



**TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS**

INVITATION FOR BIDS

**School Dishwasher
Bid # SCH-24-B-025**

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS

- All Bids must be delivered by **11:30 am on July 1, 2024** 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 30B.
- Submit the proposal in a sealed envelope clearly marked ***“Bid # SCH-24-B-025, School Dishwasher.”***
- **The proposal must include a 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.
- **Bid Form**
 - 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



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word shall govern. In the event of a discrepancy between mathematical totals and the totals stated, the mathematical totals shall govern.

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



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II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICES

- The work under this contract includes the purchase and installation of a ventless or ductless conveyor style or single door (large) pot and pan washer dishwasher with a single door (as large as a 3-door conveyor style dishwasher) as well as a 3-bay sink and 2 custom dish tables and a garbage disposal in the kitchen of Westwood High School.
- The dishwasher must meet requirements in Attachment A, Specification, as drafted by our technical expert, Dave Swain Associates, Inc. Bidders may offer a non-conveyor style dishwasher that meets the Specification requirements. Other brands that meet requirements may be bid.
- All work must be completed between July 1 and mid-August. The scope of work also includes removal and disposal of the current 4 bay sink. All electrical and plumbing work must be done by a certified technician.
- **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:

**Westwood High School
200 Nahatan 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.

IV. RULE FOR AWARD

- The lowest 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** stated in Attachment B, Bid Pricing Sheet.



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**ATTACHMENT B
BID PRICING SHEET
SCHOOL DISHWASHER**

BIDDER: _____

The undersigned proposes to provide product in accordance with the Bid Specifications prepared by the Town of Westwood, for the Bid price(s).

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.

TOTAL BID PRICE

The Bidder submits this bid to perform all of the work (including labor and materials) as described in the solicitation for this Bid Price (including the costs for all Allowances, Bonds, and Addenda):

Base Bid in figures \$ _____

Base Bid in words \$ _____

Signature of individual submitting bid or proposal

Business Email Address

Printed Name of individual submitting bid or proposal

Business Phone Number



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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 compliant with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signed under the pains and 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