in the SOW. Little ability to follow certain guidelines, as established by the City regarding the handling of certain categories of accounts. Little ability to meet the SOW requirements. No demonstration to show compliance with Affirmative Action requirements, applicable laws, ordinances, and the codes of state, federal and local governments. Poor degree of administrative, physical, and technical safeguards to reasonably and appropriately protect the confidentiality, integrity and availability of protected healthcare information electronic or otherwise that is received, maintained or transmitted on behalf of the City of Woburn Fire Department. Poor degree of demonstration that the proposed electronic reporting software can meet the needs of the department and data cannot be transferred.

Unacceptable: No response.

1.11 Price Percentages

As the technical responses approach equality, price percentage of actual receipts delivered will become more important in making the awarded determination. In the event that two or more responses are determined not to have any substantial technical differences (i.e. are technically equivalent), award may be made to the higher percentage offer. It should be noted that award may be made to other than lower percentage offer if the City determines that a higher percentage is

warranted due to technical merit. The city may also award other than the highest technically rated response, if the City determines that a decreased percentage is reasonable.

1.12 Rule for Award

The contract shall be awarded to the most responsible and responsive proposer submitting the most advantageous proposal response, taking into consideration all evaluation criteria as well as price. The contract will be awarded within thirty (30) days after the bid opening. The time for award may be extended for up to fifteen (15) additional days by mutual agreement between the City and the apparent lowest responsive and responsible bidder (or, for a contract requiring payment to the City, the apparent highest responsive and responsible bidder).

1.13 Bonding Requirements

A dishonesty bond of for the minimum amount of \$100,000.00 and an errors and omissions (E+O) bond for the minimum amount of \$1,000,000.00 naming the City of Woburn as an additional insured are to be included with the proposal. If the proposal is accepted these bonds must be kept in effect for the life of the contract.

SECTION 2.0 GENERAL TERMS, CONDITIONS, CERTIFICATIONS

2.1 Bid Offers

The right is reserved to reject any and all bids or parts of bids and to make an award as may be determined to be in the best interests of the City of Woburn. Bids not submitted in duplicate may be rejected. Bids with erasures or alterations will be rejected.

2.2 Prices

Must be F.O.B. Destination. No charges will be allowed for packing, crating, freight, handling, or cartage unless specifically stated and included with bid.

2.3 Awards

to a bidder may be cancelled if the bidder shall fail to prosecute the work with promptness and diligence.

2.4. Payment

The City of Woburn shall make no payment for a supply or service rendered prior to execution of a written Contract. Bills for services, materials, or supplies furnished by bidders under Contract should be submitted before the first day of the in which payment is to be made to insure payment by twentieth day of that month, except where the allowance for a discount differs from the above. Contractor agrees to submit bills and delivery slips to the City Department in sufficient time for such discounts to be taken advantage of by the City and, in any event, shall not be less than ten (10) days from the submission to the Department of such bills and delivery slips. Time in connection with a discount offered will be computed from the date of delivery to the City, as specified on the order or from the date a correct invoice is received by the using agency of the City, if the latter date is later than the date of delivery.

2.5. Guarantees

The successful bidder shall repair, replace, or make good, without cost to the City, any defects or faults arising within one (1) year after the date of acceptance of articles furnished hereunder resulting from imperfect or defective work done or materials furnished by the Seller.

2.6 Patents

The Seller shall indemnify and save harmless the City and all persons acting for or on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment, or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment, or apparatus, or any part thereof, in any such suit is held to constitute an infringement, the Seller within a reasonable time, will, at its expense and as the City may elect, replace such material, equipment, or apparatus, or remove the material, equipment, or apparatus and refund the sums paid.

2.7 Legality

The successful bidder shall comply with all applicable United States, Massachusetts, and/or City of Woburn codes, statutes, ordinances, rules, and regulations.

2.8 Taxes

Purchases made by the City are exempt from Massachusetts Sales Tax and Federal Excise Taxes. Bid prices must exclude any such taxes. Exemption certificates will be furnished upon request.

2.9 Bonds

If this Invitation requires bid surety, the surety shall be in the form of bid bond of a MA Licensed Company, certified check, bank check, money order from a responsible bank, made payable to City of Woburn and must be filed with the original bid at the Office of the Purchasing Agent. Failure to submit surety will cause the bid to be rejected. The bid surety will be returned to the successful bidder within seven (7) days after the execution of the awarded contract and approval by the City of the performance bond. In the case of a default, the bid surety shall be forfeited to the City of Woburn. The successful bidder may be required to furnish a performance bond in an amount and with a MA licensed Surety satisfactory to the City. The Contractor will assume all costs for bonds.

2.10 Orders

Verbal Orders are not binding on the City of Woburn, and any delivery made or work performed without written order or written Contract are at the risk of the Seller or Contractor and may result in an unenforceable claim. The actual needs of City Departments shall govern the actual amount delivered under Contract to be drawn and entered into between the successful bidder and the City. Purchase Orders issued by the City to pay for goods or services shall be made part of Contract.

2.11 Indemnity

Contractor shall agree to Indemnify, Defend, and Hold the City Harmless from any and all claims arising out of the performance of this contract from the negligence, willful acts or omissions of the contractor, its employees, agents, or any sub-contractors.

2.12. Equality

Where trade names or specific manufacturers are mentioned in the specifications, the City does not intend to limit competition, but merely to indicate the general type of commodity to be supplied. The City invites offers on comparable commodities to those named or described in the specification. Naming of any commercial name, trademark or other identifier shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition, but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if:(a)it is at least equal in quality, durability, appearance, strength, and design;(b)it will perform at least equally the function imposed by the general design for the purpose being contracted for or the material being purchased; and(c)it conforms in a substantial way, even with deviations, to the detailed requirements for the item in the specifications. The

name and identification of all materials, other than the one named, shall be submitted to the City in writing for approval, prior to the purchase, use, or fabrication of such items. Subject to the provisions of M.G.L., Ch.30,s.39J, or other applicable statute, approval shall be at the sole discretion of the City, it shall be in writing to be effective, and the decision of the City shall be final. The City may require tests of all materials so submitted to establish quality standards at the vendor's expense. All directions, specifications, and advice by the manufacturer for the proper installation, handling, storage, adjustment, or operation of their equipment shall be complied with and the responsibility for the proper performance shall continue to rest with the vendor. Include a written brochure outlining all features of the product offered whenever possible.

2.13 Minority Business Enterprise Plan

Pursuant to M.G.L. c 7, §40N and M.G.L. c. 7, §61, the Supplier Diversity Office ("SDO") (formerly SOMWBA) and the Division of Capital Asset Management ("DCAM") have set revised participation goals for Minority Business Enterprise ("MBE") and Women Business Enterprise ("WBE") participation for affected state funded building projects and state assisted municipal building projects as defined in the above referenced laws and related Executive Orders, including Executive Orders 524 and 526.

Effective January 1, 2012, and until such time as the goals may be revised, the MBE and WBE participation goals for building construction and design awards and expenditures on new projects advertised on or after the effective date will be a combined MBE/WBE goal as follows:

10.4% combined MBE/WBE participation on construction contract awards; and,
17.9% combined MBE/WBE participation on design contract awards.

Overall annual designations by awarding authorities, as well as MBE/WBE participation on individual projects with a combined MBE/WBE participation goal, must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or do not include a reasonable amount of participation by both MBE and WBE firms to meet the combined goal, will not be considered responsive. Where the prime contractor or designer is an SDO certified MBE or WBE, the prime must bring a reasonable amount of participation by a firm or firms that hold the certification which is not held by the prime contractor or designer on the project. Proposed participation on construction projects or design projects which consists solely of either an MBE or WBE representing 100% of the overall combined goal will not be considered reasonable participation.

The SDO and DCAM will determine whether there is reasonable participation by both MBE and WBE firms on individual projects under their respective oversight. Firms submitting MBE/WBE participation plans which do not provide reasonable participation by both MBE/WBE firms shall be provided an opportunity to revise and resubmit their plans within the time frame set by the awarding authority; however no price adjustments shall be permitted as a result of the revised

plan. Firms failing to submit an MBE/WBE participation plan deemed reasonable and accepted by the awarding authority shall not be awarded the contract.

Participation by MBE and WBE firms must be documented, tracked and reported on separately as MBE participation and WBE participation by prime vendors, subcontractors and awarding authorities.

2.14 Right to Know Legislation

M.G.L., Ch.111F and 454 CMR 21.06 All vendors furnishing substances or mixtures which may be classified as toxic or hazardous, pursuant to MGL,Ch.111F , are cautioned to obtain and read the Law and the Regulations referred to above. Copies may be obtained from the State House Bookstore, State House, Room 117, Boston, MA 02133 for a fee.

2.15 Non-Collusion Affidavit

M.G.L., Ch.30, s.39M and/or Ch.30B, s. 10 Any person submitting a bid or proposal for the procurement or disposal of supplies or services to any governmental body shall certify in writing on the bid or proposal, as follows: the undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

2.16 State Taxes Paid

Pursuant to M.G. L. Ch.62C, s.49A, the undersigned certifies that, to the best of their knowledge and belief, they have complied with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

2.17 Bid Offers

Bid offers will be reviewed and awards made as soon as is possible. Awards will be made within 30 business days from Bid Opening. Offers must be signed to be valid.

2.18 Unit Price

The case of arithmetical error in any offer involving extension of prices quoted herein, the unit price will govern the final price of quantities offered.

2.19 Insurance

Contractor shall purchase and maintain coverage for Workers’ Compensation, Comprehensive General Liability, including products, completed operations, and contractual liability; Automobile Liability to protect their employees and others from bodily injury and damages to property which may arise out of or result from the Contractor’s operations under this agreement, whether such operations be the Contractor’s, any subcontractor, or anyone directly or indirectly employed by any of them. This insurance shall be in limits specified by Law, or as specified in the specifications. In no case shall the limits be less than \$ 1,000,000 in Bodily Injury and in Property

Damages. A certificate of insurance naming the City of Woburn as Additional Named Insured shall be filed with the City prior to the commencement of any contract's operations. All policies and certificates shall contain an endorsement requiring at least thirty (30) days written notice, non-renewal or cancellation of coverage to City of Woburn. Compliance by the Contractor with the insurance requirements shall not relieve the Contractor from liability under the full indemnity provisions contained herein (see 11).

2.20 Independent Contractor

The contractor is neither an agent nor an employee of the City of Woburn and is not authorized to act in behalf of the City of Woburn.

2.21 Complete Agreement

The written contract supersedes all prior agreements or understandings between the parties and shall not be changed unless mutually agreed by both parties in writing.

2.22 Assignment / Sub-Contracting

The Contractor shall not assign any interest in a contract nor engage any other entity, company, subcontractor or individual to perform any obligation to the City without prior written consent of the City of Woburn.

2.23 Conflict of Interest

The bidder certifies that no official or employee of the City of Woburn has a financial interest in this offer or in the contract which the bidder offers to execute or in the expected profit to arise there from, unless there has been compliance with the provisions of M.G.L.,Ch.43, s.27 (Interest in Public Contracts by Public Employees) and of provisions of M.G.L.,Ch.268A,s.20 (Conflict of Interest Law) and that this offer is made in good faith without fraud or collusion or connection with any other person submitting an offer to the City of Woburn.

2.24 Termination

The City of Woburn shall have the Right to terminate this Agreement, if:(A) the Contractor neglects or fails to perform or observe any of its obligations hereunder and cure is not effected by the Contractor within Fifteen (15) Days next following its receipt of a termination notice issued by the City of Woburn, or,(B)a judgment or decree is entered against the Contractor approving a petition for arrangement, liquidation, dissolution or similar relief relating to any bankruptcy or insolvency and such judgment or decree remains unvacated for Thirty (30) Days; or Immediately, if Contractor shall file a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief of debtors, or shall seek or consent or acquiesce in appointment of any trustee, receiver or liquidation of Contractor's property; or (C) funds are not appropriated or otherwise made available to support continuation of performance in any Fiscal Year succeeding the first year of this Agreement. City of Woburn shall pay all reasonable and supportable costs incurred prior to termination which payment shall not exceed the value of any services provided. NOTICE: The City of Woburn may terminate this Contract or any Purchase Order issued hereunder without

cause at anytime, effective upon the termination date stated in the notice of termination. The Contractor shall cease performance upon the stated termination date. If the Contract or any Purchase Order is terminated under this subsection, the Contractor shall be entitled to be paid for supplies and/or services delivered and accepted prior to the notice of termination. In no event shall the Contractor be entitled to be paid for any supplies or services delivered after the effective date of termination.

2.25 Return of property

Upon termination, the Contractor shall immediately return to the City of Woburn, without limitation, all documents, plans, drawings, tools, equipment, and items of any nature whatsoever supplied to the Contractor by the City, or items developed by the Contractor in accordance with the terms of a Contract with the City of Woburn.

2.26 Interpretations of Specifications

Any prospective bidder that requests an interpretation of existing specifications' terms or conditions must do so within the defined question due date located with the instructions to bidder. All requests shall be in writing to the Purchasing Agent.

2.27 Information

The submission of a bid offer authorizes the City to contact any and all parties referenced by the bidder in regard to financial and operational information. The City shall have the right to request verification of any information or qualifications submitted as part of any offer to the City.

2.28 Price Reduction

It is understood and agreed that should any price reductions occur between the opening of the bid offers and the completion of the delivery of goods or services that the benefit of all such reductions will be extended to City.

2.29 Governing Law

The offer and any Contract which may ensue shall be governed by the Laws of the Commonwealth of Massachusetts.

2.30. Enforceability

In the event that any provision of this offer or Contract is found to be legally unenforceable, such legal unenforceability shall not prevent enforcement of any other provisions of a Contract.

2.31 Samples

Any qualified bidder may be required to submit samples of the goods offered at the request of the Purchasing Agent. Evaluation for acceptability will be a determining factor in the selection process.

2.32 Discrimination

It is understood and agreed that it shall be a material breach of Contract resulting from this bid

offer for the Contractor to engage in any practice which shall violate any provision of M.G.L., Ch.151B, relative to discrimination in hiring, discharge, or, terms or conditions of employment.

(THIS AREA IS LEFT BLANK INTENTIONALLY)

CERTIFICATIONS

Statements below shall be submitted with each Bid or Proposal and shall be duly dated and signed with an original signature and all other information, or, the Bid or Proposal will be rejected.

In witness whereof, the undersigned certifies, under the pains and penalties of perjury that:

1.STATE TAXES PAID: Pursuant to M.G.L. Chapter 62C, s. 49A, the undersigned certifies that, to the best of my knowledge and belief, have complied with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

2.CERTIFICATE OF NON-COLLUSION: M.G.L. C. 30, s. 39M and/or C. 30B, s.10 : Any person submitting a bid or proposal for the procurement or disposal of supplies or services to any governmental body shall certify in writing, on the bid or proposal, as follows: The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

3.PUBLIC CONTRACTS - DEBARMENT: M.G.L. C. 550, Acts of 1991: The undersigned certifies that the said "person" is not presently debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of C. 29, s. 29F, or any other applicable debarment provision of any other Chapter of the General Laws, or any Rule or Regulation promulgated thereunder. Additionally, the undersigned is not presently debarred by any Agency of the Federal Government.

4. HEALTH & SAFETY ON PUBLIC CONSTRUCTION PROJECTS OVER \$ 10,000.00: Chapter 306 of the Acts of 2004: The undersigned certifies that the firm is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work;(2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the U.S. OSHA that is at least 10 hours in duration at the time that the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and(3) that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the U.S. OSHA that is at least 10 hours in duration.

5. COMPLIANCE : The undersigned is in compliance with all of the provisions, and shall remain in full compliance with the provisions for the life of any Contract resulting from this solicitation. That the bidder is qualified to perform any such Contract and possesses, or shall obtain, all requisite licenses and/or permits to complete performance; shall maintain all unemployment, workers' compensation, professional and personal liability insurance policies sufficient to cover its

performance under any such Contract; and shall comply with relevant prevailing wage rates and employment laws. To the best of its knowledge and belief has paid all local taxes, tax titles, utilities, motor vehicle excise taxes, water and wastewater bills in MA as required by Law.

Print Name _____

Circle: Corporation Partnership Individual

Authorized Signature _____

Print Name _____

Title of Person Signing Bid or Proposal _____

Date _____

Company Federal ID # or Social Security # _____

State of Incorporation _____

Approval of a Contract, or other Agreement, will not be granted unless this form is signed and fully complete.

SECTION 3.0 STATEMENT OF WORK (SOW)

3.1 Objective

The City of Woburn Fire Department invites sealed proposals for providing the billing and collection service for the City operated ambulance service. The City recognizes that emergency medical services are essential to the health and safety of the community. In order to concentrate on operational issues, address patient care needs and remain cost effective, the City is seeking proposals from firms for ambulance billing and collection services, hereinafter referred to as "contractor". Billing and collections for services rendered must be handled efficiently and effectively by a contractor with experience in emergency medical services ambulance billing. The City is looking for specified criteria in addition to a contractor that will be responsive to staff needs. The City is also seeking a contractor that will be attentive to patient's needs and inquiries through a friendly and helpful staff. Thus, the City is accepting proposals that meet the terms, conditions, guidelines, and special requirements listed in this solicitation.

3.2 Scope

The contract type will be firm fixed price (FFP) percentage of actual receipts. The contractor shall provide all supplies, equipment, personnel, computer hardware and software, billing forms, insurance forms, lien forms, envelopes, postage, and supplies necessary to function on a day to day basis in the administration of the Fire Department's accounts receivable.

The Fire Department is composed of 71 sworn personnel, staffing 5 companies and operating out of 5 stations. The Woburn Fire Department provides Basic Life Support (BLS) to emergency medical calls for service. The BLS ambulances are staffed with sworn fire personnel on all Emergency Medical Services (EMS) responses. Approximately 17 operators are staffed 24 hours / 7 days per week of which 2 EMTs staff one (1) BLS ambulance. The Fire Department has the ability to equip and staff a second ambulance as needed for call volume. Last fiscal year in Woburn, the Fire Department responded to a total of 3985 EMS calls. This is a virtually equivalent amount (3988) of emergency medical responses from the previous fiscal year. The Fire Department currently utilizes Zoll Software ePCR for its electronic reporting tasks which its third year license will be expiring.

3.3 Description of Work Performed

3.3.1 General

3.3.1.1 The contractor shall, if desired, propose to provide software and hardware as required to generate source information in the field and transfer same to contractor electronically for processing billing information.

3.3.1.2 The contractor shall have the ability to create fully itemized statements showing all procedures and supplies

3.3.1.3 To provide human contact for patients requiring assistance, the contractor shall provide a toll-free telephone number at no additional cost to the City.

3.3.1.4 The contractor shall have the ability to handle third party payor submissions and inquiries regarding insurance claims.

3.3.1.5 The contractor shall be able to show claim submission date, follow-up payments to be made on account, sources of payment, and automatic audit trail for all collectibles.

3.3.1.6 The Firm shall electronically convey all Medicare and Medicaid invoices to the appropriate payor. All secondary insurance, coinsurance, and co-payments for Medicare and Medicaid shall be transferred to the appropriate pay source and promptly billed to that source.

3.3.1.7 The contractor shall bill private insurance, supplemental insurance, secondary insurance, and workers compensation carriers in accordance with applicable Ambulance Billing & Collection. Any correspondence necessary to secure insurance payment shall be performed by the Firm.

3.3.1.8 The contractor shall provide all billing functions, including all mailings, with no additional cost for postage, data mailers or telephone collection that is performed. Additionally, the Firm shall monitor bills through adjudication with Medicare, Medicaid, and private insurance.

3.3.1.9 The contractor shall propose a typical billing schedule by account type. The contractor must also submit for approval a summary of their collection methods and the specific time frames used for these methods. This is to include but not be limited to the timing of various types of bills and statements, delinquent notices and follow-up correspondence with the patient and other third party payers and the criteria used to deem accounts uncollectible.

3.3.1.10 The contractor shall maintain records that are in accordance with generally accepted accounting principles (GAAP).

3.3.1.11 The contractor agrees that all account files are the property of the City. Furthermore, the contractor agrees to relinquish all active account files to the City at termination of the contract. Furthermore, all inactive and/or paid account files shall be provided to City on a regular basis in mutually agreeable format.

3.3.1.12 Account file information must be updatable to maintain current records. Information that may require updating would include but not be limited to: patient name, address, city, state, age, phone, gender, insurance, alternative sources of payment, diagnosis, and collection follow-up notes. The contractor shall have the ability to retain a record of charges to the patient account.

3.3.1.13 The contractor shall have the ability to cross reference patient files in various methods, i.e., last names, Social Security number, addresses, (either pickup or residence), date of birth, date of service and payor.

3.3.1.14 The contractor agrees to abide by the provisions of all laws of the State of Massachusetts, and to abide by any applicable ordinances of the City. The Firm shall be responsible for program updates if the requirements of Medicare and Medicaid fiscal intermediaries change during the contract period.

3.3.1.15 The contractor shall provide to the City a monthly reporting of all monies collected by the Firm and of all fees charged to the City. Said reporting shall be submitted to the City along with monthly reports outlined in Section 3.3.4.

3.3.1.16 The contractor shall remit to the City all revenues collected in conjunction with this program.

3.3.1.17 The contractor shall prepare and execute patient refunds and provide appropriate record keeping and reporting to City.

3.3.1.18 The City shall have access to all patient account records upon 24 hour notice to the contractor

3.3.1.19 The City of Woburn Fire Department is to provide the billing agency with a copy of the "Standard Ambulance Report Form" to include the patient's name, address and the date and time of transport to area hospitals. This form will have the point of origin of the call clearly noted to allow the billing service to bill mileage appropriately based on the rate structure outlined.

3.3.2 Performance Monitoring

The contractor agrees to allow the City, or any agent or consultant as the City deems so qualified, to monitor, audit, review, examine, or study the methods, procedures, and results of the billing and collection methods used.

3.3.3 Accounts Receivable

To create an audit trail for accounts receivable and secure the funds that are received as a result of

services provided by the City, the following shall be required as the primary method of tracking and receiving cash receipts. All amounts received by the billing service will be recorded and the proceeds deposited in an account at the bank providing municipal banking services to the City of Woburn during the period of the contract, and the account shall be to the City of Woburn, Woburn City Hall, 10 Common Street, Woburn, MA. At the expiration of each month, the billing service shall bill the City of Woburn for collection charges due the billing service for collections made that month.

The billing service will collect accounts receivable of the City of Woburn under the name of "Ambulance Billing Service, City of Woburn". The billing service shall delegate an authorized representative for receiving notices and day to day contract administration.

3.3.4 Reporting

The billing service will furnish to City of Woburn the following reports:

- A report of all collections together with a copy of the deposit slips evidencing the deposit to City of Woburn's bank account.
- A monthly recap of services, collections, and adjustments for the month.
- At a minimum the following reports are required:
 - Commitment listings
 - Listing of write offs
 - Adjustment credits
 - Any other report determined necessary to be able to prove balance from month to month.
- All records and correspondence relating to City of Woburn's accounts receivable and the billing services collection efforts will be kept at the billing service's office and shall be available for examination by City of Woburn or authorized representatives.
- All correspondence and inquiries for waiver applications will be directed to the billing agent's mailing address. All payments will be directed to the City of Woburn.

3.3.5 Delinquent Account Collection, Waiver Handling Policy

During the course of the program, there will be required services of a collection agency. The contractor agrees to work with the City's collection agency. The contractor shall not have any direct or indirect financial or other interest in the collection agency.

3.3.5.1 Delinquent Account Collection

Release of Patient Records and/or Related Documents. The contractor agrees to act as Custodian of Records on behalf of the City for patient records and related documents. Only upon receipt of the properly executed permission forms for release of confidential information by the patient or patient's legal representative, will they provide any information to any inquiring agencies, associations or entities who demonstrate need for such information.

3.3.5.1.1 The contractor agrees that any and all documents relating to the patient shall be released to inquiring agencies, associations or entities having demonstrated need for such information. The contractor shall keep the City informed as to the individual to contact for release of information. Confidential information is to be released through the City to maintain confidentiality.

3.3.5.1.2 The contractor agrees to retain all source documents including attachments for seven (7) years. All Medicare and Medicaid audits for periods during which this contract is in effect shall be referred to the contractor.

3.3.5.1.3 The contractor agrees to abide by all City established policies, standards, and security procedures relating to the release of information concerning injured or treated parties.

3.3.5.1.4 The contractor, as custodian of records, shall be entitled to direct payment for costs associated with research, copying, and mailing of information to requests within this capacity.

3.3.5.2 Waiver Handling Policy

Although the City wishes to maximize ambulance collections, we do wish to have compassion for those with financial hardships. A strict waiver policy will be formulated by, and administered by, the City of Woburn. Provide copies of internal policies to reinforce this response along with any waiver policies that you have dealt with, or are dealing with presently.

Write offs and/or reductions of charges will be handled by the City on an abatement basis at their discretion. Requests for abatements or adjustments from patients will be sent to the billing agent, and then sent to the City of Woburn. This would be applicable to any patient who signs for an abatement or waiver after being billed by the service.

3.4 Period of Performance

The period of performance for this contract is three (3) years July 1, 2020- June 30, 2023.

3.5 Place of Performance

All services, delivery and other required support shall be conducted throughout the City of Woburn. Meetings between the awarded Contractor and City shall be held at the City of Woburn, Fire Department Headquarters.

3.6 Kickoff Meeting

The awarded contractor shall attend a kickoff meeting with the Purchasing Department and Fire Department and other designated representatives within seven (7) business days after award of the contract. The purpose of this meeting is to review project milestones and contractual objectives.

3.7 Termination

The agreement may be terminated by the City of Woburn at any time upon ninety days (90) written notice of termination to the billing service, and by the billing service on the anniversary date of the contract upon ninety days (90) written notice to the City of Woburn. Upon termination of the agreement, for whatever reason, the billing service shall deliver up all records and pertinent correspondence concerning the accounts and collection thereto to the City of Woburn, and the billing service will otherwise cooperate with the City of Woburn or their assignees to effect an orderly transfer of the collection of the City of Woburn's accounts receivable. If the City of Woburn should terminate this agreement, the billing service should be entitled to receive from the City of Woburn, any and all commission due to the billing service up to and including the actual date of termination and transfer of accounts receivable, as well a reimbursement from the City of Woburn of all expenses incurred by the billing service which shall be reimbursable under the contract and which remain unpaid at the date of termination. The billing service must turn over all records and have them delivered to a location designated by the City of Woburn upon termination of the contract.

**SECTION 4.0
PRICING**

The undersigned proposes to supply and deliver the materials and/or services specified below in full accordance with the Statement of Work supplied by the City of Woburn entitled:

AMBULANCE BILLING SERVICES

The contractor proposes to furnish and deliver the services specified at the following price structure

CLIN	Description	Qty	Unit	Unit Price	Total Amount
001	To successfully complete all tasks detailed in Section 3.0, Statement of Work Contractor's fixed percentage of actual receipts delivered to the City of Woburn _____ %	NA	NA	NA	NA

SEE NEXT PAGE FOR PRICING SIGNATURE FORM

The Contractor certifies that this Proposal Response has been duly authorized and approved by all required organizational action of the organization.

The person executing this Proposal Response on behalf of the organization certifies that he or she has the legal and organizational authority to do so.

NAME OF COMPANY : _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

FEDERAL TAX ID NUMBER: _____

**NAME OF AUTHORIZED
INDIVIDUAL:** _____

SIGNATURE OF AUTHORIZED INDIVIDUAL:

X _____

EMAIL: _____

ACKNOWLEDGEMENT OF ADDENDUMS:

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

**SECTION 5.0
FORMS**

Required Form Submissions by Offeror

1. Certificate of Authority

Post Award

1. Insurance Certificate
2. \$100,000 Dishonesty Bond & \$1,000,000 Errors and Omissions Bond
3. W-9 Form (If new vendor)

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of _____
(Name of Corporation)

held on _____ it was VOTED that:
(Date)

(Name)

(Officer)

of this corporation, be and he/she hereby is authorized to submit bids and proposals, execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such _____ under seal of the company, shall be valid
(Officer)

and binding upon this corporation.

A True Copy,

ATTEST: _____

TITLE: _____

PLACE OF BUSINESS: _____

DATE OF THIS CERTIFICATE: _____

I hereby certify that I am the clerk of the _____
(Corporation)

that _____ is the duly elected _____ of
(Name) (Office)

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

(Clerk)

CORPORATE SEAL:

INSURANCE SPECIFICATIONS
INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:

Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the contractor shall furnish to the Office of the Purchasing Director a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Comprehensive Form

Bodily Injury Liability.....\$ One Million
Property Damage Liability.....\$ One Million

B. COVERAGE FOR PAYMENT OF WORKER'S COMPENSATION BENEFIT
PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN
THE AMOUNT AS LISTED BELOW:

WORKER'S COMPENSATION.....\$ Statutory
EMPLOYERS' LIABILITY.....\$ Statutory

C. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY.....\$ Statutory

1. A contract will not be executed unless a certificate (s) of insurance evidencing above described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:
"CITY OF WOBURN" as a certificate holder and as an additional insured for general liability only along with a description of operation in the space provided on the certificate.

Certificate Should Be Made Out To:
City Of Woburn
Purchasing Department
10 Common St.
Woburn, MA 01801

Note: If your insurance expires during the life of this contract, you shall be responsible to submit a new certificate(s) covering the period of the contract. No payment will be made on a contract with an expired insurance certificate.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C. No. Ext):	FAX (A/C. No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

ADD "X" HERETO CERTIFY THAT THE CITY OF WOBURN IS AN ADDITIONAL INSURED

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF PROJECT, SOLICITATION NUMBER AND THAT THE CITY OF WOBURN IS A CERTIFICATE HOLDER AND ADDITIONAL INSURED

CERTIFICATE HOLDER

CANCELLATION

CERTIFICATES SHOULD BE MADE OUT TO:

CITY OF WOBURN
PURCHASING DEPARTMENT
10 COMMON ST
WOBURN, MA 01801

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE