

# TOWN OF WILLIAMSBURG



## Invitation for Bids

### Miscellaneous Water Materials & Supplies for Construction and Maintenance

The bid opening will be: September 8, 2016-*(must be at least two weeks after posting in newspaper and website. Also must be posted in Goods and Services Bulletin two weeks prior if over \$100,000 is being spent)*

## LEGAL NOTICE

The Town of Williamsburg ('Town') is soliciting sealed bids for Miscellaneous Water Materials & Supplies for Construction and Maintenance. Copies of the Invitation to Bid (IFB) package will be available beginning August 15, 2016 from the Town Clerk's Office, 141 Main Street, Haydenville, MA 01039 during her regularly scheduled business hours or from the town's website at [www.burgy.org](http://www.burgy.org) and will be available until the submission deadline. Sealed bids must be submitted no later than 2:00PM, September 6, 2016 in the Town Clerk's office. **LATE BIDS WILL NOT BE CONSIDERED.** Bids will be publicly opened after submission deadline. The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

### Submission Deadline and Instructions

Qualified bidders are requested to submit the pricing proposal sheet in a sealed envelope marked "Miscellaneous Water Supplies for Construction and Maintenance" with the applicant's name and address on the front. Applicant's should provide one (1) signed original proposal. Fax or electronic submissions will not be accepted. The Town of Williamsburg, through the Board of Selectmen, is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exemptions to these specifications; and to award contracts.

Proposals must be signed as follows: a) if the bidder is an individual, by him/her personally; b) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and c) 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.

All outer envelopes must be labeled "Miscellaneous Water Materials & Supplies for Construction and Maintenance" and mailed or hand-delivered to the following address by 2:00 pm on September 5, 2016:

Brenda Lessard, Town Clerk

Williamsburg Town Offices

141 Main Street

PO Box 447 (mailing)

Haydenville, MA 01039

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. If on the date and time of the submittal deadline the Williamsburg Town Hall is closed due to an uncontrollable event such as fire, snow, ice, wind or building evacuation, the submittal deadline will be postponed until 2:00 pm on the next normal business day.

### Intent

The Town of Williamsburg is circulating the Invitation for Bids (IFB) with the intention of acquiring bids for Miscellaneous Water Materials and Supplies for Construction and Maintenance for a two year period. All bids are subject to the Provisions of M.G.L. Chapter 30B. The Town will award the contract to the lowest responsive and responsible bidder. The Town of Williamsburg reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities. Such actions will be deemed to be in the best interests of the Town. Unless sooner rejected or accepted, all bid proposals must be firm. The intention of this IFB is to provide services as needed.

### Quantities:

Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. Any quantities indicated on the Bid Price Form or elsewhere in the bid package are estimates only and are given solely as a basis for the comparison of bids. The Vendor shall have no claim for additional compensation, or refuse to do the work called for, or provide the requested items, by reason of the actual quantities being greater or lesser by any amount than those called for in the bid.

### Questions Regarding Bid

The Bidder shall be satisfied as to the requirements to enable intelligent preparation of your bid. The Bidder shall be familiar with all the bid material requirements and documents before submitting the bid in order that no misunderstanding shall exist. Bidders shall promptly raise the issue of any ambiguity, inconsistency or error, which they may discover upon examination of the bid documents, specifications, services, work site or any other conditions which may apply. No allowance will be made for any claim that the bid is based on incomplete information. Bidders should note that oral communications are not binding on the Town and only written responses by the Town will be considered. Questions that may be asked during any pre-bid time period. The Town of Williamsburg is asking for pricing for a two year period. Please submit bid prices for FY17 and FY18 on separate bid sheets

### Contact Information:

Brenda Lessard

[townclerk@burgy.org](mailto:townclerk@burgy.org) (Name), Town Clerk (title)

Email & phone number:

William Turner

[burgyhighway@verizon.net](mailto:burgyhighway@verizon.net) (Name), Water & Sewer Commission Acting Chair (title)

Email & phone number:

### Addenda:

If any changes are made to this RFP, an addendum will be sent via mail, fax, or email to all bidders on record as having picked up the RFP. All addenda must be acknowledged on the Bid Price Form.

### Modifications by Bidder:

- a) A bidder may correct, modify, or withdraw a bid by written notice received by the Town Clerk prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope and clearly labeled **"Miscellaneous Water Materials & Supplies for Construction & Maintenance"** in the lower left corner. Each modification must reference the original RFP.
- b) After the bid opening, a bidder may not change any provision of the bid. Minor informalities may be waived or the bidder be allowed to correct them if a mistake and the intended bid are clearly evident on the face of the bid document.

### Cancellation/Rejection of Invitation For Bids:

The bid may be cancelled if it is determined by the Town of Williamsburg that cancellation or rejection serves the best interest of the Town.

### Bid Pricing:

No required bid deposit

### Addendums

In the event any changes/additions are made to this bid, an addendum will be issued to every person (entity) on record as receiving the bid package. Addenda will be emailed, if an email address was not provided, then it will be faxed. **Addenda will also be posted to the website.** Please check back on the website for addendums before submitting your bid to the Town,

### Specifications

All pipe and fittings to be made in the USA and must meet ANSI/NSF standards.

All pricing shall be per piece or per linear foot (where applicable).

### Estimated Quantities

The quantities on the bid sheet are simply estimates for bid purposes only. The Town will not be obligated to commit to any specific quantity during the period of the contract.

### Evaluation of Proposals

The proposals will first be examined for their responsiveness to what is requested in this RFP. Responsibility of the bidder will then be ascertained. Finally, the aggregate price for the products delivered offered by each bidder will be calculated for the first year solely of the proposed contract. The Town is required to award to the lowest responsive and responsible bidder.

All costs not listed on the bid price sheet will not be considered part of the contract and therefore will not be paid. The Town of Williamsburg will not be charged fuel surcharges or administrative fees as part of any contract entered into as a result of this RFP. Additionally, the Town of Williamsburg will not be charged late fees unless payment is not made within sixty (60) days of the receipt of the invoice.

The Town of Williamsburg is a tax exempt entity so no sales tax will be assessed to any purchases made under this proposed contract.

### Payment Terms

Payment terms for the Town of Williamsburg are net 30 days. Indicate discounts, if any, for payments made less than 30 days. The Prompt Payment discount "clock" begins at the date of receipt of the invoice, or the date of the receipt of the product, whichever occurs later.

Invoices are to be itemized.

### Bid Modifications or Withdrawals

Bids may be corrected, modified, or withdrawn prior to the submission deadline; requests to do so must be received in writing to the Town Administrator. After the submission deadline, bids may not be changed. Minor mistakes may be waived by the Town.

### Premature Opening of a Bid

The Town will not be responsible for the premature opening of any bid not properly identified. The Town may reject bids which are incomplete, not properly endorsed or signed, or otherwise are contrary to these instructions.

### Rejection of a Bid

The bid must satisfy all the requirements in order to be considered for award. Failure to complete the required forms, answer any questions, or provide the required documentation will be deemed NON-RESPONSIVE and result in a rejection of the bid unless the Town determines that such failure constitutes a minor informality that can be corrected without prejudice to other Bidders. A bid may be rejected if the Bidder:

- ✓ Fails to adhere to one or more of the provisions established in the bid package;
- ✓ Fails to submit its bid by the time or in the format specified herein or to supply the minimum information requested therein;
- ✓ Fails to submit its bid to the required address on or before the specified submission deadline;
- ✓ Misrepresents its service or provides demonstrably false information in its bid, or fails to provide material information.

### Conflict of Interest

By execution of a contract with the Town of Williamsburg, the Bidder acknowledges that the Town of Williamsburg is a municipality for the purposes of Massachusetts General Laws, Chapters 268A (the Massachusetts conflict of interest

statute), and agrees, as circumstances require, to take actions and to forebear from taking actions so as to be in compliance at all times with the obligations of the contractor on said statute.

### **Other**

The consideration of all bids and subsequent selection of the successful applicant shall be made without regard to race, color sex, age, handicap, political affiliation, or national origin.

The Bidder shall adhere to the Provisions of the Fair Employment Practices Law of the Commonwealth (Massachusetts General Laws, Chapter 151B).

Any services or goods provided by the Bidder shall be rendered through a professional services contract; the Bidder will not be considered an employee of the Town and will not receive any benefits of an employee.

The Town reserves a period of ninety (90) calendar days following the opening of the bids in which to evaluate and award the contract.

**The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.**

The bid is to be submitted and addressed as follows: Williamsburg Water & Sewer Commission, PO Box 447, Haydenville, MA 01039. If dropping the bid off: 141 Main Street, Haydenville, MA 01039 in the Town Clerk's Office.

Make sure the bid is clearly marked: **Miscellaneous Water Materials & Supplies for Construction & Maintenance**

**Make sure to have two copies of the pricing sheet- One for the first year (FY17) ending 6/30/17 and the other for the second year (FY18) ending 6/30/18**

Bidder must submit a completed **Bidder Information Response** sheet.

## **BIDDER INFORMATION RESPONSE**

### **Miscellaneous Water, Sewer & Drain Materials & Supplies for Construction & Maintenance**

Legal Name of the Bidder: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Company Web Address: \_\_\_\_\_

Company Telephone: \_\_\_\_\_ Company Fax Number: \_\_\_\_\_

#### **Company Contacts Required**

**Individual submitting the bid (this is the individual who should sign the Certificate of Good Faith)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Individual to be contacted about the bid (if different from the individual submitting the bid):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best Times to Contact: \_\_\_\_\_

**BID PRICE FORM****Miscellaneous Water Materials & Supplies for Construction& Maintenance****Price per piece or per foot for pricing (if applicable)****For Year ending \_\_\_\_\_**

Size		Amount Needed		
Ductile Iron Pipe	8"	\$	2200'	\$
Saddles		\$	20	\$
Corporations	3/4"	\$	20	\$
Curb Stop (Compression)	3/4"	\$	20	\$
Curb Stop Box		\$	20	\$
Gate Valve (Open left)	8"	\$	3	\$
Tee (Mechanical Joint)	8" x 6"	\$	1	\$
Reducer	8" x 6"	\$	1	\$
Repair Coupling	6"	\$	2	\$
Bends (Mechanical Joint)	8"-22	\$	4	\$
Bends (Mechanical Joint)	8"-11.5	\$	4	\$
Bends (Mechanical Joint)	8"-45	\$	4	\$
Tap	8" x 12"	\$	1	\$
Copper Tubing	3/4"	\$	300'	\$

## **TAX COMPLIANCE STATEMENT**

Any person or corporation that fails to date, sign with original signature, and submit the following statement shall not be awarded this contract.

### **Tax Compliance**

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best 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 support.

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Authorized Official's Signature

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Title of Person Signing

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Typed or Printed Name of Person Signing

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Date

## **CERTIFICATE OF NON-COLLUSION**

Any person or corporation that fails to date, sign with original signature, and submit the following statement at the time of the bid shall not be awarded this contract.

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

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Authorized Official's Signature

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Title of Person Signing

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Typed or Printed Name of Person Signing

---

Date



## **Taxpayer Identification Number (TIN) and Certification**

\_\_\_\_\_  
Name (as shown on your Income Tax Return)

\_\_\_\_\_  
Business name, if different from above

Check appropriate box: \_\_\_\_\_ Individual/Sole Proprietor

\_\_\_\_\_ Corporation

\_\_\_\_\_ Partnership

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Address (number, street, and apt. or suite no.)

\_\_\_\_\_  
City, State, and Zip Code

Taxpayer Identification Number (TIN)

Enter your TIN on the appropriate line below. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the IRS instructions on filling out Form W-9. For other entities, it is your employer identification number (EIN).

SSN: \_\_\_\_\_

EIN: \_\_\_\_\_

### **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien)

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Signature of U.S. person \_\_\_\_\_

**CERTIFICATE OF VOTE**

(to be filed if Vendor is a Corporation)

I, \_\_\_\_\_, hereby certify that I am the duly qualified

(Secretary of the Corporation)

and acting Secretary of \_\_\_\_\_

(Name of Corporation)

and I further certify that a meeting of the Directors of said Company, duly called and held on

\_\_\_\_\_, at which all Directors were present and voting, the following vote

(Date of Meeting)

was unanimously passed:

VOTED: To authorize and empower

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anyone acting singly, to execute Forms of General Bid, Contracts or Bonds on behalf of the Corporation.

I further certify that the above vote is still in effect and has not been changed or modified in any respect.

By: \_\_\_\_\_  
(Secretary of Corporation)

A True Copy:

Attest: \_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

(Date)