

OFFICIAL COPY NO. \_\_\_\_\_

TOWN OF WAREHAM



INVITATION FOR BIDS

REPLACEMENT OF WAREHAM FREE LIBRARY ROOF

**IFB's DUE:**

**June 15, 2022, 1:00pm**

Late Proposals Will Be Rejected

**DELIVER COMPLETED SUBMISSIONS TO:**

Administration Office  
Memorial Town Hall  
54 Marion Road  
Wareham, MA 02571  
Attn: David Menard, Director  
dmenard@wareham.ma.us

## TOWN OF WAREHAM

### Legal Notice to Bidders

### INVITATION TO BID

SEALED BIDS for the **Wareham Free Library Roof Replacement**, 59 Marion Road, Wareham, MA 02571, shall be received at the Administration Office of Wareham Memorial Town Hall, 54 Marion Road, Wareham, MA 02571, until 1:00 p.m. on Wednesday, June 15, 2022, at which time and place will be publicly opened and read. Phone calls, telegrams, postmarks, etc. shall not be considered. Bids not submitted on original bid forms shall be deemed non-responsive. Bid submissions must be made in a sealed envelope clearly marked "Wareham Free Library Roof Replacement June 15, 2022 at 1:00 p.m." The Town of Wareham assumes no liability for bids mistakenly opened due to improperly envelopes and will return same to bidder without notice.

Appropriation of monies for this project was voted and approved at the Special Town Meeting on April 25, 2022 as Article S3 – Spring Capital.

Wages are subject to minimum wage rates as per M.G.L., Chapter 149, Section 26 to 27D inclusive.

All bids for this project are subject to applicable public bidding laws of Massachusetts, including G.L. Chapter 30, §39M

A bid deposit or bond in the amount of 5% of the bid is required. The SUCCESSFUL BIDDER shall provide a 100% performance bond and a payment bond in the amount of 100% of the bid price within ten (10) days after notification of award.

The Town of Wareham reserves the right to reject any and all bids, in whole or in part, and to make awards in a manner deemed in the best interest of the Town as provided by M.G.L.

The Town of Wareham is an Equal Opportunity Employer. Bids from Woman/Minority Business Enterprises are strongly encouraged.

## **I. SUBMISSION REQUIREMENTS**

- A. The bid must be submitted on the original bid form (one duplicate copy is requested).
  - 1.) The bid may be withdrawn or amended without prejudice between the time of submission and the time of opening.
  - 2.) All bid amounts will be considered firm and may not be withdrawn for a period of no less than thirty (30) days from the date of opening, unless stated otherwise.
- B. Bid submissions shall be made in a sealed envelope clearly marked "**Wareham Free Library Roof Replacement – June 15, 2022 at 1:00 p.m.**". In the event that Town Hall is closed due to any reason, including but not limited to inclement weather, this bid will be opened at the same time and place on the next week day that Town Hall is in operation. The Town of Wareham assumes no liability for bids mistakenly opened due to improperly labeled envelopes and will return same to bidder without notice.
- C. In an effort to promote greater use of recycled and environmentally preferable products and minimize waste, it is suggested that all bids submitted comply with the following guidelines:
  - 1.) All copies should be printed double sided.
  - 2.) All submittals and copies should be printed on recycled paper with a minimum of 20% post-consumer content.
  - 3.) All proposals and copies should minimize or eliminate the use of non-recyclable, or re-usable materials, such as plastic report covers, plastic dividers, vinyl sleeves and GBC binding. Three ringed binders, glued materials, paper clips and staples are acceptable.
  - 4.) Vendors should submit materials in a format, which allows for easy removal and recycling of paper materials.
  - 5.) Vendors are encouraged to use other products, which contain reduced content in their bid documents. Such products may include, but are not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc.
  - 6.) Unnecessary samples, attachments or documents not specifically requested, should not be submitted. Bidders should avoid superfluous use of paper, such as separate title sheets or chapter dividers.
- D. Where the word "signed" appears, it refers to the hand written signature of the individual authorized to execute the contract. Bids "signed" by any way other than described here will be considered non-responsive.
- E. Use of the corporate seal is required only when applicable and available.
- F. Certificates of insurance must be submitted by the apparent low bidder within ten (10) business days of the request from the Town (Also see Section VII, "Insurance").
- G. A bid deposit or bid bond in the amount of 5% of the bid is required and must be submitted in the sealed bid envelope unless otherwise stated.
- H. The successful bidder shall provide a 100% performance bond and a payment bond in the amount of 100% of the bid price within ten (10) days after notification of award.
- I. Signed (and sealed when applicable) certification that the bidder has not colluded with any other party in the preparation and submission of his/her bid.
- J. Bidder's certification regarding payment of prevailing wages (attached).
- K. Signed (and sealed when applicable) certificate of indemnification to save harmless the Town of Wareham for all damages to life and property due to his/her negligence or that of his/her subcontractors, etc. during the term of this contract (use form attached).
- L. Signed (and sealed when applicable) certification that the bidder has paid all State taxes due (use form attached).

M. Certification of OSHA training by bidder.

## **II. CONTRACT DOCUMENT**

The contract documents will consist of all bid forms as attached hereto. In addition, the following documents will be included:

1. All submissions required by Sect. I 'Submissions'
2. Any IFB addendum
3. Notification of Award
4. Any other documents by mutual agreement of the Town and successful bidder

## **III. TERM OF CONTRACT**

A. TIME IS OF THE ESSENCE.

B. It is anticipated that this bid will be awarded within 30 days after the bid opening.

C. One contract will be awarded.

D. The successful bidder agrees to execute a contract with the Town of Wareham and provide insurance documents and any bonds required within ten (10) days after notification of award, unless stated otherwise. Failure or refusal to comply with this requirement may result in withdrawal of the bid award. In the event of bid award withdrawal, the Town reserves the right to issue a new Invitation to Bid or award to the second low responsive and responsible bidder.

E. All bids for this project are subject to applicable public bidding laws of Massachusetts, including G.L. Chapter 30, §39M.

## **IV. EVALUATION CRITERIA**

The successful bid will be the bid providing the "best price" (see "Price Evaluation" below) chosen from all bids considered to be responsive and responsible. The Town retains the right to waive minor informalities.

A. A **RESPONSIVE** bid meets all of the following criteria:

1. Answers all questions as required by this bid documents. Includes all forms and certifications required by Section. I "Submission Requirements"
2. Includes proper bid deposit.

B. A **RESPONSIBLE** bidder meets all of the following criteria:

1. Has sold, delivered, and applied the specified items for no less than three (3) years
2. Provides, at the request of the Purchasing Administrator, no less than three (3) favorable references of previous work of similar scope and size.
3. Demonstrates the ability to work within the term of the contract as described in Section III above.

4. It is the intention of this Public Agency not to award a contract for this work under this or any other proposal if the bidder cannot furnish satisfactory evidence that he has the ability and experience to perform this class of work and

that he has sufficient capital and equipment to enable him to prosecute the work successfully and to complete it within the time named in the contract; and the Public Agency reserves the right to reject this or any other proposal or to award the contract as is deemed to be in the best interest of said Public Agency.

5. Must possess quality work ethics

## **V. PRICE EVALUATION**

Quoted prices are guaranteed to be fixed for the term of this contract.

- A. Discounts based on time of payment shall not be considered.
- B. No additional cost shall be added for delivery.
- C. 'Best Price' will be based on the lowest total price offered by a responsive and responsible bidder.

## **VI. PRE-BID CONFERENCE**

There will be an on-site pre-bid conference to be held on June 7, 2022 at 10:00am at 59 Marion Rd, Wareham, MA 02571.

## **VII. INSURANCE**

A. Commercial General Liability Insurance - Contractor is to maintain Casualty Insurance as follows:

Commercial General Liability Insurance with an insurance company qualified to do business in the Commonwealth of Massachusetts and acceptable to the Town, providing a limit of liability of not less than \$1,000,000 per occurrence and general aggregate. Such insurance is to include the following extension of coverage.

- 1.) Contractual Liability - \$1,000,000 per occurrence
- 2.) Premises Operation Liability - \$1,000,000 per occurrence
- 3.) Independent Contractors Liability - \$1,000,000 per occurrence
- 4.) Explosion, Collapse and Underground Property Damage - \$1,000,000 per occurrence
- 5.) Personal Liability - \$1,000,000 per occurrence
- 6.) Products Liability - \$1,000,000 per occurrence

B. Automobile Liability Insurance with an Insurance Company qualified to do business in the Commonwealth of Massachusetts and acceptable to the Town providing a limit of liability not less than those specified below. Such insurance is to include claims arising out of vehicles owned by contractor, hired by contractor, or owned by others acting on behalf of or under the direction of the contractor.

- 1.) Bodily Injury Liability of not less than \$500,000 per accident, bodily injury and property damage combined

C. Workmen's Compensation Insurance - The contractor shall furnish the Town with certificates of insurance showing that all his/her employees who shall be connected with this work are protected under Workmen's Compensation Insurance Policies.

- 1.) Coverage A – Massachusetts
- 2.) Coverage B - \$500,000 per insuring agreement

D. Prior to the commencement of the work, contractor will cause to be delivered to the Procurement Office, Town of Wareham Certificates of Insurance evidencing the foregoing. The Certificates of Insurance are to provide that the Town

of Wareham in care of its Procurement Officer shall be given at least 30 days' advance notice of cancellation, intent not to renew, or material change in coverage.

E. Bidder hereby agrees to save and hold the Town of Wareham, its agents, servants, and employees, Harmless from any and all claims arising out of the activities of contractor, its agents, servants, employees, and invitee or subcontractors.

F. The Town of Wareham is to be included as an additional insured under contractor's policies of general liability insurance for claims arising out of the activities of the contractor, or anyone acting in conjunction with the contractor.

**VIII. AFFIRMATIVE ACTION**

It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religion, sex, national origin, ancestry, age, sexual orientation or disability.

**VIII. PREVAILING WAGES**

A. Bids for any contract requiring labor such as, but not limited to, construction, repair or installation shall be made on the bases of the Minimum Wage Schedule, as determined by the Commission of Labor and Industries pursuant to the provisions of Chapter 149, Section 26 27D inclusive, of the General Laws, as amended.

B. In accordance with the requirements of G.L. c. 149, §27B, the Contractor shall submit, and shall require all of its subcontractors required to keep a record of hours and wages paid to laborers employed on the project to the awarding authority to submit, on a weekly basis, copies of such records. All such weekly submissions shall be accompanied by the following certification:

C. The undersigned contractor hereby certifies, under the pains and penalties of perjury, that the foregoing payroll records are true and accurate records of the wages paid to laborers employed on the project for the period stated and said wages are in an amount no less than the prevailing wage rates established for the project by the Massachusetts Department of Labor and Industries. The undersigned contractor agrees to indemnify the awarding authority for, from and against any loss, expense, damages, actions or claims, including any expense incurred in connection with any delay or stoppage of the project work arising out of or as a result of (1) the contractor's failure to pay laborers employed on the project the said applicable prevailing wage rates; (2) the failure of the foregoing payroll records to accurately state the said applicable prevailing wage rates; or (3) the failure of the foregoing payroll records to accurately represent the wages actually paid to laborers employed on the project.

DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

## **X. SUBSTITUTION**

- A. All specifications provided are considered to be minimum quality and/or quantity acceptable.
- B. In the event that a proprietary specification is used, the intent is to clearly and best describe a minimum acceptable standard of quality and in no way reduce the competitiveness of the bid. Where proprietary specifications are used, alternate items of 'equal to or better than' standard may be substituted unless stated otherwise.
- C. When a substitution is made, the burden of proof shall be on the bidder to demonstrate that the substitute is in fact equal to or better than the standard used. The bidder shall submit such proof as part of the bid document. Bids not containing said documentation may be considered non-responsive at the sole discretion of the Town.

## **XI. ASSIGNMENT OF CONTRACT**

The contractor shall not be permitted to either assign or underlet the contract, nor assign either legally or equitable any monies hereunder, or its claim thereto without the previous written consent of the Town of Wareham. Such consent shall not be unreasonable withheld.

## **XI. PERMITS, FEES AND NOTICES**

The Contractor shall obtain and pay for all permits, licenses, certificates, inspections and other legal fees required, both permanent and temporary.

## **XIII. SPECIFICATIONS**

The contractor proposes the following, which includes all material, equipment, labor, insurance, permits and fees:

1. Remove existing shingle roof system down to wood deck and dispose of same.
2. Install new F-8 drip edge.
3. Install GAF ice and water shield at all valleys, rakes, eaves per manufacturer's specifications.
4. Install GAF Felt Buster for remaining area.
5. Install starter strips at all eaves.
6. Install GAF Timberline ULTRA 300 LB architecture shingles (color by owner).
7. Install GAF Timbertex ridge cap shingles at all ridges and hips.
8. Furnish GAF System plus limited warranty.
9. The contractor is to provide a safety zone around the building. Must provide either fencing or caution tape around the perimeter.
10. The contractor is responsible for daily debris clean up and removal.
11. The contractor is responsible to provide adequate power as required to run any power equipment. No gas cans will be allowed on roof.
12. Provide contractor's workmanship warranty for one (1) year and material manufacturer's thirty (30) year system warranty.
13. Contractor will restore the site to its original condition upon completion of the work.

## CERTIFICATE OF NON-COLLUSION

The undersigned certifies under 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 section the word 'person' shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

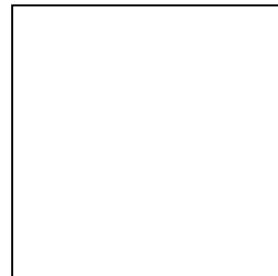
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number or Federal  
Identification Number

\_\_\_\_\_  
Legal Name of Business Entity (Please Print or Type)

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





All bids shall be accompanied by the Bidder's certification regarding payment of prevailing wage rates in the form set forth below.

**BIDDER'S CERTIFICATION REGARDING PAYMENT OF PREVAILING WAGES**

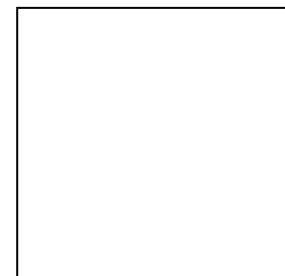
The undersigned bidder hereby certifies, under the pains and penalties of perjury, that the foregoing bid is based upon the payment to laborers to be employed on the project of wages in an amount no less than the applicable prevailing wage rates established for the project by the Massachusetts Department of Labor and Industries. The undersigned bidder agrees to indemnify the awarding authority for, from and against any loss, expense, damages, actions, or claims, including any expense incurred in connection with any delay or stoppage of the project work arising out of our as a result of (1) the failure of the said bid to be based upon the payment of the said applicable prevailing wage rates or (2) the failure of the bidder, if selected as the contractor, to pay laborers employed on the project the said applicable prevailing wage rates.

\_\_\_\_\_

Date

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name and Title (Print or Type)



**STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE  
FOR USE IN  
LEASES, USE AGREEMENTS, PROCUREMENT CONTRACTS ETC.**

\_\_\_\_\_, its officers and members all,  
Legal Name of Bidder's Business Entity

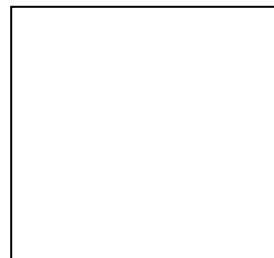
through the signing of this document by an authorized party or agent, indemnify, hold harmless and defend the Town of Wareham and its agents and employees from all suits and actions, including attorneys' fees and all costs of litigations and judgment of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act by \_\_\_\_\_, its agents, servants or employees.

Legal Name of bidder's Business Entity

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title (Print or Type)

\_\_\_\_\_  
Date





**CERTIFICATION TO PAYMENT OF TAXES BY CONTRACTOR**

Pursuant to G.L. c. 62C, §49A, I hereby certify that \_\_\_\_\_  
Legal Name of Bidder's Business Entity

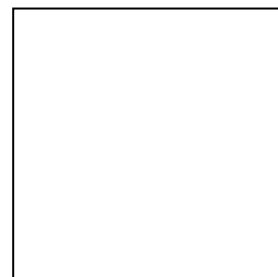
has complied with all laws of the Commonwealth of Massachusetts relating to the payment of taxes.

Signed under the penalties of perjury.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title (Print or Type)

\_\_\_\_\_  
Date



**Corporate Seal**

# CERTIFICATE OF VOTE

(Corporations Only)

At a duly authorized meeting of the Board of Directors of the \_\_\_\_\_  
(Name of Corporation)

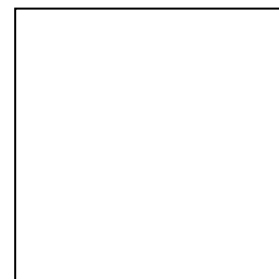
held on \_\_\_\_\_ it was voted, that \_\_\_\_\_  
(Date) (Name)

\_\_\_\_\_ of this company, be and hereby is  
(Officer)

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.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



**Corporate Seal**



**XIV. CONTRACT PRICES**

The bidder above-mentioned declares and certifies:

- 1. That said bidder has carefully examined the instructions to bidders, schedules, and specifications prepared under the direction of the Municipal Maintenance Department, and will, if successful in the bid, furnish and deliver at the prices bid and within the time stated, all the materials, services or labor for which this bid is made.
- 2. No plead of mistake in an accepted bid shall be available to the undersigned bidder.
- 3. All bidders are required to answer the following survey questions. Bids not answering the following questions may be deemed non-responsive.

	Yes	No
a. Is the bidder a Minority Business Enterprise (MBE)?	[ ]	[ ]
b. Is the bidder a Women Business Enterprise (WBE)?	[ ]	[ ]
c. Does the bidder possess a business certificate in the Town of Wareham?	[ ]	[ ]
d. Has the bidder provided services or goods to the Town of Wareham at any time during the past 24 months?	[ ]	[ ]
e. Has the bidder ever forfeited a bid or performance bond relating to a bid with the Town of Wareham?	[ ]	[ ]
f. Is this bid for contracted services?	[ ]	[ ]
1. If yes, will any portion be sub-contracted?	[ ]	[ ]
2. Approximately how many people in total will work on this contract?		_____

Total price for the **Replacement of the shingle roof on the Wareham Free Library** as specified in the IFB:

\$ \_\_\_\_\_

\_\_\_\_\_  
(Written amount in words)

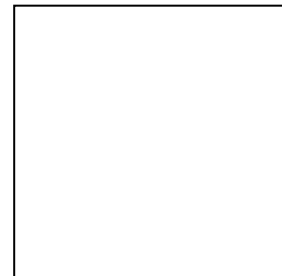
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number



**Corporate Seal**