



**TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS**

REQUEST FOR QUOTES

**On Call Plumbing Fiscal Year 2022 Bridge
Quote # SCH-22-Q-006**

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS

- All Quotes must be delivered no later than **12:15 pm on April 7, 2022** to:

Procurement Department
Westwood Town Hall
580 High Street
Westwood MA 02090
- Quotes may be emailed to procurement@townhall.westwood.ma.us.
- Quotes 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).
- Emailed Quotes should be titled Submit the proposal in a sealed envelope clearly marked “**Quote # SCH-22-Q-006, Plumbing Bridge.**” Mailed quotes should be in a sealed envelope clearly marked “**Quote # SCH-22-Q-006, Plumbing Bridge.**”
- Quotes must include a Labor Harmony and OSHA Training Certificates.
- Questions concerning this Request for Quotes (RFQ) must be submitted in writing to: Procurement Department, Procurement@townhall.westwood.ma.us.
- Any Quote may be withdrawn prior to the bids submittal due date.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 of 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.
- Questions concerning this RFQ 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.
- 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 RFQ, 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. The Town of Westwood reserves the right to reject any or all bids and to waive minor informalities as provided under Chapter 149, M.G.L.
- Below is a list of all Attachments. Bidders should complete and submit Attachments C-G with the bid documents.
 - Attachment A – On-Call Plumbing Specification
 - Attachment B - Wage Rates
 - Attachment C – Quote Pricing Sheet
 - Attachment D – Labor Harmony and OSHA Training
 - Attachment E – Certificate of Non-Collusion
 - Attachment F – Tax Compliance Certificate
 - Attachment G – Signature Page
 - Attachment H – Reference Form

II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICE

The work under this contract includes but is not necessarily limited to providing labor, materials and equipment to provide On-Call Plumbing Services in accordance with Attachment A, On-Call Plumbing Specification. The contractor must be able to work alone or in support of other trades pending on the job.

- The period of performance of this contract is from the **April, 2022 contract award through June 30, 2022.**
- All personnel working in Westwood Public Schools must have a fully-approved Criminal Offender Record Information (CORI) before work may commence.
- The On-Call Plumbing Services contract is an as-needed basis and the Town of Westwood or Westwood Public Schools do not guarantee a minimum in the bid period.
- **Delivery Requirements:** All delivery charges shall be included in the price of the service. The Delivery may vary across the Town of Westwood. For pricing purpose, bidders should assume deliveries will be made to: Westwood Public Schools, 220 Nahatan Street, Westwood MA 02090.
- **Contractor Performance Criteria:** Each contractor's performance will be evaluated on an ongoing basis and these evaluations will be utilized in determining whether to renew a contract.



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Contractors **must** notify the Procurement Department, in writing, within 7 days of any change in address, phone or fax numbers and or contact names.

- **Guarantee:** All labor, materials, and equipment furnished under this Contract shall be guaranteed by the contractor for a period of one (1) year from the date of final acceptance of all work. In the event of failure of materials or equipment during the guarantee period, the defective segment shall be replaced promptly, upon notice from the Town of Westwood, by, and at the expense of the contractor.

III. PRICING AND PAYMENT

- The work shall be performed under the direction of the School Facilities Managers based on an hourly rate of compensation.
- The contractor shall submit with his bid, the hourly rates. The Contractor shall specify any and all regular and overtime hourly rates. The Contractor shall also specify which time periods and days apply to each and every rate. The submitted rates shall include complete manpower costs involved with accomplishing the required work.
- The contract shall also include an established materials markup percentage or materials discount for all supplies used per job.
- No overtime will be paid for unless authorized by the appropriate supervisor.
- The Town reserves the right to increase or decrease the scope of the Contract work by up to and including twenty-five percent (25%) of the original scope without adjusting the lump sums or unit prices.
- Prevailing Wage Rates, M.G.L. Chapter 149 will be made a part of the contract.
- 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.



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V. RULE FOR AWARD

- The Town may award a contract to the lowest responsible and responsive bidder.
- In the event of a tie, the Town will flip a coin assigning “heads” to the bidder whose company name is alphabetically first.
- The number of hours listed on the Quote Sheet is solely intended for the purpose of determining the low bid. It is not a guarantee of actual work and the number of hours per category is not meant to hold the town to a specific breakdown of work. Actual hours required on the contract may be higher or lower than the amount stated.



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ATTACHMENT C

QUOTE PRICING SHEET

On-Call Plumbing Services –Fiscal Year 2022 Bridge

The following prices represent firm prices for the contract term. Estimated hours and material costs noted below are for determining the low bidder only and are not a guaranteed minimum amount of work. Quote pricing is as follows:

A. Monday thru Friday, 7:00 a.m. to 6:00 p.m.

Master Licensed Plumber \$ _____ / per hour x 80 hours = **(A) \$**

Journeyman (Stated Rate) \$ _____ / per hour

Apprentice (Stated Rate) \$ _____ / per hour

B. Monday thru Friday, 6:00 p.m. to 7:00 a.m.

Master Licensed Plumber \$ _____ / per hour x 10 hours = **(B) \$**

Journeyman (Stated Rate) \$ _____ / per hour

Apprentice (Stated Rate) \$ _____ / per hour

C. Saturday, Sunday & Legal Holiday's

Master Licensed Plumber \$ _____ /per hour x 10 hours = **(C) \$**

Journeyman (Stated Rate) \$ _____ / per hour

Apprentice (Stated Rate) \$ _____ / per hour

D. Estimated Materials Costs \$5,000 X 1. _____ % markup = **(D) \$**
(insert percentage)

TOTAL QUOTE PRICE \$ _____ (E) (E = A+B+C+D) TOTAL QUOTE PRICE In Words (E) _____
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All materials shall be invoiced at contractor's cost plus _____%. (SAME PERCENTAGE NOTED IN #D ABOVE)



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COMPANY NAME: _____

PRINT NAME: _____

ADDRESS: _____

PHONE#: _____ DATE: _____

ON CALL PHONE #: _____ EMAIL ADDRESS: _____



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ATTACHMENT D

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 E

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 F

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 G
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 H
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 major equipment available for this project and identify ownership or rental.



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

Name	Address
_____	_____
_____	_____

14. 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 he is _____ of _____,
(Title) (Name of Bidder)

that 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)