

INVITATION FOR BIDS

Westwood Ice Hockey IFB # SCH-23-B-005

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS

- All Quotes must be delivered by **11:00 am on, October 18, 2022** 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.
- Submit the proposal in a sealed envelope clearly marked “***Bid # SCH-23-B-005, Westwood Ice Hockey.***”
- Questions concerning this IFB must be submitted in writing to: Procurement Department, Procurement@townhall.westwood.ma.us.
- 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 A-B must be completed and be submitted with the bid documents.
 - Attachment A – Bid Pricing Sheet
 - Attachment B – Tax Compliance Certificate
 - Attachment C – Sample Ice Times

II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICE

- The Scope of Service for this contract is to provide ice time and associated services for Westwood High School (WHS) Ice Hockey teams for the 2023-24 season. The Scope also includes options to extend the contract for the 2024-25 and 2025-26 seasons. WHS has three (3) Ice Hockey teams: Girls Varsity, Boys Varsity and Boys Junior Varsity. Specific requirements include:
 - The rink must have two NHL sized rinks.
 - The rink must be no more than ten (10) miles of WHS.
 - Ice time is required November 27, 2023 – March 15, 2024. Additional ice time is required to prepare for post-season hockey. Attachment C includes anticipated dates for practice times.
 - Ice time for Boys is estimated to be 65 hours of practice and 20 hours of games
 - Ice time for Girls is estimated to be 55 hours of practice and 20 hours of games
 - The two Varsity teams practice each weekday morning from 5:00am – 6:00am. As both Varsity teams practice at the same time, two rinks are required.
 - Westwood Public Schools is evaluating the possibility of changing the School Start Times. If the School Committee approves a change in the School Start Time, it may change the required ice time. In that event, Ice Times may be adjusted by mutual agreement.
 - Junior Varsity team practices when the Varsity teams are not on the ice. If a Varsity team has a game that day, the Junior Varsity team will use the ice time to practice at the same time.
 - The rink must provide two (2) locker rooms for team use. The locker rooms will be designated for those team for the duration of the season. Each locker room shall accommodate 25 players.
 - If there is a standard cleaning fee for normal wear and tear associated with locker room usage, that fee should be included in the locker room fee.
 - Cleaning fees in addition to normal wear and tear should be billed separately to the Westwood Director of Athletics.
 - Ice time for games should be between 4:00pm – 8:00pm.

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

- The Delivery should be made to:

**Westwood Public Schools
220 Nahatan Street
Westwood MA 02090**

Insurance Specifications: Valid insurance must be provided to the Town of Westwood before a contract is finalized.

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.

V. 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 Bid Price for Fiscal Year 2024.

ATTACHMENT B
BID PRICING SHEET
WESTWOOD ICE HOCKEY

BIDDER: _____

BIDS MUST BE TYPED OR LEGIBLY WRITTEN

HOURLY ICE TIME RATES:

GAME: \$ _____
PRACTICE: \$ _____

ICE TIME PRICE \$ _____
LOCKER ROOM PRICE \$ _____
FY24 TOTAL PRICE * \$ _____

*TO BE USED AS RULE FOR AWARD

HOURLY ICE TIME RATES:

GAME: \$ _____
PRACTICE: \$ _____

ICE TIME PRICE \$ _____
LOCKER ROOM PRICE \$ _____
FY25 TOTAL PRICE \$ _____

HOURLY ICE TIME RATES:

GAME: \$ _____

PRACTICE: \$ _____

ICE TIME PRICE \$ _____

LOCKER ROOM PRICE \$ _____

FY26 TOTAL PRICE \$ _____

Please specify all specifications for the above quoted item

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Business Phone Number

Email of individual submitting bid or proposal

ATTACHMENT B
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.

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Name of business

ATTACHMENT C
SAMPLE ICE TIME DATES

The following are the anticipated Ice Times for Fiscal Year 2023. These dates and times are provided as a sample for what to expect for Fiscal Years 2024-2026.

Date	Time	Type: Practice or Game	Team: Boys or Girls
11/28/2022	5:00am - 6:15am	Practice	Boys
11/28/2022	5:00am - 6:15am	Practice	Girls
11/29/2022	5:00am - 6:15am	Practice	Boys
11/29/2022	5:00am - 6:15am	Practice	Girls
11/30/2022	5:00am - 6:15am	Practice	Boys
11/30/2022	5:00am - 6:15am	Practice	Girls

12/1/2022	5:00am - 6:15am	Practice	Boys
12/1/2022	5:00am - 6:15am	Practice	Girls
12/2/2022	5:00am - 6:15am	Practice	Boys
12/2/2022	5:00am - 6:15am	Practice	Girls
12/5/2022	5:00am - 6:15am	Practice	Boys
12/5/2022	5:00am - 6:15am	Practice	Girls
12/6/2022	5:00am - 6:15am	Practice	Boys
12/6/2022	5:00am - 6:15am	Practice	Girls
12/7/2022	5:00pm-7:00pm	Scrimmage	Boys
12/7/2022	5:00am - 6:15am	Practice	Boys
12/8/2022	5:00am - 6:15am	Practice	Girls
12/8/2022	5:00am - 6:15am	Practice	Boys
12/9/2022	5:00am - 6:15am	Practice	Girls

12/9/2022	5:00am - 6:15am	Practice	Boys
12/10/2022	5:00pm-7:00pm	Scrimmage	Boys
12/12/2022	5:00am - 6:15am	Practice	Girls
12/12/2022	5:00am - 6:15am	Practice	Boys
12/13/2022	5:00am - 6:15am	Practice	Girls
12/13/2022	5:00am - 6:15am	Practice	Boys

12/15/2022	5:00am - 6:15am	Practice	Girls
12/15/2022	5:00am - 6:15am	Practice	Boys
12/16/2022	5:00am - 6:15am	Practice	Girls
12/16/2022	5:00am - 6:15am	Practice	Boys
12/17/2022	5:00pm-7:00pm	Game	Girls
12/19/2022	5:00am - 6:15am	Practice	Boys
12/19/2022	5:00am - 6:15am	Practice	Girls
12/20/2022	5:00am - 6:15am	Practice	Boys
12/20/2022	5:00am - 6:15am	Practice	Girls
12/21/2022	5:00pm-7:00pm	Game	Girls
12/21/2022	7:00pm-9:00pm	Game	Boys
12/23/2022	5:00am - 6:15am	Practice	Boys
12/23/2022	5:00am - 6:15am	Practice	Girls
12/27/2022	5:00am - 6:15am	Practice	Boys
12/27/2022	5:00am - 6:15am	Practice	Girls
12/28/2022	5:00pm-7:00pm	Game	Boys
12/29/2022	5:00am - 6:15am	Practice	Boys
12/29/2022	5:00am - 6:15am	Practice	Girls
1/2/2023	5:00am - 6:15am	Practice	Boys

1/2/2023	5:00am - 6:15am	Practice	Girls
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1/3/2023	5:00am - 6:15am	Practice	Boys
1/3/2023	5:00am - 6:15am	Practice	Girls
1/4/2023	5:00pm-7:00pm	Game	Girls
1/5/2023	5:00am - 6:15am	Practice	Boys
1/6/2023	5:00am - 6:15am	Practice	Boys
1/6/2023	5:00am - 6:15am	Practice	Girls
1/7/2023	5:00pm-7:00pm	Game	Boys
1/9/2023	5:00am - 6:15am	Practice	Boys
1/9/23	5:00am - 6:15am	Practice	Girls
1/10/23	5:00am - 6:15am	Practice	Boys
1/10/23	5:00am - 6:15am	Practice	Girls
1/11/23	5:00pm-7:00pm	Game	Boys
1/12/23	5:00am - 6:15am	Practice	Girls
1/13/23	5:00am - 6:15am	Practice	Girls
1/13/23	5:00am - 6:15am	Practice	Boys
1/14/23	5:00pm-7:00pm	Game	Girls
1/16/23	5:00am - 6:15am	Practice	Girls
1/16/23	5:00am - 6:15am	Practice	Boys
1/17/23	5:00am - 6:15am	Practice	Girls
1/17/23	5:00am - 6:15am	Practice	Boys

1/18/23	5:00pm-7:00pm	Game	Boys
1/19/23	5:00am - 6:15am	Practice	Girls
1/20/23	5:00am - 6:15am	Practice	Girls

1/20/23	5:00am - 6:15am	Practice	Boys
1/23/23	5:00am - 6:15am	Practice	Girls
1/23/23	5:00am - 6:15am	Practice	Boys
1/24/23	5:00am - 6:15am	Practice	Girls
1/24/23	5:00am - 6:15am	Practice	Boys
1/25/23	5:00pm-7:00pm	Game	Boys
1/26/25	5:00am - 6:15am	Practice	Girls
1/27/23	5:00am - 6:15am	Practice	Girls
1/27/23	5:00am - 6:15am	Practice	Boys
1/28/23	5:00pm-7:00pm	Game	Girls
1/30/23	5:00am - 6:15am	Practice	Girls
1/30/23	5:00am - 6:15am	Practice	Boys
1/31/23	5:00am - 6:15am	Practice	Girls
1/31/23	5:00am - 6:15am	Practice	Boys
2/1/23	5:00pm-7:00pm	Game	Boys
2/3/23	5:00am - 6:15am	Practice	Girls
2/3/23	5:00am - 6:15am	Practice	Boys

2/4/23	5:00pm-7:00pm	Game	Boys
2/6/23	5:00am - 6:15am	Practice	Girls
2/6/23	5:00am - 6:15am	Practice	Boys
2/7/23	5:00am - 6:15am	Practice	Girls
2/7/23	5:00am - 6:15am	Practice	Boys
2/10/23	5:00am - 6:15am	Practice	Girls
2/10/23	5:00am - 6:15am	Practice	Boys
2/11/23	5:00pm-7:00pm	Game	Girls

2/11/23	7:00pm-9:00pm	Game	Boys
2/13/23	5:00am - 6:15am	Practice	Girls
2/13/23	5:00am - 6:15am	Practice	Boys
2/14/23	5:00am - 6:15am	Practice	Girls
2/14/23	5:00am - 6:15am	Practice	Boys
2/15/23	5:00am - 6:15am	Practice	Girls
2/16/23	5:00am - 6:15am	Practice	Girls
2/16/23	5:00am - 6:15am	Practice	Boys
2/17/23	5:00am - 6:15am	Practice	Girls
2/17/23	5:00am - 6:15am	Practice	Boys
2/20/23	5:00am - 6:15am	Practice	Girls
2/20/23	5:00am - 6:15am	Practice	Boys

2/21/23	5:00am - 6:15am	Practice	Girls
2/21/23	5:00am - 6:15am	Practice	Boys
2/22/23	5:00am - 6:15am	Practice	Girls
2/22/23	5:00am - 6:15am	Practice	Boys

2/23/23	5:00am - 6:15am	Practice	Girls
2/23/23	5:00am - 6:15am	Practice	Boys
2/24/23	5:00am - 6:15am	Practice	Girls
2/24/23	5:00am - 6:15am	Practice	Boys
2/27/23	5:00am - 6:15am	Practice	Girls
2/27/23	5:00am - 6:15am	Practice	Boys