**MASSACHUSETTS**

**BAY**

**TRANSPORTATION**

**AUTHORITY**

Invitation for bids – undefined

iFB No: undefined

Requisition No: undefined

undefined

Date Issued: undefined

**Please supply an original and duplicate copy (labeled as such) of this bid – also indicate IFB # and Open Date on Envelope. All bids must be mailed to the following address:**

Massachusetts Bay Transportation Authority (“MBTA”)

Procurement and Logistics Department, Suite 2810

Ten Park Plaza, Boston, MA 02116

Contents

[1. Introduction 3](#_Toc519700941)

[2. Instructions to Bidders 3](#_Toc519700942)

[2.1 Pre-Bid Conference 3](#_Toc519700943)

[2.2 Due Date and Delivery Instructions 3](#_Toc519700944)

[2.3 Late Submissions, Modifications and Withdrawals of Offers 3](#_Toc519700945)

[2.4 Clarifications of Specifications 4](#_Toc519700946)

[2.5 MBTA Standard Contract and Terms & Conditions 4](#_Toc519700947)

[2.6 Collusion 4](#_Toc519700948)

[2.7 Prices 4](#_Toc519700949)

[2.8 Alternative Bids 5](#_Toc519700950)

[2.9 Acceptance Period 5](#_Toc519700951)

[2.10 Delivery Terms 5](#_Toc519700952)

[2.11 Pre-contractual Expenses 5](#_Toc519700953)

[2.12 Tax Exemption 5](#_Toc519700954)

[2.13 Insurance 5](#_Toc519700955)

[3. Selection Process 6](#_Toc519700956)

[3.1 Basis of Award 6](#_Toc519700957)

[3.2 Scope of Proposal 6](#_Toc519700958)

[3.3 Rejection of Bid 6](#_Toc519700959)

[3.4 Cancellation of Bid 6](#_Toc519700960)

[3.5 Appeal / Protest Procedures 6](#_Toc519700961)

[4. MBTA Policies 6](#_Toc519700962)

[4.1 Small, Minority, Women, and Other Disadvantaged Businesses 6](#_Toc519700963)

[5. Contract Structure 6](#_Toc519700964)

[5.1 Construction of Contract 6](#_Toc519700965)

[Enclosure 1 – Bid Cover Letter 8](#_Toc519700966)

[Form A: Pre-Award Bidder Evaluation Data Form 10](#_Toc519700967)

[Form B: Requested Goods & Services Pricing Form 12](#_Toc519700968)

[Form C: Alternate Goods & Services Pricing Form 13](#_Toc519700969)

[6. MBTA Standard Contract and Terms and Conditions Instructions for Vendors 14](#_Toc519700970)

[6.1 MBTA Standard Contract Instructions (Section 7) 14](#_Toc519700971)

[6.2 MBTA Standard Terms & Conditions Instructions (Section 7.1) 14](#_Toc519700972)

[7. Massachusetts Bay Transportation Authority Standard Contract 15](#_Toc519700973)

[7.1 Standard Terms and Conditions 16](#_Toc519700974)

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# Introduction

The Massachusetts Bay Transportation Authority (“MBTA” or “Authority”) seeks undefined. To assist the MBTA in this effort, the Authority is issuing this Invitation for Bid (“IFB”) to solicit proposals (“Bids”) from qualified Bidders who can meet the project requirements stated herein.

**Bids will not be publicly opened for this procurement.** The buyer responsible for this procurement will post an Initial Bid Summary Form to the MBTA Business Center within two business days of the due date that will detail the number of bids received, each Bidder’s name, and the bid amount for bidders and the public to view.

For all inquiries, please contact the following point of contact and list the IFB number:

Buyer: undefined

Email: undefined

# Instructions to Bidders

## Pre-Bid Conference

There will be no pre-bid conference for this procurement.

## Due Date and Delivery Instructions

Bids are due by: undefined at 2:00 PM, EST / EDT, for the work described herein at the address below. **Bids will not be publically opened for this procurement.**

Bidders are required to submit a Bid including all Bid forms contained in this package. Do not remove pages. Please supply an original and duplicate hard copy (labeled as such) of this Bid – also indicate the IFB# and Open Date on the envelope. Bidders shall complete the **Enclosure 1 – Bid Cover Letter** and complete the check boxes to indicate the bid documents that constitute their bid. **The Bid Cover Letter should be placed on the top of all bid documents when submitted to the MBTA.**

**All Bids must be labeled and mailed to:**

Attention: MBTA Procurement & Logistics

IFB # undefined

Open Date: undefined

10 Park Plaza, Suite 2810

Boston, MA 02116

**Note:** Bid packages that are received that do not follow instructions above may be disqualified. Please do not write anything additional on the package.

## Late Submissions, Modifications and Withdrawals of Offers

Any offer received at the Procurement and Logistics Department after the exact time specified for receipt as designated in *Section 2.2 Due Date and Delivery Instructions* will not be considered unless the package was sent by registered or certified U.S. mail not later than the fifth (5th) business day before the Due Date. The MBTA, in its sole discretion, will consider other late Bids on a case-by-case basis.

Any modification of an offer, except a modification for “best and final” offer, is subject to the same conditions stated in this solicitation. At any time after submission of proposals and prior to the final selection of Bidders for contract negotiation or execution, the MBTA shall have the option to provide Bidders with an opportunity to provide a “best and final” offer and may limit the number of Bidders selected for this option.

Modification resulting from a request for “best and final” offer received after the time and date specified in the request will not be considered. “Best and final” offers will be accepted by email to the designated buyer.

Bids may be withdrawn only by written notice sent to the Authority at any time before award. In the case of Bid withdrawals or late Bids the MBTA will archive the Bid materials and will not return them to the Bidder.

## Clarifications of Specifications

Any request for clarification to, or relief from, the specifications, must be submitted in writing via email to the assigned Buyer at the Procurement and Logistics Department’s office no later than five (5) business days prior to the Due Date (*see Section 2.2 Due Date and Delivery Instructions*).

Should the MBTA make changes to any specification, stipulation, requirement, or procedure, notification will be made to all Bidders in the form of written Addenda. No officer, agent, or employee of the MBTA is authorized to amend any provision contained in this solicitation, including the specifications, unless such amendment is issued as an Addendum and sent to all Bidders. If this solicitation is modified by an amendment, then all terms and conditions that are not modified remain unchanged.

## MBTA Standard Contract and Terms & Conditions

Bidders shall review and sign *Section 7.1* *MBTA Standard Contract Terms and Conditions* to submit with their bid. Bidders do not sign *Section 7* *Massachusetts Bay Transportation Authority Standard Contract* upon submission of their bid. When the MBTA plans to award a contract, the MBTA buyer will fill out *Section 7 Massachusetts Bay Transportation Authority Standard Contract* and send it to the successful bidder for signature. See *Section 6 MBTA Standard Contract and Terms and Conditions Instructions for Vendors* for further details.

The MBTA does not encourage attempts to negotiate the *Section 7.1 Massachusetts Bay Transportation Authority Standard Contract Terms & Conditions.* Many of these provisions are required by law; others are longstanding MBTA policy / practice. Accordingly, Bidders / proposers should only redline or object to provisions that they find absolutely unacceptable. Any rejection or modification of these provisions may disqualify a Bid / proposal as being non-responsive or non-compliant.

## Collusion

The Bidder understands that any Bid submitted to the MBTA is made without collusion with any other Bidder submitting a Bid on the same commodity / service, and is in all respects fair and without fraud.

## Prices

Each Bid must contain the unit price(s) / rate(s) or lump sum price, extended price(s), and the grand total of the Bid. Bidders shall submit their pricing using **Form B: Requested Goods & Services Pricing Form**. The unit price / rate shall prevail in case of an error in price extension. Prices submitted shall be valid throughout the Acceptance Period (*see Section 2.9 Acceptance Period*).

## Alternative Bids

If an alternative Bid is offered by the Bidder, it must be offered on an “or equal” basis and be clearly identified in the submission. The Bidder must provide a complete set of specifications and other descriptive matter for all alternates proposed and shall fill out **Form C: Alternate Goods & Services Pricing Form**. Any proposed alternate good / service will be evaluated by the MBTA to determine whether the item is, in the opinion of the MBTA, an “approved” equal.

**OR (Buyer to update)**

Alternative Bids will not be accepted for this solicitation.

## Acceptance Period

The Authority requires a minimum Acceptance Period of at least one hundred and twenty (120) calendar days. In case the MBTA requires an extension, the MBTA will notify all Bidders accordingly. “Acceptance Period” for purposes of this solicitation means the number of calendar days available to the MBTA for awarding a contract based on the Due Date specified in this solicitation for receipt of Bids.

## Delivery Terms

Bid prices must be inclusive, but not restricted to, all freight, packaging, handling, taxes, and duties for delivery at the specified address: undefined. For U.S. domestic deliveries, Bid prices must include F.O.B. destination with freight charges paid by Bidder. For cross border deliveries, Bid prices must include D.D.P. (Incoterms 2010).

## Pre-contractual Expenses

The MBTA shall not be liable for any pre-contractual expenses incurred by the Bidder in the preparation of its proposal. The Bidder shall not include any such expenses as part of its proposal. Pre-contractual expenses are defined as expenses incurred by the Bidder including but not limited to preparing its Bid in response to this solicitation, submitting its Bid to the MBTA, negotiating with the MBTA any matter related to this Bid, inspection, testing, shipping, and return shipping of proposed goods samples, or any other expenses incurred by the Bidder prior to date of award, if any, of the Agreement.

## Tax Exemption

The MBTA is exempt from Federal Excise Tax, including Transportation Tax, and will furnish properly executed tax exemption certificates upon request. The MBTA is also exempt from Massachusetts State Sales Tax — Exemption Number E-042-323-989. Such taxes should not be included in Bid prices.

The Bidder alone shall be responsible for payment of all federal, state and local taxes of all types and kinds applicable to such fees incurred under this Agreement.

## Insurance

The insurance policies that the successful bidder shall carry are outlined in the attached **MBTA Minimum Insurance Requirements** document with this solicitation. The attachment will be included with the solicitation posting on the [MBTA Business Center](https://bc.mbta.com/business_center/bidding_solicitations/materials_management/invitation_for_bids/Default.asp). The successful bidder shall submit proof of insurance for the requirements detailed at the time of submitting their bid. If in the case they are not available at the time of preparing their Bid, the successful bidder certifies that they will carry such insurance policies and all costs resulting from this are included in their pricing. The successful bidder shall provide proof of insurance within three business days of conditional notice of award.

# Selection Process

## Basis of Award

Award will be made to the **lowest priced responsive Bid and responsible Bidder**. The MBTA reserves the right, in its sole discretion, to determine if a Bid is responsive and the Bidder is responsible. In determining whether a Bidder has the ability to perform successfully under the terms and conditions of the proposed procurement, the MBTA will consider such matters as the Bidder’s integrity, compliance with public policy (e.g., EEO record, attainment of DBE goal, debarment status, etc.), record of past performance, and financial and technical resources. Bidder is required to complete **Form A: Pre-Award Bidder Evaluation Data Form**.

## Scope of Proposal

Pursuant to this Invitation for Bid (“IFB”), Bidders and Bids are required to comply with the terms and conditions stated herein in order to be deemed responsive and responsible. If a Bid does not meet all of the requirements listed in the solicitation, the Bidder’s proposal may be disqualified. Failure by the Bidder to examine all information pertaining to this solicitation or participate in any scheduled on-site visits will be at the Bidder’s risk.

## Rejection of Bid

The MBTA reserves the right to reject any and all Bids, in whole or in part, if such action is determined to be in the best interests of the Authority. Unless all Bids are rejected, award shall be made to the lowest priced responsive Bid and responsible Bidder.

## Cancellation of Bid

The Authority reserves the right to cancel this Bid at any time prior to execution of the Contract by all parties and without any liability against the Authority.

## Appeal / Protest Procedures

Bid appeals / protests relative to this procurement will be reviewed and adjudicated in accordance with the MBTA's Appeals / Protest Procedure - Goods & Services. A copy of this procedure is available by contacting the Buyer assigned to this procurement and available online at [www.mbta.com](https://cdn.mbta.com/sites/default/files/business-center/mbta-appeals-protest-procedures-january-2018.pdf).

# MBTA Policies

## Small, Minority, Women, and Other Disadvantaged Businesses

It is the policy of the Commonwealth and the MBTA to ensure non-discrimination in the procurement of goods and services. It is the MBTA’s intention to create a level playing field on which all contractors and subcontractors can compete fairly for contracts. The MBTA promotes equity of opportunity in state contracting; and to that end; encourages full participation of certified small, minority, women, and other disadvantaged owned businesses as those terms are defined by the Commonwealth’s Supplier Diversity office. The MBTA further recognizes the importance of meaningful partnerships involving subcontracting with certified small minority, women and other disadvantaged owned businesses.

# Contract Structure

## Construction of Contract

The contract between the MBTA and the successful Bidder will include the following sections and documents that constitute IFB undefined, in order of precedence.

1. Any change orders or amendments, the most recent having precedence.
2. **Section 7:** **Massachusetts Bay Transportation Authority Standard** **Contract** and Terms & Conditions (including Supplemental Provisions, Insurance Requirements, Federal Requirements, and Federal Requirements – Disadvantaged Business Enterprises, if any)
3. **MBTA Specification or Scope of Work**
4. **Form B:** **Requested Goods & Services Pricing Form,** or if accepted, Form C: Alternate Goods & Services Pricing Form

# Enclosure 1 – Bid Cover Letter

Massachusetts Bay Transportation Authority

Attention: Procurement and Logistics Department

10 Park Plaza, Suite 2810

Boston, MA 02116

**Instructions:** Bidders shall complete the Bid Cover Letter below with their company name, total bid amount, and completed check boxes to indicate the bid documents that constitute their bid. **The Bid Cover Letter should be placed on the top of all bid documents when submitted to the MBTA.**

|  |  |
| --- | --- |
| **IFB #:** | undefined |
| **Project Name:** | undefined |
| **Bidder (Company Name):** |  |
| **Total Bid Amount:** |  |

The undersigned Bidder having carefully examined and understood the documents included in the Invitation For Bids (“IFB”), hereby offers to MBTA the “*Bid”* as contained in the following responses enclosed with this letter:

|  |  |
| --- | --- |
| Forms | Check to Indicate Submitted Bid Documents |
| Form A: Pre-Award Bidder Evaluation Form |  |
| Form B: Requested Goods & Services Pricing Form |  |
| Form C: Alternate Goods & Services Pricing Form (if applicable) |  |
| Signed Section 7.1 Massachusetts Bay Transportation Authority Standard Terms and Conditions  Note: Section 7 Massachusetts Bay Transportation Authority Standard Contract is NOT to be submitted; it is not completed until award |  |
| Proof of Insurance |  |

We confirm that our Bid is in exact accordance with the solicitation with no exceptions to, or comments upon, the solicitation documents. We confirm that the submission of our Bid with the signature below makes all certifications as outlined in the solicitation documents. This Bid shall constitute a binding offer open for acceptance by the MBTA.

We confirm that this Bid has been prepared and is compliant with the solicitation instructions and agree to conduct ourselves in accordance with the solicitation. We confirm receipt of all addenda related to this solicitation. We confirm the 120 days Acceptance Period of this Proposal.

The undersigned are authorized to sign on behalf of and to bind \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (include Bidder’s company name) to the provisions of this Bid.

|  |  |
| --- | --- |
| Bidder (company name): |  |
| Authorized Representative Name: |  |
|  | (BLOCK LETTERS) |
| Authorized Representative’s Signature: |  |
| Title: |  |
| Date: |  |

# Form A: Pre-Award Bidder Evaluation Data Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pre-Award Bidder Evaluation Data** | | | | |
| **Name of Firm:** |  | | | |
| **Federal Identification Number:** |  | | | |
| **Legal Address:** |  | | | |
| **Contact Name:** |  | | | |
| **Telephone Number:** |  | | | |
| **Email:** |  | | | |
| **Please select one:**  Individual  Partnership  Corporation  Joint Venture | | | | |
| **Date Organized:** |  | **State Incorporated:** |  | |
| **Names of Officers or Partners:** |  | | | |
| **Please provide details of any litigation, suits, or court action taken or pending against Bidder below:** | | | | |
|  | | | | |
| **Please provide the following information that demonstrates that the Bidder together with its selected Affiliates and or Subcontractors has the required capabilities to successfully execute the Work. Please submit as attachments the following requested documents:** | | | | **Check Attachment** |
| Articles of Incorporation | | | |  |
| Audited financial statements for the last 3 financial years | | | |  |
| Attach, if applicable, a list of similar current contracts that demonstrates your technical proficiency, each with contract value amount, name of contracting party, type of work completed, and percentage of work complete to date. | | | |  |
| Attach, if applicable, a list of all principal subcontractors and the percentage and nature and value of work each will perform on this project. Principal items of work shall include, but not be limited to, those listed in the solicitation. | | | |  |

|  |  |
| --- | --- |
| **Please provide answers to the following questions:** | **Check Answer** |
| Do you have any outstanding indebtedness or unsecured loans or debts or trading losses not reported within the financial reports? | **Yes**  **No** |
| Do you have any contracts over the last two years that were assessed liquidated damages or termination for non-performance? | **Yes**  **No** |

If the Bidder or subcontractor is a joint venture, submit this Pre-Award Bidder Evaluation Data form for each member of the joint venture.

# Form B: Requested Goods & Services Pricing Form

Bidders are required to quote firm fixed price(s) / rate(s) or lump sums. The quoted prices shall be inclusive of ancillary charges including but not limited to prevailing wages, tooling, equipment, transportation costs, customs, duty charges, and other associated charges. Bidders shall quote only on goods and services in strict accordance with the specifications / requirements.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder’s Name:** | | | | | | | | | | | | |
| **Item Number** | **Item Description** | | | | **Unit of Measure** | | **Quantity** | | **Unit Price** | | **Item Total** | |
|  |  | | | |  | |  | | $\_\_\_\_\_\_ | | $\_\_\_\_\_\_ | |
|  |  | | | |  | |  | | $\_\_\_\_\_\_ | | $\_\_\_\_\_\_ | |
|  |  | | | |  | |  | | $\_\_\_\_\_\_ | | $\_\_\_\_\_\_ | |
| **Total Bid Amount / Basis of Award (add all item totals):** | | | | | | | | | | | $\_\_\_\_\_\_ | |
| Additional specifications / requirements beyond those listed in this table are attached to this IFB. The attached specifications are part of the original posting on the [MBTA Business Center](https://bc.mbta.com/business_center/bidding_solicitations/materials_management/invitation_for_bids/Default.asp).  YES  NO | | | | | | | | | | | | |
| Point of Destination for goods:  undefined  Delivery Time from order receipt to delivery date:  undefined  Please note: *Bid prices must be inclusive, but not restricted to, all freight, packaging, handling, taxes, and duties for a delivery at the point of destination above (see Section 2.10 Delivery Terms).* The MBTA will not pay separate customs duties for shipments, and will refuse to accept any material requiring such payment. | | | | | | | | | | | | |
| **Prompt Payment Discounts:**  All contractors doing business with the MBTA shall provide a Prompt Payment Discount (PPD) for receiving early payments. Bidder shall provide a Prompt Payment Discount percentage (%) off the invoice payment, for each of the payment issue dates listed. If no discount is offered enter 0%. | | | | | | | | | | | | |
| **Note:** MBTA standard prompt pay discount is 1% 20, Net 45 Days. | | | | | | | | | | | | |
| 10 days | | % | 15 days | % | | 20 days | | % | | 30 days | | % |

# Form C: Alternate Goods & Services Pricing Form

**Bidders who desire to propose alternate goods / services shall only complete this form if Section 2.8 allows for alternate bids.** Bidders quoting on functionally equivalent goods and services shall fill out this pricing form with all relevant information for the alternate goods and services. Bids for functionally equivalent goods and services will be considered if accompanied by complete descriptive literature (see Section 2.8). Bidders are required to quote firm fixed price(s) / rate(s). The quoted prices shall be inclusive of ancillary charges including but not limited to prevailing wages, tooling, equipment, transportation costs, customs, duty charges, and other associated charges. Bidders shall quote only on goods and services in strict accordance with the specifications / requirements.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder’s Name:** | | | | | | | | | | | | | |
| **Item Number** | **Item Description** | | | | **Unit of Measure** | | **Quantity** | | **Unit Price** | | **Item Total** | |
|  |  | | | |  | |  | | $\_\_\_\_\_\_ | | $\_\_\_\_\_\_ | |
|  |  | | | |  | |  | | $\_\_\_\_\_\_ | | $\_\_\_\_\_\_ | |
|  |  | | | |  | |  | | $\_\_\_\_\_\_ | | $\_\_\_\_\_\_ | |
| **Total Bid Amount / Basis of Award (add all item totals):** | | | | | | | | | | | $\_\_\_\_\_\_ | |
| The Bidder has attached complete descriptive literature beyond the information in this table on the functionally equivalent goods quoted above.  YES  NO | | | | | | | | | | | | | |
| Point of Destination for goods:  undefined  Delivery Time from order receipt to delivery date:  undefined  Please note: *Bid prices must be inclusive, but not restricted to, all freight, packaging, handling, taxes, and duties for a delivery at the point of destination above (see Section 2.10 Delivery Terms).* The MBTA will not pay separate customs duties for shipments, and will refuse to accept any material requiring such payment. | | | | | | | | | | | | | |
| **Prompt Payment Discounts:**  All contractors doing business with the MBTA shall provide a Prompt Payment Discount (PPD) for receiving early payments. Bidder shall provide a Prompt Payment Discount percentage (%) off the invoice payment, for each of the payment issue dates listed. If no discount is offered enter 0%. | | | | | | | | | | | | | |
| **Note:** MBTA standard prompt pay discount is 1% 20, Net 45 Days. | | | | | | | | | | | | | |
| 10 days | | % | 15 days | % | | 20 days | | % | | 30 days | | % | |

# MBTA Standard Contract and Terms and Conditions Instructions for Vendors

## MBTA Standard Contract Instructions (Section 7)

**Section 7 is not to be signed and submitted by bidders as part of their bid.** Only the awarded contractor shall complete Section 7 after the MBTA has determined the **lowest priced responsive Bid and responsible Bidder** (see *Section 3.1* *Basis of Award*).

In order to award and execute the contract, the MBTA buyer will complete the necessary information on Section 7 and send it to the successful contractor to fill out the following sections and to sign it.

## MBTA Standard Terms & Conditions Instructions (Section 7.1)

Each bidder must review and sign Section 7.1 Massachusetts Bay Transportation Authority Standard Terms and Conditions and submit the signed Section 7.1 with their bid for the bid to be responsive and complete.

The MBTA does not encourage attempts to negotiate the Massachusetts Bay Transportation Authority Standard Contract Terms & Conditions (Section 7.1). Many of these provisions are required by law; others are longstanding MBTA policy / practice. Accordingly, Bidders / proposers should only redline or object to provisions that they find absolutely unacceptable. Any rejection or modification of these provisions may disqualify a Bid / proposal as being non-responsive or non-compliant.

# Massachusetts Bay Transportation Authority Standard Contract

|  |  |  |
| --- | --- | --- |
| [**CONTRACTOR LEGAL NAME:**](#_bookmark2)  **(and d/b/a):** | | **Massachusetts Bay Transportation Authority (MBTA)** |
| [**Legal Address:**](#_bookmark3) **(W-9, W-4,T&C):** | | **10 Park Plaza Boston, MA 02116** |
| [**Contract Manager:**](#_bookmark4) | | [**Billing Address**](#_bookmark10) **(if different):** |
| [**E-Mail:**](#_bookmark5) | | [**Contract Manager:**](#_bookmark11) |
| [**Phone:**](#_bookmark5) | **Fax:** | [**Email:**](#_bookmark5) |
| [**Contractor Vendor Code:**](#_bookmark6) | | [**Phone:**](#_bookmark12) |
| [**Vendor Code Address ID**](#_bookmark8) **(e.g. “AD001”): AD.**  **(Note: The Address Id Must be set up for** [**EFT**](https://massfinance.state.ma.us/VendorWeb/eftRegisterfrm.asp) **payments.)** | | [**RFR/RFP/IFB/Procurement or Other ID Number:**](#_bookmark13) |
| [**NEW CONTRACT**](#_bookmark14)  [**PROCUREMENT OR EXCEPTION TYPE:**](#_bookmark15) **(Check one option only)**  [**Statewide Contract**](#_bookmark16) (OSD or an OSD-designated Department)  [**Collective Purchase**](#_bookmark17) (Attach OSD approval, scope, budget)  **MBTA Procurement** Attach RFR/RFP/IFB and Response or other procurement supporting documentation)  [**Emergency Contract**](#_bookmark19)(Attach justification for emergency, scope, budget)  [**Contract Employee**](#_bookmark20) (Attach [Employment Status Form,](http://www.mass.gov/osc/docs/forms/payroll-lcm/employment-status-form.doc) scope, budget)  [**Legislative/Legal or Other**:](#_bookmark21) (Attach authorizing language/justification, scope and budget) | | [**CONTRACT AMENDMENT**](#_bookmark22)  Enter **Current Contract End Date *Prior*** to Amendment: \_\_\_\_\_\_\_**, 20 .**  Enter **Amendment Amount**: $ . (or “no change”)  [**AMENDMENT TYPE:**](#_bookmark15) **(Check one option only. Attach details of Amendment changes.)**  [**Amendment to Scope or Budget** (](#_bookmark23)Attach updated scope and budget)  [**Interim Contract**](#_bookmark24)(Attach justification for Interim Contract and updated scope/budget)  [**Contract Employee**](#_bookmark25) (Attach any updates to scope or budget)  [**Legislative/Legal or Other:**](#_bookmark26) (Attach authorizing language/justification and updated scope and budget) |
| **The MBTA Terms and Conditions (T&C) under Section 7.1 has been executed, and is incorporated by reference into this Contract.** | | |
| [**COMPENSATION:**](#_bookmark29)(Check ONE option): The MBTA certifies that payments for authorized performance accepted in accordance with the terms of this Contract  **Rate Contract** (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)  **Maximum Obligation Contract** Enter Total Maximum Obligation for total duration of this Contract (or ***new*** Total if Contract is being amended). $ . | | |
| [**PROMPT PAYMENT DISCOUNTS (PPD):**](#_bookmark30) **MBTA** payments are issued through [EFT](https://massfinance.state.ma.us/VendorWeb/vendor.asp) 45 days from invoice receipt. Contractors requesting **accelerated** payments must identify a PPD as follows: Payment issued within 10 days \_\_% PPD; Payment issued within 15 days \_\_% PPD; Payment issued within 20 days \_\_% PPD; Payment issued within 30 days \_\_% PPD. If PPD percentages are left blank, identify reason: agree to standard 45 day cycle only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See [Prompt Pay Discounts Policy.](http://www.mass.gov/osc/docs/policies-procedures/accounts-payable/po-ap-prompt-payment-discounts.doc)) | | |
| [**BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:**](#_bookmark31)(Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) | | |
| [**ANTICIPATED START DATE:**](#_bookmark32)(Complete ONE option only) MBTA and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:  1. May be incurred as of the [Effective Date](#_bookmark0) (latest signature date below) and **no** obligations have been incurred **prior** to the [Effective Date.](#_bookmark0)  2. May be incurred as of **, 20\_\_**, a date **LATER** than the [Effective Date](#_bookmark0) below and **no** obligations have been incurred **prior** to the [Effective Date**.**](#_bookmark0)  3. were incurred as of **, 20\_\_**, a date **PRIOR** to the [Effective Date](#_bookmark0) below, and the parties agree that payments for any obligations incurred prior to the [Effective Date](#_bookmark0) are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the MBTA from further claims related to these obligations. | | |
| [**CONTRACT END DATE**:](#_bookmark28) Contract performance shall terminate as of **, 20\_\_,** with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments. | | |
| **CERTIFICATIONS:** Notwithstanding verbal or other representations by the parties, the **“Effective Date”** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the MBTA, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached [Contractor Certifications](https://cdn.mbta.com/sites/default/files/business-center/2018-04-27-mbta-standard-contract-instructions-certifications-executive-orders.pdf) (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable MBTA Terms and [Conditions,](#_bookmark27) this Standard Contract Form including the [Instructions and Contractor Certifications,](https://cdn.mbta.com/sites/default/files/business-center/2018-04-27-mbta-standard-contract-instructions-certifications-executive-orders.pdf) the Request for Response (RFR), Request for Proposal (RFP), Invitation for Bid (IFB) or other solicitation, the Contractor’s Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR/RFP/IFB and the Contractor’s Response only if made using the process outlined in [801 CMR 21.07,](http://www.mass.gov/anf/docs/osd/policy/801cmr21.doc) incorporated herein, provided that any amended RFR/RFP/IFB or Response terms result in best value, lower costs, or a more cost effective Contract. | | |
| [**AUTHORIZING SIGNATURE FOR THE CONTRACTOR:**](#_bookmark33)  **X: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date: \_\_\_\_\_\_\_\_\_\_\_. (Signature and Date Must Be Handwritten At Time of Signature)**  **Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Print Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** | | **[AUTHORIZING SIGNATURE FOR THE MBTA:](#_bookmark34)**  **X: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**  **(Signature and Date Must Be Handwritten At Time of Signature)**  **Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**  **Print Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** |

## Standard Terms and Conditions

Upon execution by the Contractor, these Terms and Conditions will be incorporated by reference into any Contract executed by the Contractor and the Massachusetts Bay Transportation Authority (MBTA), in the absence of a superseding law or regulation requiring a different Contract form. Performance shall include services rendered, obligations due, costs incurred, commodities and deliverables provided and accepted by the MBTA, programs provided or other commitments authorized under a Contract. A deliverable shall include any tangible product to be delivered as an element of performance under a Contract**.** The MBTA is entitled to ownership and possession of all deliverables purchased or developed with MBTA funds.

### Contract Effective Start Date

Notwithstanding verbal or other representations by the parties, or an earlier start date indicated in a Contract, the effective start date of performance under a Contract shall be the date a Contract has been executed by an authorized signatory of the Contractor, the MBTA, a later date specified in the Contract or the date of any approvals required by law or regulation, whichever is later.

### Payments and Compensation

The Contractor shall only be compensated for performance delivered and accepted by the MBTA in accordance with the specific Terms and Conditions of a Contract. Overpayments shall be reimbursed by the Contractor or may be offset by the MBTA from future payments in accordance with state finance law. Acceptance by the Contractor of any payment or partial payment, without any written objection by the Contractor, shall in each instance operate as a release and discharge of the MBTA from all claims, liabilities or other obligations relating to the performance of a Contract. See **Form B: Requested Goods & Services Pricing Form**, and **Form C: Alternate Goods & Services Pricing Form**, as applicable, for agreed pricing.

### Contractor Payment Mechanism

All Contractors will be paid using the MBTA invoicing system and Contractor will submit its invoice with all supporting documentation as prescribed in a Contract. The MBTA shall review and return rejected invoices within fifteen (15) days of receipt with a written explanation for rejection, provided that payment periods listed in a Contract of less than forty-five (45) days from the date of receipt of an invoice shall be effective only to enable the MBTA to take advantage of early payment incentives and shall not subject any payment made within the forty-five (45) day period to a penalty.

### Contract Termination or Suspension

A Contract shall terminate on the date specified in a Contract, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated or suspended under this Section upon prior written notice to the Contractor. The MBTA may terminate a Contract without cause and without penalty, or may terminate or suspend a Contract if the Contractor breaches any material term or condition or fails to perform or fulfill any material obligation required by a Contract, or in the event of an elimination of an appropriation or availability of sufficient funds for the purposes of a Contract, or in the event of an unforeseen public emergency mandating immediate MBTA action. Upon immediate notification to the other party, neither the MBTA nor the Contractor shall be deemed to be in breach for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor’s control.

### Written Notice

Any notice shall be deemed delivered and received when submitted in writing in person or when delivered by any other appropriate method evidencing actual receipt by the MBTA or the Contractor. Any written notice of termination or suspension delivered to the Contractor shall state the effective date and period of the notice, the reasons for the termination or suspension, if applicable, any alleged breach or failure to perform, a reasonable period to cure any alleged breach or failure to perform, if applicable, and any instructions or restrictions concerning allowable activities, costs or expenditures by the Contractor during the notice period.

### Confidentiality

The Contractor shall comply with M.G.L. C. 66A if the Contractor becomes a “holder” of “personal data.” The Contractor shall also protect the physical security and restrict any access to personal or other MBTA data in the Contractor’s possession, or used by the Contractor in the performance of a Contract, which shall include, but is not limited to the MBTA’s public records, documents, files, software, equipment or systems.

### Record-keeping and Retention, Inspection of Records

The Contractor shall maintain records, books, files and other data as specified in a Contract and in such detail as shall properly substantiate claims for payment under a Contract, for a minimum retention period of seven (7) years beginning on the first day after the final payment under a Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a Contract. The MBTA shall have access, as well as any parties identified under Executive Order 195, during the Contractor’s regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

### Assignment

The Contractor may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under a Contract without the written approval of the MBTA, with the exception that the Contractor shall be authorized to assign present and prospective claims for money due to the Contractor pursuant to a Contract in accordance with M.G.L. C. 106, §9-318. The Contractor must provide sufficient notice of assignment and supporting documentation to enable the MBTA to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the Contractor and these payments will be subject to intercept, offset, counter-claims or any other MBTA rights which are available to the MBTA against the Contractor. The sale of fifty percent (50%) or more of the equity ownership of a Contractor shall be considered an assignment requiring the prior written approval of the MBTA. Impermissible assignments shall be null and void.

### Subcontracting By Contractor

Any subcontract entered into by the Contractor for the purposes of fulfilling the obligations under a Contract must be in writing, authorized in advance by the MBTA and shall be consistent with and subject to the provisions of these MBTA Terms and Conditions and a Contract. Subcontracts will not relieve or discharge the Contractor from any duty, obligation, responsibility or liability arising under a Contract. The MBTA is entitled to copies of all subcontracts and shall not be bound by any provisions contained in a subcontract to which it is not a party. Subcontracts shall note that the MBTA is not a party to the subcontract. Failure to promptly pay a Sub-Contractor for work performed where the Contractor has been paid by the MBTA shall constitute a material breach of the Contract between MBTA and Contractor.

### Affirmative Action, Non-Discrimination in Hiring and Employment

The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation or for exercising any rights afforded by law. The Contractor commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

### Indemnification

Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the MBTA, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the MBTA may sustain which arise out of or in connection with the Contractor’s performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall at no time be considered an agent or representative of the MBTA. After prompt notification of a claim by the MBTA, the Contractor shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The MBTA shall not be liable for any costs incurred by the Contractor arising under this paragraph. Any indemnification of the Contractor shall be subject to appropriation and applicable law.

### Waivers

Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor shall it in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

### Risk of Loss

The Contractor shall bear the risk of loss for any Contractor materials used for a Contract and for all deliverables, MBTA personal or other data which is in the possession of the Contractor or used by the Contractor in the performance of a Contract until possession, ownership and full legal title to the deliverables are transferred to and accepted by the MBTA.

### Forum, Choice of Law and Mediation

Any actions arising out of a Contract shall be governed by the laws of Massachusetts, and shall be brought and maintained in a State or federal court in Massachusetts which shall have exclusive jurisdiction thereof. The MBTA and the Contractor may agree to voluntary mediation through the Massachusetts Office of Dispute Resolution (MODR) of any Contract dispute and will share the costs of such mediation. No legal or equitable rights of the parties shall be limited by this Section.

### Interpretation, Severability, Conflicts with Law, Integration

Any amendment or attachment to any Contract which contains conflicting language or has the affect of a deleting, replacing or modifying any printed language of these MBTA Terms and Conditions, shall be interpreted as superseded by the official printed language. If any provision of a Contract is found to be superseded by state or federal law or regulation, in whole or in part, then both parties shall be relieved of all obligations under that provision only to the extent necessary to comply with the superseding law, provided however, that the remaining provisions of the Contract, or portions thereof, shall be enforced to the fullest extent permitted by law. All amendments must be executed by the parties in accordance with Section 7.1.1 of these MBTA Terms and Conditions (*Section 7.1*). The printed language of the Standard Contract Form (*Section 7)*, which incorporates by reference these MBTA Terms and Conditions, shall supersede any conflicting verbal or written agreements relating to the performance of a Contract, or attached thereto, including contract forms, purchase orders or invoices of the Contractor. The order of priority of documents to interpret a Contract shall be as follows: any applicable federal provisions, any supplemental provisions, any negotiated terms and conditions allowable pursuant to law or regulation; the printed language of the MBTA Terms and Conditions; the Standard Contract; the MBTA’s Request for Response/Proposal/Bid (RFR/RFP/IFB) solicitation document; and the Contractor’s Response to the RFR/RFP/IFB solicitation, excluding any language stricken by the MBTA as unacceptable.

### Insurance to be Carried by the Contractor

The successful Contractor shall submit proof of insurance for the requirements detailed in the attached **MBTA Minimum Insurance Requirements** enclosure with this solicitation. The attachment will be included with the solicitation posting on the [MBTA Business Center](https://bc.mbta.com/business_center/bidding_solicitations/materials_management/invitation_for_bids/Default.asp). If in the case they are not available at the time of preparing their Bid, the successful Contractor certifies that they will carry such insurance policies and all costs resulting from this are included in their pricing. The successful Contractor shall provide proof of insurance within three business days of conditional notice of award.

### Contractor Certifications and Legal References

The Contractor makes all certifications required under this Contract under the pains and penalties of perjury, and agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein.

#### MBTA and Contractor Ownership Rights

The Contractor certifies and agrees that the MBTA is entitled to ownership and possession of all “deliverables” purchased or developed with Contract funds.

#### Qualifications

The Contractor certifies it is qualified and shall at all times remain qualified to perform this Contract; that performance shall be timely and meet or exceed industry standards for the performance required, including obtaining requisite licenses, registrations, permits, resources for performance, and sufficient professional, liability; and other appropriate insurance to cover the performance. If the Contractor is a business, the Contractor certifies that it is listed under the [Secretary of State’s website](http://www.sec.state.ma.us/cor/coridx.htm) as licensed to do business in Massachusetts, as required by law.

#### Business Ethics and Fraud, Waste and Abuse Prevention

The Contractor certifies that performance under this Contract, in addition to meeting the terms of the Contract, will be made using ethical business standards and good stewardship of taxpayer and other public funding and resources to prevent fraud, waste and abuse.

#### Collusion

The Contractor certifies that this Contract has been offered in good faith and without collusion, fraud or unfair trade practices with any other person, that any actions to avoid or frustrate fair and open competition are prohibited by law, and shall be grounds for rejection or disqualification of a Response or termination of this Contract.

#### Public Records and Access

The Contractor shall provide full access to records related to performance and compliance to the MBTA pursuant to [G.L. c. 11, s.12 for](http://www.state.ma.us/legis/laws/mgl/11-12.htm) seven (7) years beginning on the first day after the final payment under this Contract or such longer period necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving this Contract. Access to view Contractor records related to any breach or allegation of fraud, waste and/or abuse may not be denied and Contractor cannot claim confidentiality or trade secret protections solely for viewing but not retaining documents. Routine Contract performance compliance reports or documents related to any alleged breach or allegation of non-compliance, fraud, waste, abuse or collusion may be provided electronically and shall be provided at Contractor’s own expense. Reasonable costs for copies of non-routine Contract related records shall not exceed the rates for public records under the Massachusetts Public Records Law.

#### Debarment

The Contractor certifies that neither it nor any of its subcontractors are currently debarred or suspended by the federal or state government under any law or regulation.

#### Applicable Laws

The Contractor shall comply with all applicable state laws and regulations including but not limited to the applicable [Massachusetts General Laws;](http://www.mass.gov/legis/laws/mgl/index.htm) [Code of Massachusetts Regulations](http://www.lawlib.state.ma.us/source/mass/cmr/index.html) [801 CMR 21.00](http://www.mass.gov/anf/docs/osd/policy/801cmr21.doc) (Procurement of Commodity and Service Procurements);M [G.L. c. 66A;](http://www.mass.gov/legis/laws/mgl/gl-66a-toc.htm) and the [Massachusetts Constitution Article XVIII](http://www.mass.gov/legis/const.htm) if applicable.

#### Tax Law Compliance

The Contractor certifies under the pains and penalties of perjury tax compliance with [Federal tax laws;](http://www.irs.treas.gov/) [state tax laws](http://www.mass.gov/dor/businesses/help-and-resources/legal-library/) including but not limited to [G.L. c. 62C,](http://www.state.ma.us/legis/laws/mgl/gl-62C-toc.htm) [G.L. c. 62C, s. 49A;](http://www.state.ma.us/legis/laws/mgl/62c-49a.htm) compliance with all state tax laws, reporting of employees and contractors, withholding and remitting of tax withholdings and child support and is in good standing with respect to all state taxes and returns due; reporting of employees and contractors under [G.L. c. 62E,](http://www.state.ma.us/legis/laws/mgl/gl-62e-toc.htm) withholding and remitting [child support](http://www.state.ma.us/legis/laws/mgl/gl-119A-toc.htm) including [G.L. c.](http://www.state.ma.us/legis/laws/mgl/119A-12.htm) [119A, s. 12;](http://www.state.ma.us/legis/laws/mgl/119A-12.htm) [TIR 05-11; New Independent Contractor Provisions](http://www.mass.gov/dor/businesses/help-and-resources/legal-library/tirs/tirs-by-years/2005-releases/tir-05-11-effect-of-new-employee.html) and applicable [TIRs.](http://www.mass.gov/dor/businesses/help-and-resources/legal-library/tirs/)

#### Bankruptcy, Judgments, Potential Structural Changes, Pending Legal Matters and Conflicts

The Contractor certifies it has not been in bankruptcy and/or receivership within the last three calendar years, and the Contractor certifies that it will immediately notify the Department in writing **at least 45 days prior** to filing for bankruptcy and/or receivership, any potential structural change in its organization, or if there is **any risk** to the solvency of the Contractor that may impact the Contractor’s ability to timely fulfill the terms of this Contract or Amendment. The Contractor certifies that at any time during the period of the Contract the Contractor is required to affirmatively disclose in writing to the Department Contract Manager the details of any judgment, criminal conviction, investigation or litigation pending against the Contractor or any of its officers, directors, employees, agents, or subcontractors, including any potential conflicts of interest of which the Contractor has knowledge, or learns of during the Contract term. Law firms or Attorneys providing legal services are required to identify any potential conflict with representation of any Department client in accordance with Massachusetts Board of Bar Overseers (BBO) rules.

#### Federal Anti-Lobbying and Other Federal Requirements

If receiving federal funds, the Contractor certifies compliance with federal anti-lobbying requirements including [31 USC](http://www.law.cornell.edu/uscode/31/usc_sec_31_00001352----000-.html) [1352;](http://www.law.cornell.edu/uscode/31/usc_sec_31_00001352----000-.html) [other federal requirements;](http://www.whitehouse.gov/omb/circulars/index-education.html) [Executive Order 11246;](http://www.dol.gov/ofccp/regs/statutes/eo11246.htm) [Air Pollution Act;](http://www.epa.gov/lawsregs/topics/) [Federal Water](http://www.epa.gov/lawsregs/topics/) [Pollution Control Act](http://www.epa.gov/lawsregs/topics/) and [Federal Employment Laws.](http://www.dol.gov/dol/findit.htm)

#### Protection of Personal Data and Information

The Contractor certifies that all steps will be taken to ensure the security and confidentiality of all MBTA data for which the Contractor becomes a holder, either as part of performance or inadvertently during performance, with special attention to restricting access, use and disbursement of personal data and information under [G.L. c. 93H](http://www.mass.gov/legis/laws/mgl/gl-93h-toc.htm) and [c. 66A](http://www.mass.gov/legis/laws/mgl/gl-66a-toc.htm).The Contractor is required to comply with [G.L. c. 93I](http://www.mass.gov/legis/laws/mgl/gl-93i-toc.htm) for the proper disposal of all paper and electronic media, backups or systems containing personal data and information, provided further that the Contractor is required to ensure that any personal data or information transmitted electronically or through a portable device be properly encrypted using (at a minimum) [Information Technology Division (ITD) Protection of Sensitive Information,](http://www.mass.gov/anf/research-and-tech/policies-legal-and-technical-guidance/ent-advisories/protection-of-sensitive-agency-information.html) provided further that any Contractor having access to credit card or banking information of MBTA customers certifies that the Contractor is PCI compliant in accordance with the [Payment Card Industry Council Standards](https://www.pcisecuritystandards.org/) and shall provide confirmation compliance during the Contract, provide further that the Contractor shall immediately notify the MBTA in the event of any security breach including the unauthorized access, disbursement, use or disposal of personal data or information, and in the event of a security breach, the Contractor shall cooperate fully with the MBTA and provide access to any information necessary for the MBTA to respond to the security breach and shall be fully responsible for any damages associated with the Contractor’s breach including but not limited to [G.L. c. 214, s. 3B.](http://www.mass.gov/legis/laws/mgl/214-3b.htm)

#### Corporate and Business Filings and Reports

The Contractor certifies compliance with any certification, filing, reporting and service of process requirements of the [Secretary of](http://www.sec.state.ma.us/) [and](http://www.sec.state.ma.us/) other Departments as related to its conduct of business in the Commonwealth; and with its incorporating state (or foreign entity).

#### Employer Requirements

Contractors that are employers certify compliance with applicable state and [federal employment laws](http://www.dol.gov/dol/findit.htm) or regulations, including but not limited to [G.L. c. 5, s. 1](http://www.state.ma.us/legis/laws/mgl/5-1.htm) (Prevailing Wages for Printing and Distribution of Public Documents); [G.L. c.](http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter7/Section22) [7, s. 22 (Prevailing Wages for Contracts for Meat Products and Clothing and Apparel);](http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter7/Section22) [minimum wages and prevailing wage programs and payments;](http://www.mass.gov/lwd/labor-standards/minimum-wage/) [unemployment insurance](http://www.mass.gov/lwd/unemployment-insur/) and contributions; [workers’ compensation and insurance,](http://www.mass.gov/lwd/workers-compensation/) [child labor laws,](http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-subj/about/childlabor.html) [AGO fair labor](http://www.mass.gov/ago/doing-business-in-massachusetts/labor-laws-and-public-construction/) [practices;](http://www.mass.gov/ago/doing-business-in-massachusetts/labor-laws-and-public-construction/) [G.L. c. 149](http://www.state.ma.us/legis/laws/mgl/gl-149-toc.htm) (Labor and Industries); [G.L. c. 150A](http://www.state.ma.us/legis/laws/mgl/gl-150A-toc.htm) (Labor Relations); [G.L. c. 151](http://www.state.ma.us/legis/laws/mgl/gl-151-toc.htm) and [455 CMR 2.00 (Minimum Fair Wages);](http://www.mass.gov/lwd/labor-standards/minimum-wage/statutes-and-regs/minimum-wage-regulations-455-cmr-200.html) [G.L. c. 151A](http://www.state.ma.us/legis/laws/mgl/gl-151A-toc.htm) (Employment and Training); [G. L.](http://www.state.ma.us/legis/laws/mgl/gl-151B-toc.htm) [c. 151B](http://www.state.ma.us/legis/laws/mgl/gl-151B-toc.htm) (Unlawful Discrimination); [G.L. c. 151E](http://www.state.ma.us/legis/laws/mgl/gl-151E-toc.htm) (Business Discrimination); [G.L. c. 152](http://www.state.ma.us/legis/laws/mgl/gl-152-toc.htm) (Workers’ Compensation); [G.L. c.153](http://www.state.ma.us/legis/laws/mgl/gl-153-toc.htm) (Liability for Injuries); [102 CMR 12.00](http://www.mass.gov/courts/docs/lawlib/101-103cmr/102cmr12.pdf) (Dependent Care Assistance Program); [29 USC c. 8](http://caselaw.lp.findlaw.com/casecode/uscodes/29/chapters/8/toc.html) (Federal Fair Labor Standards); [29 USC c. 28](http://caselaw.lp.findlaw.com/casecode/uscodes/29/chapters/28/toc.html) and the [Federal Family and Medical Leave Act.](http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf)

#### Federal And State Laws And Regulations Prohibiting Discrimination

Federal And State Laws And Regulations Prohibiting Discrimination including but not limited to the [Federal Equal Employment Opportunity (EEO) Laws](http://www.eeoc.gov/facts/qanda.html) the [Americans with](http://www.ada.gov/) [Disabilities Act,](http://www.ada.gov/); [42 U.S.C Sec. 12,101, et seq.,](http://www.eeoc.gov/laws/statutes/ada.cfm) [the Rehabilitation Act,](http://www.ada.gov/cguide.htm) [29 USC c. 16 s. 794;](http://uscode.house.gov/view.xhtml?req=(title%3A29%20section%3A794%20edition%3Aprelim)%20OR%20(granuleid%3AUSC-prelim-title29-section794)&amp;f=treesort&amp;edition=prelim&amp;num=0&amp;jumpTo=true) [29 USC c. 16. s. 701;](http://uscode.house.gov/view.xhtml?req=(title%3A29%20section%3A701%20edition%3Aprelim)%20OR%20(granuleid%3AUSC-prelim-title29-section701)&amp;f=treesort&amp;edition=prelim&amp;num=0&amp;jumpTo=true) [29 USC c. 14, 623;](http://caselaw.lp.findlaw.com/casecode/uscodes/29/chapters/14/sections/section_623.html) the [42 USC c. 45;](http://uscode.house.gov/download/pls/42C45.txt) (Federal Fair Housing Act); [G.](http://www.mass.gov/legis/laws/mgl/gl-151b-toc.htm) [L. c. 151B (](http://www.mass.gov/legis/laws/mgl/gl-151b-toc.htm)Unlawful Discrimination); [G.L. c. 151E](http://www.mass.gov/legis/laws/mgl/gl-151e-toc.htm) (Business Discrimination); the Public Accommodations Law [G.L. c. 272, s. 92A;](http://www.mass.gov/legis/laws/mgl/gl-272-toc.htm) [G.L. c. 272, s. 98](http://www.mass.gov/legis/laws/mgl/gl-272-toc.htm) and 98A, [Massachusetts](http://www.mass.gov/legis/const.htm) [Constitution Article CXIV](http://www.mass.gov/legis/const.htm) and [G.L. c. 93, s. 103;](http://www.mass.gov/legis/laws/mgl/gl-93-toc.htm) [47 USC c. 5, sc. II, Part II, s. 255](http://caselaw.lp.findlaw.com/casecode/uscodes/47/chapters/5/subchapters/ii/parts/ii/sections/section_255.html) (Telecommunication Act; Chapter 149, [Section 105D,](http://www.mass.gov/legis/laws/mgl/149-105d.htm) G.L. c. [151C,](http://www.mass.gov/legis/laws/mgl/gl-151c-toc.htm) G.L. c. 272, [Section](http://www.mass.gov/legis/laws/mgl/272-92a.htm) [92A,](http://www.mass.gov/legis/laws/mgl/272-92a.htm) [Section 98](http://www.mass.gov/legis/laws/mgl/272-98.htm) and [Section 98A,](http://www.mass.gov/legis/laws/mgl/272-98a.htm) and G.L. c. 111, [Section 199A,](http://www.mass.gov/legis/laws/mgl/111-199a.htm) and [Massachusetts](http://mgcmsauth1.mass.gov/anf/employment-equal-access-disability/oversight-agencies/mod/) [Disability-Based Non-Discrimination Standards For Executive Branch Entities,](http://mgcmsauth1.mass.gov/anf/employment-equal-access-disability/oversight-agencies/mod/) and related Standards and Guidance, authorized under Massachusetts Executive Order or any disability-based protection arising from state or federal law or precedent. See also [MCAD](http://www.mass.gov/mcad) and [MCAD links and Resources.](http://www.mass.gov/mcad/resources/)

#### Right-to-Know Law

The Contractor shall certify that it will comply with the Massachusetts Right-To-Know Law, Chapter 470 of the Acts of 1983. Additionally, the Contractor agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance, or mixture containing such substance, pursuant to [M.G.L. c. 111F](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111F) §§ 8, 9, and 10, and the regulations contained in 441 CMR § 21.06 when deliveries are made.

#### Small Business Purchasing Program (SBPP)

A Contractor may be eligible to participate in the SBPP, created pursuant to [Executive Order 523,](http://www.mass.gov/courts/docs/lawlib/eo500-599/eo549.pdf) if qualified through the SBPP COMMBUYS subscription process at: [www.commbuys.com](http://www.commbuys.com/) and with acceptance of the terms of the SBPP participation agreement.

#### Other Damages

The term “other damages” shall include, but shall not be limited to, the reasonable costs the MBTA incurs to repair, return, replace or seek cover (purchase of comparable substitute commodities and services) under a Contract. “Other damages” shall not include damages to the MBTA as a result of third party claims, provided, however, that the foregoing in no way limits the MBTA’s right of recovery for personal injury or property damages or patent and copyright infringement under *Section 7.1.11* nor the MBTA’s ability to join the contractor as a third party defendant. Further, the term “other damages” shall not include, and in no event shall the contractor be liable for, damages for the MBTA’s use of contractor provided products or services, loss of MBTA records, or data (or other intangible property), loss of use of equipment, lost revenue, lost savings or lost profits of the MBTA. In no event shall “other damages” exceed the greater of $100,000, or two times the value of the product or service (as defined in the Contract scope of work) that is the subject of the claim. *Section 7.1.11* sets forth the contractor’s entire liability under a Contract. Nothing in this section shall limit the MBTA’s ability to negotiate higher limitations of liability in a particular Contract, provided that any such limitation must specifically reference *Section 7.1.11* of the MBTA Terms and Conditions. In the event the limitation of liability conflicts with accounting standards which mandate that there can be no cap of damages, the limitation shall be considered waived for that audit engagement.

#### Northern Ireland Certification

Pursuant to [G.L. c. 7 s. 22C](http://www.mass.gov/legis/laws/mgl/7-22c.htm) for state agencies, state authorities, the House of Representatives or the state Senate, by signing this Contract the Contractor certifies that it does not employ ten or more employees in an office or other facility in Northern Ireland and if the Contractor employs ten or more employees in an office or other facility located in Northern Ireland the Contractor certifies that it does not discriminate in employment, compensation, or the terms, conditions and privileges of employment on account of religious or political belief; and it promotes religious tolerance within the work place, and the eradication of any manifestations of religious and other illegal discrimination; and the Contractor is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.

#### Pandemic, Disaster or Emergency Performance

In the event of a serious emergency, pandemic or disaster outside the control of the MBTA, the MBTA may negotiate emergency performance from the Contractor to address the immediate needs of the MBTA even if not contemplated under the original Contract or procurement. Payments are subject to appropriation and other payment terms.

#### Subcontractor Performance

The Contractor certifies full responsibility for Contract performance, including subcontractors, and that comparable Contract terms will be included in subcontracts, and that the Department will not be required to directly or indirectly manage subcontractors or have any payment obligations to subcontractors.

### Executive Orders

For covered Executive state Departments, the Contractor certifies compliance with applicable [Executive Orders](http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-source/exec/) (see also [Massachusetts Executive Orders)](http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-source/exec/), including but not limited to the specific orders listed below. A breach during period of a Contract may be considered a material breach and subject Contractor to appropriate monetary or Contract sanctions.

#### [Executive Order 481.](http://www.mass.gov/courts/docs/lawlib/eo400-499/eo481.pdf) Prohibiting the Use of Undocumented Workers on State Contracts

For all state agencies in the Executive Branch, including all executive offices, boards, commissions, agencies, Departments, divisions, councils, bureaus, and offices, now existing and hereafter established, by signing this Contract the Contractor certifies under the pains and penalties of perjury that they shall not knowingly use undocumented workers in connection with the performance of this Contract; that, pursuant to federal requirements, shall verify the immigration status of workers assigned to a Contract without engaging in unlawful discrimination; and shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker

#### [Executive Order 130.](http://www.mass.gov/courts/docs/lawlib/eo100-199/eo130.txt) Anti-Boycott

The Contractor warrants, represents and agrees that during the time this Contract is in effect, neither it nor any affiliated company, as hereafter defined, participates in or cooperates with an international boycott (See [IRC § 999(b)(3)-](http://www.fourmilab.ch/ustax/www/t26-A-1-N-V-999.html) [(4),](http://www.fourmilab.ch/ustax/www/t26-A-1-N-V-999.html) and [IRS Audit Guidelines Boycotts)](http://www.irs.gov/irm/part4/irm_04-061-006.html) or engages in conduct declared to be unlawful by [G.L. c. 151E, s. 2.](http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter151E/Section2) A breach in the warranty, representation, and agreement contained in this paragraph, without limiting such other rights as it may have, the MBTA shall be entitled to rescind this Contract. As used herein, an affiliated company shall be any business entity of which at least 51% of the ownership interests are directly or indirectly owned by the Contractor or by a person or persons or business entity or entities directly or indirectly owning at least 51% of the ownership interests of the Contractor, or which directly or indirectly owns at least 51% of the ownership interests of the Contractor.

#### [Executive Order 346.](http://www.mass.gov/courts/docs/lawlib/eo300-399/eo346.txt) Hiring of State Employees By State Contractors

Contractor certifies compliance with both the conflict of interest law [G.L. c. 268A](http://www.mass.gov/legis/laws/mgl/gl-268a-toc.htm) [specifically s. 5 (f)](http://www.mass.gov/legis/laws/mgl/268a-5.htm) and this order; and includes limitations regarding the hiring of state employees by private companies contracting with the MBTA. A privatization contract shall be deemed to include a specific prohibition against the hiring at any time during the term of Contract, and for any position in the Contractor's company, any state management employee who is, was, or will be involved in the preparation of the RFP, the negotiations leading to the awarding of the Contract, the decision to award the Contract, and/or the supervision or oversight of performance under the Contract.

#### [Executive Order 444.](http://www.mass.gov/courts/docs/lawlib/eo400-499/eo444.txt) Disclosure of Family Relationships with Other State Employees

Each person applying for employment (including Contract work) within the Executive Branch under the Governor must disclose in writing the names of all immediate family related to immediate family by marriage who serve as employees or elected officials of the Commonwealth. All disclosures made by applicants hired by the Executive Branch under the Governor shall be made available for public inspection to the extent permissible by law by the official with whom such disclosure has been filed.

#### [Executive Order 504.](http://www.mass.gov/courts/docs/lawlib/eo500-599/eo504.pdf) Regarding the Security and Confidentiality of Personal Information

For all Contracts involving the Contractor’s access to personal information, as defined in [G.L. c. 93H,](http://www.mass.gov/legis/laws/mgl/gl-93h-toc.htm) and personal data, as defined in [G.L. c. 66A,](http://www.mass.gov/legis/laws/mgl/gl-66a-toc.htm) owned or controlled by Executive Department agencies, or access to agency systems containing such information or data (herein collectively “personal information”), Contractor certifies under the pains and penalties of perjury that the Contractor (1) has read Commonwealth of Massachusetts Executive Order 504 and agrees to protect any and all personal information; and (2) has reviewed all of the Commonwealth [**Information Technology Division’s Security**](http://www.mass.gov/anf/research-and-tech/cyber-security/security-for-state-employees/security-policies-and-standards/information-security-policy.html)[**Policies.**](http://www.mass.gov/anf/research-and-tech/cyber-security/security-for-state-employees/security-policies-and-standards/information-security-policy.html)Notwithstanding any contractual provision to the contrary, in connection with the Contractor’s performance under this Contract, for all state agencies in the Executive Department, including all executive offices, boards, commissions, agencies, departments, divisions, councils, bureaus, and offices, now existing and hereafter established, the Contractor shall: (1) obtain a copy, review, and comply with the contracting agency’s Information Security Program (ISP) and any pertinent security guidelines, standards, and policies; (2) comply with all of the Commonwealth of Massachusetts Information Technology Division’s [“Security Policies](http://www.mass.gov/anf/research-and-tech/cyber-security/security-for-state-employees/security-policies-and-standards/information-security-policy.html)”) (3) communicate and enforce the contracting agency’s ISP and such Security Policies against all employees (whether such employees are direct or contracted) and subcontractors; (4) implement and maintain any other reasonable appropriate security procedures and practices necessary to protect personal information to which the Contractor is given access by the contracting agency from the unauthorized access, destruction, use, modification, disclosure or loss; (5) be responsible for the full or partial breach of any of these terms by its employees (whether such employees are direct or contracted) or subcontractors during or after the term of this Contract, and any breach of these terms may be regarded as a material breach of this Contract; (6) in the event of any unauthorized access, destruction, use, modification, disclosure or loss of the personal information (collectively referred to as the “unauthorized use”): (a) immediately notify the contracting agency if the Contractor becomes aware of the unauthorized use; (b) provide full cooperation and access to information necessary for the contracting agency to determine the scope of the unauthorized use; and (c) provide full cooperation and access to information necessary for the contracting agency and the Contractor to fulfill any notification requirements. Breach of these terms may be regarded as a material breach of this Contract, such that the Commonwealth may exercise any and all contractual rights and remedies, including without limitation indemnification under Section 7.1.11 of the MBTA Standard Terms and Conditions (*Section 7.1*), withholding of payments, Contract suspension, or termination. In addition, the Contractor may be subject to applicable statutory or regulatory penalties, including and without limitation, those imposed pursuant to G.L. c. 93H and under [G.L. c. 214, § 3B](http://www.mass.gov/legis/laws/mgl/214-3b.htm) for violations under M.G.L c. 66A.

#### [Executive Orders 523, 524, and 526](http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-source/exec/eo500-549.html)

Executive Order 526 (Order Regarding Non- Discrimination, Diversity, Equal Opportunity and Affirmative Action which supersedes [Executive Order 478)](http://www.mass.gov/courts/docs/lawlib/eo400-499/eo478.pdf). [Executive Order 524](http://www.mass.gov/courts/docs/lawlib/eo500-599/eo524.pdf) (Establishing the Massachusetts Supplier Diversity Program which supersedes Executive Order 390). [Executive Order 523](http://www.mass.gov/courts/docs/lawlib/eo500-599/eo549.pdf) (Establishing the Massachusetts Small Business Purchasing Program.) All programs, activities, and services provided, performed, licensed, chartered, funded, regulated, or contracted for by the state shall be conducted without unlawful discrimination based on race, color, age, gender, ethnicity, sexual orientation, gender identity or expression, religion, creed, ancestry, national origin, disability, veteran’s status (including Vietnam-era veterans), or background. The Contractor and any subcontractors may not engage in discriminatory employment practices; and the Contractor certifies compliance with applicable federal and state laws, rules, and regulations governing fair labor and employment practices; and the Contractor commits to purchase supplies and services from certified minority or women-owned businesses, small businesses, or businesses owned by socially or economically disadvantaged persons or persons with disabilities. These provisions shall be enforced through the contracting agency, OSD, and/or the Massachusetts Commission against Discrimination. Any breach shall be regarded as a material breach of the contract that may subject the contractor to appropriate sanctions.

### Supplemental Provisions

#### Applicability

Where applicable, these Supplemental Provisions shall apply to this IFB # undefined. In the event of a conflict or disparity between these Supplemental Provisions and Standard Terms & Conditions, the Supplemental Provisions govern.

#### Performance Guarantee

A Performance Guarantee in the amount of undefined% of the Contract value is required by the Authority to ensure faithful performance of the Contract. The Performance Guarantee may be either a Performance Bond or an Irrevocable Stand-By Letter of Credit and shall remain in full force for the term of this Agreement. The successful Contractor shall certify that it shall provide the requisite Performance Guarantee to the Authority within ten (10) business days from Contract execution in accordance with the following minimum requirements:

##### **Performance Bond.** The Bidder shall furnish with its bid proposal, certification that a Performance Bond in the amount of undefined% will be furnished should the Bidder become the successful Contractor. The Bidder shall also provide with its proposal a similar statement from its surety. The Authority requires all Performance Bonds to be secured through an insurance company (or companies) which is / are licensed in the Commonwealth of Massachusetts or which is/are approved by the Authority. The insurance company must have a rating of B+ or better. The name of the agency or agent writing the bond shall be identified with or on the bond.

##### **Irrevocable Stand-By Letter of Credit.** If the Bidder chooses to provide a Letter of Credit as its Performance Guarantee, the Bidder shall furnish, with its bid proposal, certification that an Irrevocable Stand-By Letter of Credit will be furnished should the Bidder become the successful Contractor. The Bidder shall also provide a statement from a United States banking institution certifying that an Irrevocable Stand-By Letter of Credit to support the Bidder’s performance, in form and substance acceptable to the MBTA, will be provided if the Contract is awarded to the Bidder. Bidder should contact the MBTA for more information if it wishes to pursue this option.

**OR (Buyer to update)**

There is no Performance Guarantee required for this contract.

#### Liquidated Damages

Notwithstanding the indemnification provisions of this Contract, if Contractor fails to undefined, Contractor shall pay undefined per undefined of delay as liquidated damages and not as a penalty, up to a maximum of undefined% of the Contract value.

The liquidated damages payable under this Article may be deducted from any payments due or becoming due from MBTA to Contractor. The liquidated damages payable under this Article shall be MBTA’s sole financial remedy in damages for the breach in respect of which such liquidated damages are paid but shall be without prejudice MBTA’s right to termination for default once the maximum amount of liquidated damages has been reached as specified above.

**OR (Buyer to update)**

There are no Liquidated Damages required for this contract.

#### Security Requirements

The Contractor shall certify that it will comply with the MBTA’s Security Requirements as stated herein. The selected Contractor shall:

1. Submit a complete list of Contractor’s employees, subcontractors, and agents that will perform work for the MBTA under this Contract. This list must be submitted prior to eligibility consideration for payment of delivery or completion of the first milestone. At a minimum, the list shall include:
2. Name and Employee Number/Identifier
3. Address
4. Job Title
5. Hours and Location of Work

Note: Immediate notification, in writing, is required for listed employees, subcontractors, and agents who leave Contractor’s (direct or indirect) employment and/or any new employees, subcontractors or agents who are to be added to this list. Contractor is required to provide, upon request by the MBTA, periodic updates of the list throughout the life of the Contract.

1. Conduct for all current and future employees performing work under this Contract, a legally available criminal background check, including a Criminal Offender Record Information (CORI) background check with the Massachusetts Criminal History Systems Board and a driver’s history check with the Massachusetts registry of Motor vehicles (if applicable). The CORI check shall include a Level II Sex Offenders Registry check. To the extent not already available to the Contractor, the Contractor shall apply for and make best efforts to obtain CORI access. The Contractor shall provide written documentation to the Authority that demonstrates the Contractor’s compliance with the aforementioned requirements. Furthermore, the Contractor shall conduct these background and driver history checks at least once every two (2) years, or as otherwise specified by the MBTA. Any employee of the Contractor’s with a history that includes a felony conviction, any conviction for theft, or who appears otherwise unsuitable to perform the work that is the subject of this solicitation throughout the Term of this Agreement or any extensions thereof, shall not be assigned by the Contractor to perform work under this Agreement.

The MBTA reserves the right to have MBTA Transit Police perform the required background checks, and shall promptly notify the Contractor in writing of any such action.

1. Distribute an MBTA-issued photograph Contractor identification badge to all Contractor employees, subcontractors, and agents who work on MBTA property. The contractor shall provide a current (less than 1 year old) photograph to the MBTA, along with the required completed badge issuance paperwork prior to being issued the badges. The following information shall be listed on the back of the contractor identification badges: training certifications, safety training, and other related security training required by the MBTA. No employee, subcontractor or agent of the Contractor will be allowed on MBTA property without clearly displaying the MBTA-issued identification badge on their person.
2. Insure that Contractor’s employees, subcontractors, and agents:
3. Are not allowed on MBTA property except as required for stated work;
4. Are not allowed on MBTA property before and after service hours unless explicitly, contractually required to be there; and
5. Are forbidden from carrying firearms on MBTA property.
6. Provide to the MBTA, upon its request, any documents that pertain to:
7. Contractor employee, subcontractor or agent conduct on MBTA property;
8. Security training; and
9. Monitoring/auditing of Contractor employees or agents while on MBTA property.
10. If, at any time during the term of this Agreement, and also during any and all extensions thereof, the MBTA establishes new or revised security policies and procedures as they relate to the Contractor’s performance under this Agreement, the Contractor shall comply with such policies and procedures as deemed reasonable by the MBTA and the Contractor.

**OR (Buyer to update)**

There are no Security Requirements for this contract.

#### Right-of-Way Safety Training Requirements

In the event the Contractor’s work is to be performed in proximity to railroad or subway tracks, the Contractor shall obtain appropriate Right of Way safety training from the MBTA before commencing work.

**OR (Buyer to update)**

There are no Right-of-Way Safety Training Requirements for this contract.

### Terms & Conditions Signature

**IN WITNESS WHEREOF, the Contractor certifies under the pains and penalties of perjury that it shall comply with these MBTA Terms and Conditions under Section 7.1 for any applicable Contract executed with the MBTA as certified by their authorized signatory below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contractor Authorized Signatory:** | | |  | | |
| Print Name: | | |  | | |
|  | | | (BLOCK LETTERS) | | |
| Title: | | |  | | |
| Date: | | |  | | |
| (check one) |  | Organization | |  | Individual |

|  |  |  |  |
| --- | --- | --- | --- |
| **Full legal Organization or Individual Name:** | |  | |
| **Doing Business As Name (If Different):** | |  | |
| **Tax Identification Number:** | |  | |
| **Address:** | |  | |
| **Phone:** |  | **Fax:** |  |