



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleetma.org

Invitation for Bids Instructions to Bidders and General Terms

I. General Project Information

- a) Project Title: **Septic Pumping Services**
- b) Bid Due Date and Time: **Friday, July 8, 2016 at 2:00PM**
- c) Contact Person(s): Brian Carlson, Assistant Town Administrator
- d) Contact Person(s) mail address: 300 Main Street, Wellfleet, MA 02667
- e) Contact Person(s) email address: Brian.Carlson@wellfleet-ma.gov
- f) Contact Person(s) telephone number: (508) 349-0349
- h) Insurance Requirements:
 - i. General Liability which names the Town of Wellfleet as additionally insured with combined single limits of not less than \$500,000 per person and \$1,000,000.00 per accident or occurrence.
 - ii. Automobile Liability with limits of \$250,000.00 per person and \$500,000.00 per occurrence
 - iii. Workers Compensation: Certificates of insurance showing that all employees providing services on this project are protected under Worker's Compensation Insurance Policies.
- i) Date for Contract Execution. The successful bidder will be required to execute a contract within ten (10) days after the date for opening of bids unless extended by agreement between the awarding authority and the apparent lowest responsible and responsive bidder.
- ii) Bid Bond, Payment Bond or a Performance Bond is not required.

II. Request for Bids

Sealed bids for the above procurement will be accepted by the Town Administrator at 300 Main St., Wellfleet, MA 02667 until the Bid Due Date and Time specified above. A copy of the bid specs may be obtained by contacting the above contact person. Copies of the bid specs are also available on the Wellfleet web site: <http://www.wellfleet-ma.gov> in the "Bid Invitations" section. Vendors who download the bid specs from the town website are required to contact the Contact Person by email so they may be advised of any bid addenda.

III. General Instructions

- a) No faxed or emailed bids will be accepted.
- b) Bids may only be withdrawn by written notice received prior to the Bid Due Date and Time.

- c) Bids may only be modified by a sealed written modification received prior to the Bid Due Date and Time.
- d) It is the responsibility of the bidder to ensure that bid documents are received by the Bid Due Date and Time. Late bids will be returned unopened.
- e) The clock in the Town Hall administration office shall be conclusive as to time.
- f) If Town Hall is closed for business on the date and time for opening of bids for any reason, the date for opening of bids will be postponed to the same time of day on the next day that Wellfleet Town Hall is open for business.

IV. Service Description

- a) The Town of Wellfleet is currently seeking bids for a per gallon price for septic pumping services at approximately 15 municipal locations for fiscal year 2017 (July 1, 2016- June 30, 2017).
- b) Contractor must be licensed in the Town of Wellfleet and the Commonwealth of Massachusetts.
- c) Length of contract: one year, renewable for up to 3 years.
- d) Emergency availability must be 24 hours a day, 7 days a week. Must have the ability to respond to an emergency within 1 hour.

V. Location of Service

The Town of Wellfleet is accepting proposals for septic pumping services at the following municipal facilities. Locations include tank capacity. Inspection by the contractor and Public Works personnel is required prior to pumping except in emergency conditions.

- 1.) Once yearly prior to May 15th at 4 beach restrooms located at :
 - a. Lecount Hollow.....1,000 gallons
 - b. White Crest..... 2,000 gallons
 - c. Newcomb Hollow..... 1,500 gallons
 - d. Gull Pond..... 1,000 gallons

- 2.) As needed at 8 other municipal facilities located at:
 - a. Department of Public Works..... 2,000 gallons
 - b. Library..... 1,000 gallons
 - c. Town Hall.....5,000 gallons
 - d. Police Facility..... 1,500 gallons
 - e. Fire Facility.....3,500 gallons
 - f. Council on Aging / Senior Center.....4,000 gallons / 2,000 gallons
(there are 2 tanks at this location)
 - g. Transfer Station.....1,500 gallons
 - h. Marina.....1,500 gallons

- 3.) Tight Tanks as necessary at 4 municipal locations:
 - a. Department of Public Works..... 1,500 gallons
 - b. Baker Field recreation building..... 5,000 gallons
 - c. Fire Facility.....1,500 gallons
 - d. Marina Pier Store.....1,000 gallons

4.) Grease Trap as necessary:

- a. Council on Aging / Senior Center.....2,000 gallons
- b. Fire Facility.....1,000 gallons

VI. Description of Service

The contractor will pump municipal septic tanks as directed by the Department of Public Works.

Contractor Responsibility:

Contractor is responsible for ensuring that the driveways, roadways, gravel areas, grass areas and parking lots around the septic tanks to be pumped are kept clean and free of any and all septic spills. Contractor shall, in addition, be responsible for securing the site for public safety and security. The contractor shall notify the Public Works Department immediately in the event of a spill or any other discharge of hazardous waste.

Contractor is responsible for all permitting, tipping fees and pumping records at Town buildings.

Site Visits:

For site visits by Contractors bidding on the project, interested parties should contact the Town of Wellfleet Assistant Director, Paul Lindberg at (508) 349-0315, or by email at: paul.lindberg@wellfleet-ma.gov

VII. Service Requirements

A. Prevailing Wages

Minimum wage rates as determined by the Commissioner of Department of Workforce Development under the provisions of MGL 149, Sections 26 to 27D as amended apply to this project. A copy of the prevailing wage rates for this project is available electronically by request.

B. Insurance

Vendor shall provide proof of liability insurance with the minimum limits set forth in the Insurance Requirements above.

C. Bid Bond

If required in section I. above, bids must be accompanied by a certified or bank check or bid bond. The amount of the bid deposit shall be an amount of five (5%) of the Bidder's maximum total bid price, payable to the Town of Wellfleet, Massachusetts. The bid security will be retained until the successful bidder has executed the contract with the Town, whereupon it will be returned. If the bidder fails to execute the contract and provide the information within five (5) working days of the Notice of Award, the Town may annul the award and the bid security will be forfeited.

D. 50% Payment Bond

If required in section I. above, a 50% payment bond is required as a condition for this project. The bond will ensure payment of all subcontractors and vendors for materials.

E. Performance Bond

If required in section I. above, a 50% performance bond is required as a condition for this project.

F. Warranty

The contractor shall warranty the work for one calendar year beginning on the date of town acceptance of substantial completion.

VII. Bidding Information Submittal Requirements

A. Bid Notice

Sealed bids for the procurement will be received by the Town Administrator at 300 Main St., Wellfleet, MA, 02667 until Bid Due Date and Time specified in section I, above, for opening of bids. A copy of the bid specs may be obtained by contacting the Contact Person identified above.

The Town of Wellfleet reserves the right to waive any informality, to reject any and or all bids, and to act at all times in the best interest of the Town.

B. Required Submittals with Bid

1. Completed bid pricing form
2. References – please submit a list of references (names, addresses, telephone #) of three recent comparable projects completed within the past three years.
3. Statement of Tax Compliance – must be completed, signed and submitted with bid.
4. Statement of Non-Collusion – must be completed, signed and submitted with bid.
5. Acknowledgement of Principal – must be completed, signed and submitted with bid.
6. Vendor shall provide proof of liability insurance for the above listed risks in the above listed amounts with the Town of Wellfleet and its successors and assigns as their interests may appear.
7. Bid Bond – If required in section I. above, bids must be accompanied by a certified or bank check or bid bond, subject to the conditions provided in the Instructions to Bidders. The amount of the bid deposit shall be an amount of five (5%) of the Bidder's maximum total bid price, payable to the Town of Wellfleet, Massachusetts. The bid security will be retained until the successful bidder has executed the contract with the Town, whereupon it will be returned. If the bidder fails to execute the contract and provide the information within five (5) working days of the Notice of Award, the Town may annul the award and the bid security will be forfeited.
8. Performance and payment bonds. If required in section I. above, bids must be accompanied by performance and/or payments bonds in the form(s) attached.

Any person or corporation which fails to execute and return the required statements or furnish proof of required insurance coverage with their bid submission will be considered a non responsive bidder and will be rejected.

C. Rule for Bid Award

The contract for this project will be awarded to the responsive and responsible vendor submitting the lowest total bid. In the event the selected vendor with the lowest bid fails to execute the contract and submit the payment bond within the time period the Town

reserves the right to award the contract to the next lowest responsive and responsible bidder.



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Project: _____

Bid Pricing Sheet

In accordance with the Scope of Services described in the bid specifications for the above project I bid the following price(s).

1. Overall price _____

Name of Authorized Person (print)

Date

Signature of Authorized Person

email address

Name of Company/Corporation/Partnership

Address (# Street or PO Box

telephone #

Town/State/Zip Code



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Project: _____

Statement of State Tax Compliance

Description of Bid/Proposal _____

Date of Bid _____

Pursuant to Chapter 323 of the Acts of 1983, Section 49A, I,

_____ authorized signatory for

whose principal place of business is

_____ do hereby

certify under the pains of perjury that _____ has

complied with all laws of the Commonwealth relating to taxes.

Name of Person Signing Bid/Proposal

SSN or FID #

Name of Business

Date

This form must be included with the bid/proposal.



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Project: _____

Certificate of Non-Collusion

Description of Bid/Proposal _____

Date of Bid _____

The undersigned certifies under penalties of perjury that the above 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.

Name of Person Signing Bid/Proposal

Name of Business

This form must be included with the bid/proposal.



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Project: _____

Acknowledgement of Principal

I _____ principal of

_____ holding the office of _____ with said

Company is hereby authorized to submit a bid/proposal on behalf of said Company for the following bid/proposal to the Town of Wellfleet: _____

Name of Authorizing Person

Position/Office

Name of Business

Date

Name of Company/Corporation/Partnership

Address (# Street or PO Box

telephone #

Town/State/Zip Code

email address

This form must be included with the bid/proposal.

If specified in section I above, some or all of the following forms are required.

Form of Bid Bond

Form of Payment Bond

Form of Performance Bond

Form of Contract