



**TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS**

INVITATION FOR BIDS

**Town-wide Crack Sealing
Bid # DPW-19-B-030**

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS

- All Bids must be delivered by **11:00 am on Thursday, April 25, 2019** to:
Procurement Department
Westwood Town Hall
580 High Street
Westwood MA 02090
- Bids must be delivered in a manner such that the package is hand-delivered to a Westwood Town Hall employee. If the bidder is using a delivery service, the package must be signed for by a Westwood Town Hall staff to be considered properly delivered.
- Bids received after the time and date established herein **SHALL NOT** be accepted or considered, regardless of the cause for delay in the receipt of such proposal(s).
- If, at the time of the scheduled proposal due date, the Westwood Town Hall is closed due to uncontrolled events such as fire, wind, or building evacuation, the proposal opening will be postponed until 12:00 noon on the next normal business day. Proposals will be accepted until that date and time.
- The bidding and award of this contract will be under the provisions of M.G.L. Chapter 30, Section 39M.
- Submit the proposal in a sealed envelope clearly marked ***“Bid # DPW-19-B-030, Town-wide Crack Sealing.”***
- **The proposal must include a Non-Collusion form, Tax Compliance Certificate and other Attachments listed below.**
- **The proposal must also include a Bid Signature Form.** When the Bid Signature Form is completed, it declares:
 - The only parties interested in this bid are the Principals named herein.
 - No officer, agent or employee of the Town of Westwood has a direct or indirect interest in this bid.



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- **Bid Form**

- Each bid shall be accompanied by a bid deposit in the form of a certified, bank, Treasurer's or cashier's check, or a bid bond issued by a surety company licensed by the Commonwealth of Massachusetts, in the amount of (5%) if the total bid price, made payable to the Town of Westwood.
 - All bid deposits except that of the lowest responsible bidder shall be returned within five (5) days, Saturday, Sunday and legal holidays excluded, after the opening of the bids.
 - The bidder to whom the bid is awarded will be required to execute an Agreement within ten (10) calendar days from the date when the Notice of Award is received. In the event the bidder fails to execute an Agreement with the Town, the Town may consider the bidder to be in default, in which case the bid deposit shall become the property of the Town.
 - The bidder to whom the bid is awarded will be required to submit a payment bond in the amount of at least 50% of the contract price. This bond should be submitted within ten (10) calendar days of the contract award date.
 - All prices, except at the extended totals, shall be stated in both words and figures. In the event of a discrepancy between the price in words and the price in figures, the written word shall govern. In the event of a discrepancy between mathematical totals and the totals stated, the mathematical totals shall govern.
 - The estimated quantities shown are based solely upon a reasonable assessment of the project parameters, thus the Contractor is advised that the actual quantities may vary substantially as field conditions may necessitate. Regardless of the amount of actual quantities, however, the quoted unit prices shall always apply.
 - There is no separate labor charge under this bid: unit prices shall include full compensation for all labor, materials, tools and equipment, and all incidentals necessary to complete the work as specified herein.
 - In case of death, disability, or other unforeseen circumstances affecting the bidder, which materially impairs the bidder's ability to execute an Agreement and perform the required service, such bid deposit may be returned to the bidder by the Town.
- Contractor Must Conform to Schedule of Wages - Department of Labor and Industries - for the Work to be Done - Chapter 149, Sect. 26 - 27-D. Prevailing Wage Rates can be found at Attachment B.
 - Contractor must be in compliance with all Occupational Safety and Health (OSHA) requirements.
 - For basis of this work, contractors must use the Crack Sealing Specification's located as Attachment A.



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- For basis of this bid and contract references to “standard specifications” refer to the Commonwealth of Mass. Standard specifications for highways and bridges inclusive of all revisions.
- The proposal 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.
- Any bid may be withdrawn prior to the bids submittal due date. However, bidders may not withdraw or modify their bid for a period of ninety (90) days following the opening of bids.
- The contract will be awarded within thirty (30) days after the proposal receipt. 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.
- Questions concerning this invitation for proposals must be submitted in writing to: Procurement Department, Westwood Town Hall, 580 High Street, Westwood MA 02090 or by email at Procurement@townhall.westwood.ma.us. Questions may be delivered or mailed. Written responses will be mailed, emailed, or posted on the Westwood Town Hall website to all bidders on record as having picked up the IFB.
- Any and/or all work is subject to available funds. The Town reserves the right to waive any informalities in, or to reject, any or all bids should the Town deem it to be in the Town’s best interest to do so.
- The Town of Westwood may cancel this IFB, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.
- Below is a list of all Attachments Bidders should note that Attachments D-I **must be completed and submitted** with the bid documents.
 - Attachment A – Specification
 - Attachment B - Wage Rates
 - Attachment C – Contract Special Provisions
 - Attachment D – Bid Pricing Sheet
 - Attachment E – Labor Harmony and OSHA Training
 - Attachment F – Certificate of Non-Collusion
 - Attachment G – Tax Compliance Certificate
 - Attachment H – Signature Page
 - Attachment I – Reference Form



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II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICES

- The work under this contract includes but is not limited to providing labor, material and equipment to complete crack sealing on various roads in town.
- This contract may be awarded WITHOUT identified roads. As roads become candidates for this work, the town will work with the contractor to evaluate estimates and actual quantities based on unit prices supplied. Actual quantities will be determined when the Town determines which roads will be completed. Contracted price will reflect the bid quantities presented below.
- All work done under this contract shall be in conformance with:
 - Attachment A, Crack Sealing Specification,
 - the Massachusetts Highway Department (MHD) Standard Specifications for Highway and Bridges dated 1995 and the English Supplemental Specifications dated June 6, 2006,
 - the Massachusetts Highway Department Standard Specifications for Highways and Bridges, dated 1988, the Supplemental Specifications dated July 1, 2015,
 - the 2017 Construction Standards and the Supplemental Drawings dated April 2003,
 - the 2006 Massachusetts Highway Department Project Development and Design Guide dated February 25, 2010,
 - the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) with revisions and Massachusetts Amendments,
 - the 1990 Standard Drawings for Signs and Supports,
 - the 1968 Standard Drawings for Traffic Signals and Highway Lighting,
 - the latest edition of American Standard for Nursery Stock,
 - the Contract Project Manual with any Project Addenda.

The General Conditions, Supplementary Conditions and these Special Provisions shall take precedence over the General Requirements of Division 1 of the Standard Specifications of the Massachusetts Department of Transportation (MassDOT).

- Failure to complete the work included in this contract shall expose the contractor to charges described in section 8.11 of standard specifications. Charges will accumulate on a daily basis in addition to costs for traffic control required after the stated completion date.
- If the vendor fails to supply and/or deliver in time to meet the requirements of the Town, the Town reserves the right to obtain these services from another source. Any additional costs incurred by the Town as a result of a price differential between the price paid on the open market and the contract price will be charged against the contractor or deducted from any balance owed to the contractor.
- All bids must be firm and continue in effect for a period of two (2) months from date of bid opening. Any such bid that is accepted by the Department must continue in effect for a period of thirty-six (36) months after award of contract.



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- **Service and warranty terms:** All proposal prices must include standard warranty as described in the Specification.
- **Delivery Requirements:** All delivery charges shall be included in the price of the service.
- The Delivery should be made to:

**Town of Westwood
Department of Public Works
50 Carby Street
Westwood MA 02090**

III. QUALITY REQUIREMENTS

- Bidders must provide all of the items described in Section II: Purchase Description/Scope of Services and comply with all Section I: Proposal Submission Requirements. Missing information may cause the proposal to be considered unresponsive.
- All work must comply with the Specifications identified as Attachment A.
- Bidders must have satisfactory performance under at least two (2) different contracts similar in size to the proposed contract. Contract information will be provided as part of Attachment I, References.

IV. RULE FOR AWARD

- The responsive and responsible bidder meeting the requirements described in described in Section II: Purchase Description/Scope of Services and offering the lowest **Total Bid Price** described in Attachment D, Bid Pricing Sheet.



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**ATTACHMENT D
BID PRICING SHEET
TOWN-WIDE CRACK SEALING**

BIDDER: _____

ITEM DESCRIPTION & BID PRICE	EST. QTY*	UNIT	TOTAL COST
ITEM 482.171: CRACK SEALING THE SUM OF: _____ DOLLARS AND _____ CENTS (\$ _____) PER GALLON	6,000	GAL	\$ _____
<p align="center">TOTAL BID PRICE:</p> <p align="center">_____ DOLLARS</p> <p align="center">AND _____ CENTS</p> <p align="center">(\$ _____)</p> <p align="center"><i>Amount in Figures</i></p>			

Please specify all specifications for the above quoted item

Bid form must be completed in legible ink or typed. The bid price for each item on the form shall be stated in figures. Discrepancies between indicated sum of any column(s) and the correct sum of any column(s) will be resolved in favor of the correct sum. Please Attach Additional Sheets if necessary



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Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Business Phone Number

Business Email Address



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**ATTACHMENT E
LABOR HARMONY AND OSHA TRAINING**

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.

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Bidder (if different than name))

(Date)



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**ATTACHMENT F
CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Name of business



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**ATTACHMENT G
TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signed under the penalties of perjury.

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Name of business



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**ATTACHMENT H
SIGNATURE PAGE**

This Bid must bear the written signature of the Bidder or authorized agent of the Bidder. If the Bidder is a corporation or a partnership, the Bid must be signed by a duly authorized officer of such corporation or by a partner; the title of such officer must be stated.

The bidder hereby acknowledges the receipt of, and has included in this BID, the following Addenda:

(To be filled in by Bidder, if Addendums are issues.)

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Signature

Name of Corporation, Company or Individual

Printed Name of Person Authorized to Sign

Title

Email Address



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**ATTACHMENT I
REFERENCE FORM**

The following shall accompany the bid and is required as evidence of the bidder's qualifications to perform the work, as bid upon, in accordance with the contract drawings and specifications. All questions must be answered. Additional data may be submitted on separate attached sheets. When assessing bidder's qualification, the Town will not be limited to information provided herein. The Town intends to use information outside this document to assess Bidder Qualifications.

Bidder must submit a complete list of all contracts the past five (5) years of similar size and scope to this project, with contact names and telephone numbers.

Bidder: _____

Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Description and date(s) of supplies or services provided:

Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Description and date(s) of supplies or services provided:

Reference: _____
Address: _____
Contact: _____



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Phone: _____

Fax: _____

Description and date(s) of supplies or services provided:

Reference: _____

Address: _____

Contact: _____

Phone: _____

Fax: _____

Description and date(s) of supplies or services provided:

Reference: _____

Address: _____

Contact: _____

Phone: _____

Fax: _____

Description and date(s) of supplies or services provided:

Attach additional sheets if necessary