



**TOWN OF TEMPLETON
BOARD OF SELECTMEN
160 Patriots Road ~ P.O. Box 620
EAST TEMPLETON, MASSACHUSETTS 01438
TEL: (978) 894-2755**

**Cleaning and Servicing of Heating Equipment
And a Preventive Maintenance Program
Request for Quotations
Town of Templeton, MA
FY2019**

The Town of Templeton, Massachusetts is seeking quotations for the cleaning and servicing of town-owned heating equipment, and a preventive maintenance program, for the period of July 1, 2018 through June 30, 2019.

Quotations shall be submitted to the Selectmen's Office via email to hyoung@templeton1.org or mailed/dropped off to Holly Young, Town Hall, Rm. 6, P.O. Box 620, 160 Patriots Road, East Templeton, MA 01438 no later than **2:00 pm on September 12, 2018** and will be opened and read as received. The Board of Selectmen are the awarding authority. Envelopes shall be clearly marked "Cleaning & Servicing of Heating Equipment."

Each quotation shall contain the following:

1. Name of Bidding Applicant
2. Name of Contact Person
3. Address and Telephone Number of Contact person
4. Signed Certificate of Tax Compliance (form attached) – fully executed
5. Signed Certificate of Non-Collusion (form attached) – fully executed
6. Signed Certificate of Authority (form attached) – fully executed (for corporate bidders)
7. Signed Town of Templeton Certificate of Tax Compliance (form attached)- fully executed
8. W-9 Identification Number and Certification (form attached) – fully executed

Each quotation shall include separate prices for the following:

1. Cleaning and servicing of heating equipment.
2. A preventive maintenance program to include checking the heating equipment safety controls and oil motors four months after the initial cleaning and every three months thereafter.

The following locations are included:

27 Boynton Road, Templeton, MA 01468	Boynton Public Library
1 Elm Street, Baldwinville, MA 01436	Emergency Mgt Office(old FS)
3 Elm St. Rear, Baldwinville, MA 01436	Cable TV
2 School Street, Baldwinville, MA 01436	Fire Station Offices
160 Patriots Road, E Templeton, MA 01438	Town Hall
39 Bridge Street, Baldwinville, MA 01436	Cemetary Department
2 School Street, Baldwinville, MA 01436	Baldwinville Fire Station Rear
2 School Street, Baldwinville, MA 01436	Baldwinville Rescue Department
466 Patriots Road, Templeton, MA 01468	Templeton Common Fire Department
381 Baldwinville Road, Templeton, MA 01468	DPW Office
381 Baldwinville Road, Templeton, MA 01468	Highway Garage-Waste Oil Furnace
135 Patriots Road, E Templeton, MA 01438	Scout Hall
33 South Road, Templeton, MA 01468	Police Station

The Town reserves the right to reject any and all proposals, to waive any technicalities, to solicit new quotations, and to make awards as may be deemed to be in the best interest of the Town. The Templeton Board of Selectmen shall be the awarding authority.

The selection of the contractor shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin. The successful proposer shall be required to enter into a contract with the Town substantially in the form attached hereto as Exhibit A.

The successful bidder will provide general liability insurance in the amount of \$1,000,000/\$2,000,000; automobile insurance in the amount of \$500,000/\$1,000,000; property insurance in the amount of \$100,000; workers' compensation insurance in the amount of \$500,000/\$500,000/\$500,000. The Town of Templeton shall be named as an additional insured. A certificate of insurance evidencing the required insurance shall be submitted to the town prior to the commencement of work and shall remain in force during the term of the contract.

If any questions, contact:

Holly Young
Selectmen's Office
160 Patriots Road
East Templeton, MA

hyoung@templeton1.org

Mailing Address:
P.O. Box 620
East Templeton, MA 01438

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 bids, 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 and binding upon this corporation. (Officer)

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 duly elected _____ of
(Name) (Office)

said company, 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:

CERTIFICATE OF NON-COLLUSION & GOOD FAITH

The undersigned certifies under penalties of perjury that this bid or bid 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 natural person, business, Town, corporation, union, committee, club, or other organization, entity, or group of individuals.

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth of Massachusetts under the provision of Section Twenty-Nine F of Chapter Twenty-Nine, or any other applicable debarment provisions of any other Chapter of the General Laws or any rule or regulations promulgated thereunder.

Printed name, Title _____

Name of Business _____

Signature _____

Date _____

PLEASE FILL OUT ONE OF THESE FORMS ACCORDING TO YOUR STATUS

CERTIFICATE OF TAX COMPLIANCE

(Corporate)

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,

_____, authorized signatory for _____
printed name name of consultant/business

do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal ID # _____

Signature _____

Name _____

Title _____

Date _____

OR

CERTIFICATE OF TAX COMPLIANCE

(Individual)

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,

_____ do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

(Signature of person signing bid or bid)

(Date)



TOWN OF TEMPLETON

CERTIFICATE OF TAX COMPLIANCE

I, _____, do hereby certify that I am the authorized signatory for
Name (Printed)

_____ and that said business is paid current
Business Name Printed

on all Local taxes, fees, assessments, betterments and other municipal charges, for personal and/or business property, up to and including the date this document is signed; and further that neither I, individually, nor the business listed owes the Town of Templeton any fees to date.

Signature _____

Name _____

Title _____

Date _____