



Town of Williamsburg
INVITATION FOR BIDS
FOR
ROOF REPAIRS
TOWN OFFICES
141 MAIN STREET
HAYDENVILLE, MA 01039

The Town of Williamsburg Board of Selectmen invites bids to repair the roof of the Williamsburg Town Offices located at 141 Main Street, Haydenville, MA 01039.

Deadline for bid submittal is Thursday August 19, 2010 at 2:00 p.m. Bids must be delivered to: Board of Selectmen, Town of Williamsburg, 141 Main Street, PO Box 447, Haydenville, MA 01039

SCOPE OF WORK

Roof

1. Shingle Roof
 - a. replace cracked or broken shingles and popped nails as required
2. Flat Roof
 - a. Furnish and apply elastomeric coating over existing roof surface
 - b. Install fabric layer over coating
 - c. Furnish and apply top coat over fabric layer
 - d. Install flashing where necessary
3. Remove and properly dispose of all construction debris

Note: Prevailing Wages apply to this project and are attached to this bid and incorporated by reference herein.

GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS:

General: Bids will be accepted during normal business hours (10:00 a.m. to 3:00 p.m., Monday through Thursday) until the deadline of **August 19, 2010 at 2:00 p.m.** at which time they will be opened and read aloud. The official submittal time shall be measured according to the Eastern Time Zone provided by the National Institute of Standards and Technology. Bids must be delivered to: Board of Selectmen, Town of Williamsburg, 141 Main Street, PO Box 447, Haydenville, MA 01039. Bids must be submitted in a sealed envelope marked **“Town Office Roof Repairs”**. This bid is governed by the provisions of MGL Chapter 30 Section 39M.

All bids must be signed by an authorized individual(s). All bids must include:

- Bid and non-collusion form,
- Tax compliance certificate,
- Certificate of corporate vote (in the case of corporations), and
- At least three recent references.

The contract will be awarded within sixty (60) days after the bid opening. The time for award may be extended for up to 75 additional days by mutual agreement between the Town and the apparent lowest responsive and responsible bidder.

If any changes are to be made to this Invitation for Bids (IFB), an addendum will be issued. Addenda will be mailed, e-mailed or faxed to all bidders on record as having picked up the IFB.

Questions concerning this IFB must be submitted in writing to: Steven Herzberg, Town Administrator, 141 Main Street, PO Box 447, Haydenville, MA 01039 before 12:00 p.m. on August 12, 2010. Questions may be delivered, mailed, e-mailed to townadmin@burgy.org or faxed (413-268-8409). Written responses will be mailed, e-mailed or faxed to all bidders on record as having picked up the IFB.

A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the time and date set for bid opening. Bid modifications must be submitted in a sealed envelop clearly labeled "Modification No. ____". Each modification must be numbered in sequence, and must reference the original IFB.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, then the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

The bidder by making a bid represents that the bidder has read and understands the bidding documents, and that the bid is made in accordance therewith. By submitting a bid, the bidder further represents that he or she has complied with the intent to visit the site, become familiar with local conditions under which the work is to be performed and has correlated the bidder's personal observations with the requirements of the contract documents. In addition, the bidder represents through his or her bid that the contract documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work of this contract.

The bidder shall carefully study and compare the bidding documents with each other, shall examine the site and local conditions, and shall at once report to the Board of Selectmen errors, inconsistencies or ambiguities discovered.

The Town of Williamsburg retains the right to cancel this IFB, or to reject in whole or in part any and all bids, if the Town determines that cancellation or rejection serves the best interests of the Town.

The Town of Williamsburg reserves the right to waive informalities, and to reject any bid if the Town determines that such bid does not represent the bid of a person or agency competent to perform the work.

All bid prices submitted in response to this IFB must remain firm for one hundred twenty (120) days following the bid opening.

Notice Concerning Unexpected Closures: If at the time of the scheduled bid opening or site visit, the Town Offices are closed due to uncontrolled events, such as fire, snow, ice, wind, or building evacuation, the bid

opening or site visit will be postponed until 2:00 p.m. on the next normal business day. Under these circumstances, the bids shall be opened by the Town Administrator. Bids will be accepted until that date and time.

Authorized Parties: A 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.

Bid Evaluation: All bids shall be evaluated by the Board of Selectmen and the Town Administrator.

Pricing: All bidders must provide an inclusive price for all services and materials described on the attached Form for Bidders.

QUALIFICATIONS OF BIDDERS

Bidders must perform all the requirements contained in this Invitation for Bids, including all attachments, amendments (if any), and appendices. Bidders must have a minimum of five (5) years satisfactory performance on similar projects. If the bidder will be subcontracting any portion of the work, the subcontractor must be identified and have the same minimum qualifications.

Bids are subject to review of references and a positive determination from the bid evaluators of all available references. The Town reserves the right to reject any bid which, in its judgment, fails to meet the requirement of this IFB or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or in which errors occur; or if determined to be in the best interest of the Town to do so. The Town reserves the right to waive minor discrepancies or permit a proposer to clarify such discrepancies and so conduct discussions with all qualified proposers in any manner necessary to serve the best interests of the Town.

The company receiving the award shall provide a certificate of liability insurance of not less than \$1 million per occurrence and naming the Town of Williamsburg as additional insured, and must also carry Workman's Compensation Insurance as required by law.

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the contract as per the provisions of MGL Chapter 30 Section 39M.

BID FORM
Williamsburg Town Offices Roof and Chimney Repairs

Bid Due 2:00 p.m. Thursday August 19, 2010

Name of Bidder: _____

Address: _____

Telephone #: _____ Fax #: _____

E-mail: _____

Roof Repair

Labor	\$ _____
Materials	\$ _____
Other Costs	\$ _____

TOTAL BID \$ _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or bids 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 Person Authorized to Bind Bidder)

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to M.G.L.v.62C, S49A, I certify under the penalties of perjury that the Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

By: _____
Corporate Officer
(If applicable)

CERTIFICATE OF VOTE
(Corporations Only)

At a duly authorized meeting of the Board of Directors of the

_____ held on _____
(Name of Corporation) (Date)

it was VOTED that

(Name) (Officer)

of this company, be and hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and

such execution of any contract or obligation in this company's name on its behalf by such officer under seal of the company, shall be valid and binding upon this company.

I hereby certify that I am the clerk of the above named corporation and that _____ is the duly elected officer as above of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as the date of this contract.

Date (Clerk)

Corporate
Seal

REFERENCES

Reference 1:

Name and Address of Reference: _____

Telephone Number of Reference: _____

Name of Project Owner: _____

Address of Project: _____

Brief Description of Work: _____

Reference 2:

Name and Address of Reference: _____

Telephone Number of Reference: _____

Name of Project Owner: _____

Address of Project: _____

Brief Description of Work: _____

Reference 3:

Name and Address of Reference: _____

Telephone Number of Reference: _____

Name of Project Owner: _____

Address of Project: _____

Brief Description of Work: _____

Legal Notice

Town of Williamsburg

INVITATION FOR BIDS

for

TOWN OFFICES ROOF REPAIR
141 MAIN STREET
HAYDENVILLE, MA 01039

The Town of Williamsburg Board of Selectmen invites sealed bids for the repair and patching of the existing shingle and flat roofs of the Williamsburg Town Offices located at 141 Main Street, Haydenville, MA 01039. Bids for this project are subject to the provisions of MGL Chapter 30, Section 39M and to the payment of prevailing wages.

Bids shall be submitted to: Board of Selectmen, Town of Williamsburg, 141 Main Street, PO Box 447, Haydenville, MA 01039. Deadline for bid submittal is 2:00 p.m. on August 19, 2010. Specifications can be obtained at the above address, Monday through Thursday from 10 a.m. to 3 p.m., by e-mailing townadmin@burgy.org or by calling (413) 268-8418.

Steven Herzberg
Williamsburg Town Administrator

Post: Williamsburg Town Offices

Publish: Daily Hampshire Gazette
Central Register