



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

**Town of Templeton, Massachusetts
Invitation for Bids
Senior Center – Siding Installation**

The Town of Templeton, Massachusetts is seeking an experienced licensed contractor with commercial experience to supply and install Vinyl Siding together with related flashing and accessories at the Templeton Senior Center as described in the Project Manual & Job Specifications prepared by Andrew J. Cannata, AIA, dated August 15, 2018; and as shown in the Façade Renovation Plans by Andrew J. Cannata, dated August 15, 2018. The successful contractor will provide all of their own equipment including but not limited to; working tools of the trade and all other related tools necessary to complete the job. The contractor and crew must be fully licensed and insured at the Town's standard rates. The contractor is responsible to pull all required permits. Permit fees imposed by the Town of Templeton will be waived.

Bid submissions must be all inclusive of material, labor, and equipment, except where noted. No extra charges will be allowed, any change orders must be preapproved by both parties.

All Wage Rates will comply with those established by the Commonwealth Department of Labor and Industries M.G. L. Chapter 140, Sections 26-27G. A copy of the current prevailing wages is provided alongside this packet as a separate document on the website. Affidavit of OSHA Compliance and an insurance certificate will be required from the successful submitter.

All work is expected to be completed **no later than 120 days from the contract award**. TIME is of the essence for the completion of this project.

Before any work begins, the proper documentation must be filed with the Building Department and all necessary permits must be obtained. There will be no charge for the permit. Information may be obtained at the Building Department, 160 Patriots Road, East Templeton, MA. All necessary inspections shall be arranged through the Building Department.

Bid Submission Process:

Final bids must be received by **12:00 pm on Wednesday, August 29, 2018**, at the Selectmen's Office Town Hall, P.O. Box 620, 160 Patriots Road, East Templeton, MA, 01438.

A detailed package with information on the services to be provided, the conditions thereof, and proposal forms, is available at www.templeton1.org (click on Paid, Volunteer and

Contract Openings, then click on Current Bidding/Contracts) or said SelectBoard offices during normal business hours. **(Project Plans, Manual & Specifications, and Prevailing Wage Schedule are separate documents to download).**

Each proposal should be in a sealed envelope marked, **Town of Templeton Vinyl Siding for Senior Center Project, with the due date clearly marked.** If mailed, the submission should be in a similarly marked separate sealed envelope to protect against the actual bid being opened in error. Any questions with respect to this invitation must be received, in writing by mail (above address), by email (townadministrator@templeton1.org), or fax (603.476.583) by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on August 22, 2018. It is the proposer's responsibility to view and account for any addendums relating to this request. These will be posted on the Town web site no later than 4:00 p.m., on Monday, August 27, 2018. Bids will be time stamped as they are received. The Town's time stamp shall be controlling. Bids received by the Town after the Submission Deadline will be deemed non-responsive and will be refused. Telecopied or electronically mailed (e-mailed) bids will be deemed non-responsive and rejected regardless of the date received. Bidders are cautioned to hand deliver their bids. Any bid delivered late in person, will be refused; if delivered late by mail, it will be returned to its respective sender. **Timely bids will be opened at 12:00 PM on Wednesday, August 29, 2018, in the conference room at 160 Patriots Road, East Templeton, MA, 01438, and at that time only the names of bidders and total amount of each bid will be read.**

The Town will not accept any information or materials submitted after the Submission Deadline unless such information or materials are provided in response to the Town's written request for such information or materials. Bids shall be unconditional. Prior to the Submission Deadline, bidders may correct, modify or withdraw a bid by written notice to the Town's contact person. Prior to opening the bids, any person(s) needing the make changes, correct, modify or withdraw their bid, which has already been submitted, must submit a request in writing in order to receive their bid. No bidder may withdraw his bid for a period of 60 days after the date set for the opening thereof. After the opening of bids, a bidder may not correct or modify its bid in any manner unless in response to a written request by the Town in its sole discretion. These submission requirements will be strictly enforced. The Town reserves the right to reject any and all bids, to waive any informalities, to advertise for new bids, and to award one or more contracts, wholly or in part, as may be deemed to be in the best interest of the Town. **The Templeton Board of Selectmen is the awarding authority.**

Each bid ONLY ON THE FORMS FROM THE BID PACKET OBTAINED FROM THE SELECTMEN'S OFFICE shall be submitted in a sealed envelope clearly marked "Vinyl Siding supply & installation at the Senior Center" containing the following:

1. Form for General Bid (attached) with Name of Bidding Applicant & Contact Person Address, Telephone Number, and Email Address of Contact Person
2. Signed Certification of Non-Collusion & Good Faith (form attached) – fully executed
3. Signed Certificate of Tax Compliance (form attached) – fully executed
4. Signed Certificate of Tax Compliance (form attached) – fully executed
5. Signed Certificate of Authority (form attached) – fully executed (for corporate bidders)
6. Affidavit of OSHA Compliance (form attached) – fully executed

7. **BID BOND IN THE AMOUNT OF 5% OF THE VALUE OF THE TOTAL BID OR SUB-BID** or cashier's check/money order made out to the Town of Templeton, MA.
8. Insurance Certificate of Liability
9. Three references for similar type work completed by the bidder.

DCAM certification is NOT required as this project is under \$100,000.00, however, we are requiring a Statement of Qualification listing at least 5 similar jobs performed in the last 3 years for a public entity (ie; a Town, City, School Department, etc.)

The selection of the supplier shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin. The successful bidder shall be required to enter into a contract with the Town.

The successful bidder will provide a **payment bond in the amount of 100% of the value of the total bid, a performance bond in the amount of 100% of the value of the total bid,** and a certificate of insurance with coverages as outlined in Section 11.1 of the contract. **WITHIN 10 DAYS OF BEING NOTIFIED VIA EMAIL THAT THEY ARE THE WINNING BIDDER.** If the payment bond and a current certificate of insurance evidencing the required insurance is not submitted to the Town within the 10 day period after email notification, the bid will be awarded to the second highest qualified bidder. The certificate of insurance shall be provided *prior* to the commencement of work and shall remain in force during the term of the contract.

SITE INSPECTION

A site inspection appointment can be scheduled by contacting the COA Director Dianna Morrison at 978-894-2780. The inspection will allow prospective contractors to familiarize themselves with all conditions that may affect the performance and cost of the contract. Failure to become familiarized with all conditions shall not constitute a basis for subsequent contract change orders.

GENERAL CONDITIONS AND RESERVATIONS

A. The Town makes no express or implied representations or warranties, orally or in writing, as to the accuracy and/or completeness of any of the information contained in, or provided as part of, this IFB, including, without limitation, information in the IFB, in appendices, exhibits, attachments, technical information, and/or supplements, in hard copy, facsimile, electronic or on line, or available upon request or from other sources. The information is provided for convenience only, and cannot be relied upon, without outside, independent investigation and verification by the bidder. This information is subject to differing interpretation, analysis and conclusions and to errors, omissions, and changes in costs, conditions, economics, engineering, laws, rules and regulations that may occur on or after the date the information was created or assembled.

B. This IFB is made subject to errors and omissions.

C. The Town reserves the right to amend, suspend or withdraw this IFB by posting notice on the Town's website at any time for any reason whatsoever, in the Town's sole discretion.

D. The Town reserves the right to seek best and final offers, to seek additional

information or revised bids from bidders at any time, to negotiate simultaneously with more than one bidder and to cease negotiation for any reason whatsoever at any time. The negotiation period and final form of agreement shall be determined by the Town, in the Town's sole discretion.

E. The Town reserves the right, in The Town's sole discretion, to change the schedule or selection process by posting notice of any such changes on the Town's website at any time for any reason whatsoever in The Town's sole discretion.

F. The Town reserves the right to reject, in The Town's sole discretion, any bid not submitted in conformance with the requirements of the IFB and any amendments hereto, or to reject, in The Town's sole discretion, any and all bids, for any reason whatsoever. The Town reserves the right to waive any technicalities, to advertise for new bids, and to make awards as may be deemed to be in the best interest of the Town. The Town further reserves the right, in The Town's sole discretion, to waive, or to decline to waive, irregularities in any bid if and when The Town determines that it is in The Town's interest to do so.

G. The Town reserves the right, in The Town's sole discretion, to discontinue its selection process, to solicit other bids, to issue a new IFB or conduct any authorized alternative procurement method for any reason whatsoever at any time.

H. The successful bidder shall comply with all applicable federal, state, and local laws and regulations related to real estate transactions.

FORM FOR GENERAL BID

Senior Center Siding Project 8/29/18

General Contractor Name: _____

To the Awarding Authority: **Town of Templeton, Board of Selectmen,**

A. The Undersigned proposes to furnish all labor and materials required for the installation of Siding at the Senior Center in Baldwinville, MA, for the Town of Templeton, Massachusetts, in accordance with the accompanying plans and specifications prepared by Andrew Jerome Cannata, AIA – Architect, 5 Upland Avenue, Boston, MA 02124, for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered _____

C. The proposed contract price is:

_____ dollars (\$_____).

For alternate No. _____ Add \$ _____; Subtract _____

For alternate No. _____ Add \$ _____; Subtract _____

D. The undersigned agrees that, if he is selected as general contractor, he will within fifteen days, Saturday, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are paid by the general contractor and are to be included in the contract price.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time 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 that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

The undersigned further certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date: _____

Name of General Bidder

By _____
(Title and Name of Person Signing Bid and Title)

(Business Address)

(City, State, Zip Code)

(Business Phone Number)

(Business Email Address)

**BE SURE TO ATTACH YOUR
STATEMENT OF QUALIFICATIONS**

AFFIDAVIT OF OSHA COMPLIANCE

The undersigned agrees that if s/he is selected as the contractor, s/he will comply with the provisions of G.L. c. 30 §39S.

The undersigned certifies, under the pains and penalties of perjury, that s/he 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 United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time 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 United States Occupational Safety and Health Administration that is at least 10 hours in duration.

Date: _____

Bidder: _____

By: _____
(Name of person signing Bid. Title Signature is required)

(Business Address)

(City, State)

(Telephone number)

CERTIFICATE OF CORPORATE 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

Pursuant to M.G.L. Chapter 40, s.4B1/2, the undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and 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.

Printed name, Title _____

Name of Business _____

Signature _____

Date _____

CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS

Pursuant to M.G.L. Chapter 62C, s.49A (b) and M.G.L. C.ISIA, s.19A, I, hereby certify under the penalty of perjury that _____ has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

SIGNATURE OF INDIVIDUAL OR CORPORATE OFFICE*

SOCIAL SECURITY NUMBER/FEDERAL IDENTIFICATION NUMBER*

CORPORATE NAME (IF APPLICABLE)

NAME AND TITLE OF CORPORATE OFFICE (IF APPLICABLE)

*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the proposer. For all corporations, a certified copy of the authorizing vote of the Board of Directors must be provided.

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligation. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of the Massachusetts General Laws, Chapter 62C, s. 49A.