



**TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS**

INVITATION FOR BIDS

**100 KW Diesel Generator
Bid # DPW-16-B-002, Addendum 01**

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS

- All Bids must be delivered by **10:30 am on Thursday, July 30, 2015** to:

Procurement Department
Westwood Town Hall
580 High Street
Westwood MA 02090

- 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 # DPW-16-B-002, Generator***
- The proposal must include a Non-Collusion form, Tax Compliance Certificate, Bid Pricing Sheet, Reference Form and Attachment A, Specification.
- Bid Form
 - Bidders must submit a 5% bid deposit with their bids. The bid deposit may be in the form of a certified, treasurer's or cashier's check from a responsible bank or trust company payable to the awarding authority; cash; or a bid bond from a surety company.
 - The selected contractor must furnish a payment bond in the amount of at least 50% of the contract prices.
 - All bid deposits except that of the lowest responsible bidder shall be returned within five (5) days, Saturday, Sunday and legal holidays excluded, after the opening of the bids.
 - The bidder to whom the bid is awarded will be required to execute an Agreement within ten (10) calendar days from the date when the Notice of Award is received. In the event the bidder fails to execute an Agreement with the Town, the Town may consider the



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bidder to be in default, in which case the bid deposit shall become the property of the Town.

- 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.
- Contractor Must Conform to Schedule of Wages - Department of Labor and Industries - for the Work to be Done - Chapter 149, Sect. 26 - 27-D. Prevailing Wage Rates can be found at Attachment B.
- Contractor must be in compliance with all Occupational Safety and Health (OSHA) requirements.
- 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 bids 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.
- A Site Visit is not scheduled. If a bidder requires a site visit, it can be scheduled through the Westwood Department of Public Works (DPW), jmccarthy@townhall.westwood.ma.us. Requests for site visits **must be scheduled by Monday, August 3, 2015**. It is highly recommended to attend a site visit before completing bid.
- Bidders should review the Draft contract, DPW-16-C-002. If they take exception to any term and condition, those must be submitted on a separate sheet with their proposals.
- 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.



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II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICE

- The scope of the contract includes all labor, material, permits, and equipment necessary to complete work.
- The specifications listed herein are to designate the minimum quality and capability of the equipment; and not the intention to limit any make or model that is equal to the specification. In cases where the bidder cannot fully comply with the following specifications, any and all exceptions/deviations are to be noted. This unit must be a new 2015 current production model.
- **Scope of Work**
 - Remove and dispose of existing 55 KW generator, Automatic Transfer Switch (ATS) and 480/208 volt transformer
 - Install 100 KW Diesel Generator onto existing cement pad.
 - If pad is deemed to be insufficient, vendor must adjust existing pad to accommodate generator.
 - Replace and upsize wire feed from generator electrical room.
 - Install 800 amp whole building ATS
- DPW office/Fuel pumps
 - Remove existing overhead electrical service and utility meter
 - Install a 100 amp single phase feed from the existing municipal building main distribution panel to DPW office building. Trench estimated to be 300 feet.
- **Work to be completed by November 20, 2015.**
- If the vendor fails to supply and/or deliver in time to meet the requirements of the Town, the Town reserves the right to obtain these services from another source. Any additional costs incurred by the Town as a result of a price differential between the price paid on the open market and the contract price will be charged against the contractor or deducted from any balance owed to the contractor.
- All bids must be firm and continue in effect for a period of two (2) months from date of bid opening. Any such bid that is accepted by the Department must continue in effect for a period of thirty-six (36) months after award of contract.
- **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.



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- The Delivery should be made to:

**Town of Westwood
Department of Public Works
50 Carby 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 be comply with the Specifications identified as Attachment A.
- Bidders must have satisfactory performance under at least two (2) different contracts similar in size to the proposed contract. Contract information will be provided as part of Section VI, References.

IV. 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 **Total Bid Price** described in Section VI: Bid Pricing Sheet.



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V. REFERENCE FORM

Bidder: _____

Bidder must submit a complete list of all contracts the past five (5) years of similar size and scope to this project, with contact names and telephone numbers.

Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Description and date(s) of supplies or services provided:

Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Description and date(s) of supplies or services provided:

Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Description and date(s) of supplies or services provided:



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Reference: _____
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Contact: _____
Phone: _____
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VII. CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal 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 individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Name of business



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VIII. 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, reporting of employees and contractors, and withholding and remitting child support.

Signed under the penalties of perjury.

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Name of business