

**TOWN OF HUBBARDSTON, MASSACHUSETTS
INVITATION FOR BIDS**

Playground Fencing

April 12, 2021

Town of Hubbardston

7 Main Street

Hubbardston, Massachusetts 01452

TABLE OF CONTENTS

	<u>Page Number</u>
General Information and Bid Submission Requirements	3
Project Description	5
Quality Requirements	5
Rule for Award	5
Bid Check List	5
ATTACHMENTS	
OSHA Training Compliance Certificate	7
Non-Collusion Form	8
Tax Compliance Certificate	9
Certificate of Corporate Vote	10
Copy of Legal Notice	11
Prevailing Wages	

Town of Hubbardston

INVITATION FOR BIDS

FOR

HUBBARDSTON PLAYGROUND FENCING
HUBBARDSTON, MA 01452

The Town of Hubbardston Acting Town Administrator invites bids for removing and installing a fence at the Curtis Recreational Field located on Gardner Road (Route 68), Hubbardston, MA 01452. Bid specifications can be obtained at the Town Administrator Office, Town of Hubbardston, 7 Main Street, Hubbardston, MA 01452 between the hours of 9:00 a.m. and 4:00 p.m. Monday through Thursday.

Deadline for bid submittal is April 29, 2021 at 2:00 p.m. Bids must be delivered to: Town Administrator Office, Town of Hubbardston, 7 Main Street, Hubbardston, MA 01452.

1. General Information and Bid Submission Requirements:

General: Bids will be accepted during business hours (9:00 a.m. to 4:00 p.m., Monday through Thursday) until the deadline of April 29, 2021 at 2:00 p.m. at which time they will be opened and read aloud. The official submittal time shall be measured according to the Eastern Time Zone provided by the National Institute of Standards and Technology. Bids must be delivered to: Town Administrator Office, Town of Hubbardston, 7 Main Street, Hubbardston, MA 01452.

Bids must be submitted in duplicate and sealed in an envelope marked "PLAYGROUND FENCE".

This bid is governed by the provisions of MGL Chapter 30, Section 39M. Because the project is expected to cost less than \$50,000, the Town will exercise its option of following the bidding procedures outlined in MGL Chapter 30B Section 5.

All bids must include a non-collusion form, tax compliance certificate, price, OSHA training certificate, comprehensive list of references showing 3 years' experience, and (in the case of corporations) a certificate of corporate vote. All bids must be signed by an authorized individual(s).

The contract will be awarded within thirty (30) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the Town and the apparent lowest responsive and responsible bidder.

If any changes are to be made to this Invitation for Bids (IFB), an addendum will be issued. Addenda will be mailed or faxed to all bidders on record as having received the IFB.

Questions concerning this IFB must be submitted in writing to David G. Nixon, Acting Town Administrator, 7 Main Street, Hubbardston, MA 01452 before 4:00 p.m. on April 26, 2021. Questions may be delivered, mailed, or faxed (978) 928-3392. Written responses will be mailed or faxed to all bidders on record as having received the IFB.

A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the time and date set for bid opening. Bid modifications must be submitted in duplicate in a sealed envelop clearly

labeled "Modification No. ____". Each modification must be numbered in sequence and must reference the original IFB.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived, or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, then the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

The bidder by making a bid represents that the bidder has read and understands the bidding documents, and that the bid is made in accordance therewith. By submitting a bid, the bidder further represents that he or she has complied with the intent to visit the site, become familiar with local conditions under which the work is to be performed and has correlated the bidder's personal observations with the requirements of the contract documents. In addition, the bidder represents through his or her bid that the contract documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work of this contract.

The bidder shall carefully study and compare the bidding documents with each other, shall examine the site and local conditions, and shall at once report to the Town Administrator errors, inconsistencies or ambiguities discovered.

The Town of Hubbardston retains the right to cancel this IFB, or to reject in whole or in part any and all bids, and to waive any informalities in bidding, if the Town determines that cancellation or rejection serves the best interests of the Town.

All bid prices submitted in response to this IFB must remain firm for seventy-five (75) days following the bid opening.

Notice Concerning Unexpected Closures: If at the time of the scheduled bid opening, Town Hall is closed due to uncontrolled events, such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day. Under these circumstances, the bids shall be opened by the Acting Town Administrator. Bids will be accepted until that date and time.

Authorized Parties: A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation and the corporate seal affixed.

Bonding Requirements:

Section 1: Performance Bond: There is no bid deposit or bond required.

Section 2: Payment Bond: There is no payment bond required.

Bid Deposit: There is no bid deposit or bond required.

Bid Evaluation: All bids shall be evaluated by the Hubbardston Park Commission and the Acting Town Administrator. The bid will be awarded by the Hubbardston Park Commission.

2. Project Description:

The Town of Hubbardston Town Administrator invites bids for removing an old fence and installing new chain-linked fence measuring 75 feet deep and 112 feet wide for a total of 374 linear feet and encompassing the recreation field. The fence shall be 50 inches above ground with a double gate in the front and 2 side entrances at the Curtis Recreational Field, Route 68, Hubbardston, MA 01452.

Prevailing Wages: Prevailing wages apply and are attached to this bid and incorporated by reference herein.

Pricing: All bidders must provide an inclusive price for all services and materials described.

3. Quality Requirements

Bidders must perform all the requirements contained in this Invitation for Bids, including all attachments, amendments (if any), and appendices.

Bidders must have a minimum of three (3) years satisfactory performance in fence installation in similar projects in scope and size. Proof of experience shall be determined by a review of information supplied in the list of references.

Bids are subject to review of references and a positive determination from the bid evaluators of all available references.

The company receiving the award shall provide a certificate of liability insurance of not less than \$1 million per occurrence and naming the Town of Hubbardston as additional insured.

4. Rule for Award

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the contract as per the provisions of MGL Chapter 30, Section 39M. Under MGL Chapter 30, Section 39M, “lowest responsible and eligible bidder” means:

The bidder (1) whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary for the faithful performance of the work; (2) who shall certify that he or she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (3) who, where the provisions of Section eight B of Chapter twenty-nine apply, shall have been deemed qualified thereunder; and (4) who obtains within ten days of the notification of contract award the security bond required under Section twenty-nine of Chapter one hundred and forty-nine; provided that for the purposes of this section the term “security by bond” shall mean the bond of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority.

5. Bid Check List

- Non-Collusion Form.
- Tax Compliance Certificate.

- OSHA Training Certificate.
- List of references (with project contact names and telephone numbers) showing 3 years' experience.
- Certificate of Corporate Vote (if applicable).
- Duplicate bids and sealed in an envelope marked "PLAYGROUND FENCE".
- Signature(s).

CERTIFICATION OF BIDDER

United States Occupational Safety and Health Administration (OSHA)

Ten-hour Course in Construction Safety and Health

Instructions

Pursuant to M.G.L. c.30, §39S, any person submitting a bid for, or signing a contract to work on, a public building or public works project estimated to cost more than \$10,000.

1.1

1.2 Certification of Bidder

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.

Name and Address of Bidder (include zip code)

Name and Title of Signer (please type)

Signature:

Date:

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the 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 any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of person signing bid or bid)

(Name of Business)

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to Section 49A(b) of Chapter 62C of the Massachusetts General Laws, the undersigned contractor does hereby certify, under pains and penalties of perjury, that it has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

NAME OF CONTRACTOR: _____

By: _____, duly authorized.
(Signature of Authorized Representative)

Title: _____

Date: _____

CERTIFICATE OF VOTE
(Corporations Only)

At a duly authorized meeting of the Board of Directors of the

_____ held on _____ it was VOTED that
(Name of Corporation) (Date)

(Name)

(Officer)

of this company, be and hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such officer under seal of the company, shall be valid and binding upon this company.

I hereby certify that I am the clerk of the above-named corporation and that _____ is the duly elected officer as above of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as the date of this contract.

Date

(Clerk)

Corporate
Seal

Legal Notice

Town of Hubbardston

INVITATION FOR BIDS

FOR

PLAYGROUND FENCE
HUBBARDSTON, MA 01452

The Town of Hubbardston Acting Town Administrator invites bids to remove existing and install new fences at the playground at Curtis Recreational Field located on Route 68, Hubbardston, MA 01452. Bid specifications can be obtained at the Town Administrator Office, Town of Hubbardston, 7 Main Street, Hubbardston, MA 01452 between the hours of 9:00 a.m. and 4:00 p.m. Monday through Thursday.

Deadline for bid submittal is April 29, 2021 at 2:00 p.m. Bids must be delivered to: Town Administrator Office, Town of Hubbardston, 7 Main Street, Hubbardston, MA 01452.

Post: April 12, 2021 Hubbardston Town Hall

Broadcast: April 12, 2021 Hubbardston Website

Publish: April 12, 2021 COMMBUYS
April 14, 2021 Central Register

Distributed: April 12, 2021