



**TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS**

INVITATION FOR BIDS

**Elementary School Tents
Bid # SCH-22-B-001**

I. GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS

- All Bids must be delivered by **11:00 am on Thursday, August 19, 2021** 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).
- Bids shall be opened publicly in the Jaillet Conference Room, Westwood Police Station, 588 High Street, Westwood MA. Bids will be scanned and posted to the Town website, www.townhall.westwood.ma.us, as soon as practicable after the opening.
- 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 bid opening will be postponed until 12:00 noon on the next normal business day. Bids will be accepted until that date and time.
- Submit the bid in a sealed envelope clearly marked “***Bid # SCH-22-B-001, Elementary School Tents.***”
- **The bid must include a Tax Compliance Certificate and other Attachments listed below.**
- **The bid 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**

- The bidder to whom the bid is awarded will be required to execute an Agreement within thirty (30) 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.
- Should the bidder fail to fulfill any of his/her agreements as herein above set forth, the Town shall have the right to retain as liquidated damages the amount of the bid check or cash which shall become the Town's property. If a bid bond was given, it is agreed that the amount thereof shall be paid as liquidated damages to the Town by the Surety.
- 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.
- The 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.
- 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 bid 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 posted on the Westwood Town Hall website.
- **Site visit will be conducted on Thursday, August 12, 2021 at 9:30am.** The Site visit will begin at the Sheehan School, 549 Pond Street, Westwood MA 02090. Please meet in the loop in front of the school. Other listed locations will follow: Westwood High School, Martha Jones, Deerfield, Hanlon and Downey. Feedback regarding tent location and size will be accepted the Site Visit. While highly encouraged, the site visit is not mandatory.
- 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.



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- 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 B-E **must be completed and be submitted** with the bid documents.
 - Attachment A – Tent Location Maps
 - Attachment B – Bid Pricing Sheet
 - Attachment C – Tax Compliance Certificate
 - Attachment D – Signature Page
 - Attachment E – Reference Form

II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICE

- The purpose of this bid is to provide five tents for use at Westwood Elementary Schools. The locations are as follows:
 - Location 1: Downey School - 250 Downey Street Westwood MA 02090 - Tent should be sized to hold 100 students, sides with two openings. Possible location on Attachment A map.
 - Location 2: Sheehan School - 549 Pond Street, Westwood MA 02090 - Tent should be sized to hold 100 students, sides with two openings. Possible location on Attachment A map.
 - Location 3: Martha Jones - 80 Martha Jones Road, Westwood MA 02090 - Tent should be sized to hold 100 students, sides with two openings. Possible location on Attachment A map.
 - Location 4: Deerfield School - 72 Deerfield Ave, Westwood MA 02090 - Tent should be sized to hold 70 students, sides with two openings. Possible location on Attachment A map.
 - Location 5: Hanlon School - 790 Gay Street Westwood MA 02090 - Tent should be sized to hold 70 students, sides with two openings. Possible location on Attachment A map.
 - Location 6: Westwood High School - 200 Nahatan Street Westwood MA 02090 - Tent should be sized to hold 70 students, sides with two openings. Possible location on Attachment A map.



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- Size of tents and install type (staked or weighted) may vary per site based on walk around of site to determine best location. Walk around of each site is mandatory to help the District size each tent to fit location.
- All tents must have sides with at least two openings. We will not need lights, heat or flooring. Tents to be used only during school hours - no night use.
- Vendor is responsible for calling DIGSAFE and all required permits per Town of Westwood Building Department
- The tents shall be leased from approximately **August 27, 2021 through December 31, 2021.**
- Preference will be to award the entire contract to a single vendor. If a single vendor is not able to complete the full requirement, the Town will consider awarding a contract based on partial requirements.

Delivery Requirements: All delivery charges shall be included in the price of the service.

III. PRICING AND PAYMENT

- The Town shall pay and the Contractor shall receive the prices stipulated in the bid made a part hereof as full compensation for everything performed and for all risks and obligations undertaken by the Contractor under and as required by the Contract.

IV. 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 deliveries must comply with the Specifications identified above in Section II, Purchase Description/Scope of Supplies/Services.

V. RULE FOR AWARD

- The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the IFB.
- Preference will be to award the entire contract to a single vendor. If a single vendor is not able to complete the full requirement, the Town will consider awarding a contract based on partial requirements.



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ATTACHMENT B

**BID PRICING SHEET
ELEMENTARY SCHOOL TENTS**

BIDDER: _____

Bid form must be typed or completed in legible ink. The bid price for each item on the form shall be stated in figures and words. 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.

BASE BID PRICE

The Base Bid Price will be used for the Rule of Award. The Bidder submits this bid proposal to perform all of the work (including labor and materials) as described in the solicitation for this Base Bid Price (including the costs for all Allowances, Incidentals, Bonds, and Addenda):

Total Bid in figures \$ _____

Total Bid in words \$ _____

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Business Phone Number

Printed Name of company submitting bid or proposal

Business Email



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**ATTACHMENT C
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 D
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 E
REFERENCE FORM**

Bidder: _____

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. This statement must be notarized. 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.

1. Name of Bidder _____
2. Permanent Main Office Address _____
3. Official Mailing Address for This Contract _____
4. When Organized? _____
5. Where Incorporated, If a Corporation _____
6. Years Contracting under Present Name _____
7. List contracts on hand, and those completed similar in nature to this kind of project.

Owner	Engineer	Contract	Description	Contract Amount	Completion Date



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8. List any work the firm has failed to complete in the last five years, state where and why.

9. If you have ever defaulted on any contract, state where and why.

10. List full names of all principals (i.e. Officers, Directors, Partners, Owners) interested in this bid.

Name	Title	Firm

11. State name(s) and qualifications of resident supervisor(s) for this project.

12. List bank references for verifying financial ability of your company.

Name	Address



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13. The undersigned hereby authorized and requests any person, firm or corporation, to furnish all information requested by the Owner and/or its designated agents, relative to the recitals comprising this Statement of the Bidder's Qualifications.

Dated at _____ this _____ day of _____ 20__.

(Name of Bidder)

By: _____

(Title)

State of _____

County of _____

_____ being duly sworn in person, deposes and says
that she/he is _____ of _____,
(Title) (Name of Bidder)

that she/he is the firm's duly authorized agent to execute these contract documents, and that the answers to the foregoing questions and all statements therein contained are correct and true.

Subscribed and sworn to before me this _____ day of _____ 20__.

(SEAL) _____
(Notary Public)