

INVITATION FOR BID (IFB)

FLEET ALLOCATION ANALYSIS



TOWN OF LONGMEADOW
MASSACHUSETTS

February 3, 2012

LEGAL NOTICE:

**INVITATION FOR BID (IFB):
FLEET ALLOCATION ANALYSIS
Town of Longmeadow, Massachusetts**

The Town of Longmeadow is accepting bids for a consultant to perform a fleet allocation study of the public works vehicle fleet. Bid documents may be obtained at the following office: Town of Longmeadow, Attn: Chad Thompson-Procurement Manager, 735 Longmeadow Street, Suite 101, Longmeadow, MA 01106 (P-413-565-4136). Bid documents may also be obtained at no charge at www.longmeadow.org, select 'Government', then select 'Department', the 'Purchasing', then select the link labeled 'Bid & RFP Finder', select the bid document by title. Bidders are encouraged to contact Chad Thompson to get on the bid list, others will be responsible for monitoring the website for the issuance of notices and addenda.

All bids must be submitted in a sealed envelope labeled 'IFB: Fleet Allocation Analysis', and will be accepted at the office of Chad Thompson until the bid deadline of **1:30PM on Thursday, February 23, 2012**. Late bids will be rejected. Following the bid deadline, bids received will be immediately opened in the Auditorium located in the same building as the Procurement Manager office.

Bids are subject to MGL 30B. The Town of Longmeadow acting through the Town Manager, the Awarding Authority reserves the right to reject any or all bids, waive minor informalities and to award the contract in the best interest of the Town.

**INVITATION FOR BID:
FLEET ALLOCATION ANALYSIS
Town of Longmeadow, Massachusetts**

Objective:

The Department of Public Works for the Town of Longmeadow is seeking a consultant to conduct an independent, objective “right sizing” analysis of the DPW fleet and to make recommendations on fleet composition, implementation and cost allocation. Types, sizes and numbers of each different type of cars, trucks, excavators, loaders, etc. are to be included in this analysis for the DPW fleet.

Bid Documents:

All bidders are encouraged to provide the Procurement Manager with complete contract information to be added to the bid list. Those that are registered on the bid list will receive updates and issued addenda. All bid documents and updates to the IFB will also be posted through the Town website at www.longmeadow.org. Select: ‘**Government**’ from the toolbar; then select ‘**Department**’, then select: ‘**Purchasing**’; then select the link: **Bid & RFP Finder**. Bids & RFPs are listed by title and attachments may include: IFB & RFP documents, addenda, legal notices, bid lists & award information. All updates and addenda will be posted to the Town website no later than two days before the bid deadline. Bidders are required to confirm if there are any bid updates prior to submitting their bid.

Submission of Bids:

All bids must be submitted in a sealed envelope labeled ‘IFB: Fleet Allocation Analysis’ along with the bidder’s complete contact information on the outside of the envelope. Bids should be delivered to the Town of Longmeadow, Attn: Chad Thompson-Procurement Manager, 735 Longmeadow Street, Suite 101, Longmeadow, MA 01106. Sealed bids will be received until the bid deadline of **1:30PM on, Thursday, February 23, 2012**. Late bids will be rejected. Bids will be immediately opened in the Community House Auditorium located in the same building as the Procurement Manager (735 Longmeadow Street, Suite 101, Longmeadow, MA 01106).

All bid prices submitted in response to the IFB must be submitted on bid forms furnished by the Town. The bid form shall be completely filled out. Bids that are incomplete, conditional or obscure, or which contain any additions not called for may be rejected by the Awarding Authority. Bids amounts should be documented on the Bid Submission Forms in both dollar amounts and in words. In the event of a discrepancy or interpretation issue, the written words shall prevail in determining pricing. In the event that there is a math discrepancy on the bid form, the unit pricing shall be utilized in correcting and recalculating totals.

A bid submission should include information on the proposed methodology of the bidder for the fleet allocation analysis.

The completion of the Non-Collusion form is mandatory for those submitting bids. Failure to supply a completed Non-Collusion form will result in a bid rejection.

Bids must be held firm for a period of not less than 60 days to permit examination and comparison. No bid may be withdrawn, modified or otherwise changed once the bids have been opened. It will be assumed that each bidder has thoroughly and completely familiarized themselves with these specifications at time of bid. Modification to a bid, once submitted and opened will not be permitted. No bid may be withdrawn within sixty (60) days subsequent to the bid deadline.

The Town of Longmeadow acting through the Town Manager, the Awarding Authority reserves the right to reject any or all bids, waive minor informalities and to award the contract in the best interest of the Town.

Bid Minimum Requirements:

There is a check list of the Minimum Requirements supplied in the Bid Submission Forms near the end of this Document. Bidders are required to complete the form and supply supporting documentation as requested. Bids received from bidders who are not able to demonstrate conformance with Minimum Requirements will be rejected as a non-responsive bid. It is the responsibility of the bidder to provide supporting documentation of conformance with the Minimum Requirements. The following are Minimum Requirements:

- 1) The contractor must be in the business of performing vehicle/fleet allocation analysis studies for more than 5 years. Years of experience documentation must be supplied with the bid.
- 2) The contractor must have completed 5 or more vehicle/fleet allocation analysis studies for more than five (5) municipal communities in New England or other similar climate region of equal or greater the size of Longmeadow (9 square miles, 200 lane miles of road) within the past 5 years. Provide a listing of these 5+ communities with complete contact information. The reference listing should also include all completed New England vehicle allocation analysis studies for municipal communities completed within the past twelve months. Any unfavorable reference checks are grounds for the Awarding Authority to reject a bid.
- 3) The contractor must have availability to start the fleet allocation analysis study within 30 calendar days of award and complete the study within 45 calendar days thereafter, or a completion date that is authorized by the Longmeadow Public Works Director.

Any bid received that does not meet all of the Minimum Requirements listed above will be rejected from further evaluation and contract award consideration.

Questions:

Questions should be submitted in writing to Chad Thompson-Procurement Manager by fax: 413-565-4372 or by email: cthompson@longmeadow.org . All questions, if any must be received by the Procurement Manager no later than seventy two hours (3 days) before the bid deadline. Questions received after the deadline for questions will not be answered.

Contract Terms and Conditions:

A sample contract containing the contract terms and conditions are supplied with this document. The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amount of \$1,000,000.00 aggregate. This bid document will become part of the contract document.

Award of Contract:

The contract will be awarded to the responsive and responsible bidder that meets all Minimum Requirements and offering the lowest price.

Before awarding the bid, the Awarding Authority for the Town of Longmeadow reserves the right to require the bidder to submit such evidence of their qualifications as may be deemed necessary. The following documentation may be required: financial stability, technical expertise, experience, and other qualifications and abilities of the bidder, including past performance with the purchaser. In reviewing bid documents and requested evidence of qualifications, the goal of the town is to make an award in the best interest of the Department of Public Works and the Town.

The low bidder will be required to provide past performance references as requested and documented in the Minimum Requirements section of the IFB. The Town of Longmeadow reserves the right to perform reference checks to confirm if the low bidder is responsible. Any unfavorable reference checks may be grounds for a bid rejection at the sole discretion of the Town.

Bid results will be posted through the town's Purchasing Department webpage: www.longmeadow.org

The sample contract terms and conditions are provided on the following pages:

SCOPE OF WORK:

Objective:

The Longmeadow Department of Public Works is seeking a consultant to conduct an independent, objective “right sizing” analysis of the DPW fleet and to make recommendations on fleet composition, implementation and cost allocation. Types, sizes and numbers of each different type of cars, trucks, excavators, loaders, etc. are to be included in this analysis for the DPW fleet.

Department of Public Works- Organizational Structure:

The Longmeadow Department of Public Works provides services in the areas of road maintenance, sidewalk maintenance, snow removal, street sweeping, storm drainage maintenance, tree maintenance, water distribution and sewer collection systems maintenance, public grounds and park maintenance including pools, tennis courts, municipal and school buildings, and operation of a Recycling Center/Yard Waste/Transfer station.

Longmeadow is about 9 square miles, has about 200 lane miles of road and an approximate population of 15,000 residents. A map of Longmeadow and the area that is serviced by the Department of Public Works is supplied following the Scope of Work section.

Presently the DPW has 36 full time employees plus additional seasonal employees. The breakdown of DPW divisions, staffing and major functional tasks is as follows:

1 Administrative & Engineering

The Engineering staff conducts field inspections for all public and private construction projects; manages surveying and data collection, provides Dig-Safe mark-outs and performs routine inspection of town infrastructure including water, sewer, drainage and roadways. The Administrative staff consists of the Director of Public Works who provides management and leadership services to all DPW departments with administrative support services provided by clerical staff.

Administrative and Engineering- 6 employees including:

- 1 Director of Public Works
- 2 Clerical (non-driving positions)
- 1 Town Engineer
- 2 Engineering Assistants
- Seasonal- 1 engineering intern as available

2 Highway

The Highway Division performs road and curb maintenance; catch basin and drainage line maintenance; water main maintenance and hydrant flushing; and sewer line repairs and sewer jetting main; road sign installation and maintenance; tree belt maintenance including pruning and trimming of trees and roadside grass and brush control; annual bagged leaf collection; street sweeping; catch basin cleaning; sidewalk maintenance; guardrail and fence maintenance; operation of the Recycling Center/Yard Waste Center including grinding and hauling of brush and yard waste for disposal; snow and ice control for 200

lane miles of road and all other duties normally associated with a New England DPW department.

Highway- 14 employees including:

- 1 foreman
- 2 working foremen
- 4.3 Equipment Operators
- .7 Recycling Coordinator
- 4 Driver/Laborers
- 2 Mechanics

3 Water & Sewer Division

The Water/Sewer Division maintains one water pump station and 2 sewer pump stations and is responsible for 1200 fire hydrants; water quality sampling and monitoring; routine meter reading plus on demand meter reading for both real estate transactions and billing disputes; checking water quality complaints and meter replacement. In the event of a water main break someone from this department would be on site to oversee repairs are done in compliance with state requirements.

Water/Sewer- 4 employees including:

- 1 Assistant Director
- 1 Foreman
- 1 Technician
- 1 Meter Reader

4 Maintenance Division

The Maintenance Division is based out of Glenbrook Middle school and is responsible for maintaining 6 schools; 8 major town buildings totaling 754,000 square feet; two park camp sheds; two outdoor swimming pools and pool buildings; and the lighting at outdoor tennis courts and miscellaneous other tasks assigned including the plowing of the parking lots for the six school buildings.

Maintenance- 7 employees including:

- 1 Facility Director
- 1 Foreman
- 5 Tradesmen

5 Grounds Division

The Grounds Division maintains 7 parks, all town/school buildings and grounds including athletic facilities, 38 traffic islands and terraces, the Town Green and the Riverfront Conservation area. Activities range from spring clean-up, summer mowing to fall leaf collection. There are 111 acres of turf maintained, athletic fields are mowed twice per week and field hockey fields are mowed three times per week in season. At the peak of the summer season 121 trash cans are emptied from public property. In season there are 21 baseball/softball fields, 10 lacrosse fields, the high school track and field area, 3 field hockey, 23 soccer and 3 football fields maintained. During the summer there are sports camps sponsored by the Park and Recreation Department that result in fields being marked and maintained out of season to accommodate the camps. The Grounds Division performs winter maintenance snow and ice

control activities of parking lots and sidewalks for all non-school buildings plus sidewalk clearing on public property fronting parks and conservation areas.

Grounds- 5 regular staffed employees including:

1 Foreman

4 Senior Laborers

Seasonal- 4-8 seasonal Grounds employees during the summer months only.

Scope of Work Requirements:

The expected outcome of this “Rightsizing Study” will be an analysis and typed report on the DPW fleet and how the fleet should be sized in terms of classes of equipment, number of vehicles of each class of equipment and the size of equipment in order for the DPW to perform the work and provide the level of responsiveness and service expected by the governance and residents of the Town of Longmeadow. The contract will require the consultant to provide onsite inspection of vehicles, equipment and related records; and analysis/consultation on DPW personnel fleet utilization. The requirements of the Scope of Service include:

- Components of the final report will be the APWA Class Code format of vehicles in the department;
- A classification of the areas and tasks of each Division of DPW;
- A linkage of vehicles and equipment associated with specific tasks;
- Usage data for each vehicle (miles, hours, days);
- Identify and analyze focus vehicles and tasks that need close attention and determine criticality;
- Propose a “right sized” fleet, with rationale and implementation schedule.
- Propose an implementation schedule and cost allocation recommendation for the projected next 20 years
- Allocate costs among General Fund and Water, Sewer and Sanitation Enterprise Funds
- Identify opportunities and justification for contracted equipment services

The consultant shall give an oral presentation to the Public Works Director and Select Board at 50% of report completion. The final result will be a recommended fleet and cost allocation among function/operational divisions, implementation schedule and cost allocation recommendations projected for the next 20 years. The vendor will provide 6 bound copies of the final report, one photo ready copy and an electronic version of the final report. The electronic version of the final report will be supplied in standard software formats such as Microsoft Word, or Excel.

All final reports, report content and report software expenses (if any) will be all inclusive in the bid price. The Town of Longmeadow reserves the right to duplicate report and report content at no additional expense to the Town. The bid will be inclusive of all transportation, mileage, accommodations, supplies, services, software, reports, presentations, and all other expenses and fees associated with preparation and completion of the Fleet Allocation Analysis study.

Department of Public Works- Vehicles and Equipment:

The following pages contain spreadsheets tracking DPW assets which include vehicles and equipment:

DPW Rolling Stock Inventory 1-05-11

Current Date 1/30/2012
 Current Year 2013

VIN	Truck Number	GVWR	Vehicle Classification	Equipment Number	Plowing	Division	Description	Year	Make / Model	Mileage / Hours	Replacement Mileage	Life Cycle Years	Replacement Cost	Planned Replacement Year	Years Remaining	Mileage/Hours Remaining	Eligibility	FY Priority 2013	Planned Replacement Vehicle	Current Backlog	CDL	
1FTWF31528EC18847	10,100	Light Duty Class 3	G - 1	Y	Grounds	4X4 P/U w Plow	2008	Ford F350 Super Duty	37,590	95000	10	31,500	2018	5	57,410			Same	0	No	1	
1FTCR11X8PTA93234	4,820	Light Duty Class 1	G - 10	Y	Grounds	Small P/U Truck	1993	Ford Ranger	187,001	90000	8	26,000	2001			Yes		4wd PU	26000	No	1	
	10,100	Light Duty Class 3	G - 2	Y	Grounds	4X4 P/U w Plow	2009	Ford F350 Super Duty	14,057	95000	10	31,500	2019	6	80,943			Same	0	No	1	
1GBJK34121E321825	12,000	Light Duty Class 3	G - 3	Y	Grounds	One ton Dump w plow	2001	Chevy K3500	81,318	95000	10	50,000	2011					Same	50000	No	1	
1GBJK3429E343088	12,000	Light Duty Class 3	G - 4	Y	Grounds	One ton Dump w plow	2004	Chevy K3500	58,279	95000	10	50,000	2014	1	36,721			Same	0	No	1	
SLPZ10ASVE760886	NA	Equipment	G - 5	Y	Grounds	Back-Hoe	1997	JCB	2583	5000	15	10000	2012					Same	100000	No	1	
	NA	Equipment	G - 6	Y	Grounds	Sidewalk plow/utility machine	2007	Holder	633	3000	10	10000	2017	4	2,367			Same	0	No	1	
	NA	Equipment	G - 7	N	Grounds	Mower	1996	Grounds Master 455D	2281	4000	10	48000	2006					Same	48000	No	1	
	NA	Equipment	G - 8	N	Grounds	Mower	2010	Toro 580D	350	4000	10	80000	2020	7	3,650			Same	0	No	1	
	NA	Equipment	G -11	N	Grounds	Tractor	2009	Kubota	63	5000	10	28,000	2019	6	4,937		4	Same	0	No	1	
	NA	Equipment	G -12	N	Grounds	Zero radius turn mower	2007	Hustler	668	1000	10	8,000	2017	4				Same	0	No	1	
1FDWF37XEB66233	991	11,000	Light Duty Class 3	H -	Y	Highway	One ton dump w plow	1997	Ford F350	81,715	95000	10	50,000									
2FRF17W7XCB00783	993	6,600	Light Duty Class 2	H -	Y	Highway	P/U Truck	1999	Ford F150	57,279	95000	10	30,300	2009		37,721		8	3/4 4wd PU/plow	30300	No	1
1GTBAAR2H516979	1020	37,000	Heavy Duty Class 8	H -	Y	Highway	International	2010	Work Star	44,700	100000	12	175,000	2022	9	55,300			0			
1HTSCAAM2H516331	1101	40,780	Heavy Duty Class 8	H -	Y	Highway	International	2010	Work Star	12,734	100000	12	175,000	2022	9	87,266						
1FHAHP56S01A254359	NA	Full Size Car	H - 1	N	Highway	Car	2001	Ford Taurus	118,958	90000	4	0	2005			Yes		Same	0	NO	1	
1HTMMAAM83H57306	1030	23,500	Medium Duty Class 6	H - 10	Y	Highway	Dump Truck, plow	2002	International	28,214	100000	12	161,000	2014	1	71,786			Same	0	Yes	1
1FDYK828PVA04873	932	35,000	Heavy Duty Class 8	H - 11	Y	Highway	Sander/ Dump Truck, plow	1993	Ford F8000	66,458	100000	12	161,000	2005		33,542		2	nder / Dump Truck, pl	161000	Yes	1
1HTSCAAN2H16331	1019	23,500	Medium Duty Class 6	H - 14	Y	Highway	Duty Dump Truck, plow	2002	International	70,560	100000	12	80,000	2014	1	29,440			Same	0	No	1
1FDK38F4VECB1002	974	11,000	Light Duty Class 3	H - 15	Y	Highway	One ton dump w plow	1997	Ford F350	81,715	95000	10	50,000	2007				Same	50000	No	1	
1FDWF371XEE15101	995	12,500	Light Duty Class 3	H - 16	Y	Highway	One ton dump w plow	1999	Ford F350	61,881	95000	10	50,000	2009		33,119			Same	50000	No	1
1FDWF37XXEE15100	996	12,500	Light Duty Class 3	H - 17	Y	Highway	One ton dump w plow	1999	Ford F350	93,699	95000	10	50,000	2009		1,301			Same	50000	No	1
2FDKF38G7NCA31087	923	11,000	Light Duty Class 3	H - 18	Y	Highway	One ton dump w plow	1992	Ford F350	93,883	95000	10	50,000	2002		1,117		5	1 ton dump/plow	50000	No	1
1FDX47F1EA61131	1014	15,000	Light Duty Class 4	H - 19	Y	Highway	One ton dump w plow	2001	Ford F450	77,556	95000	10	50,000	2011		17,444			Same	50000	No	1
1GCDT19W028112047	1021	4,820	Light Duty Class 1	H - 2	Y	Highway	4X4 P/U	2002	Chevy S10	67,612	90000	10	26,000	2012		22,388			Same	26000	No	1
1FTYR11UXWTA82732	942	4,820	Light Duty Class 1	H - 20	Y	Highway	Small P/U Truck	1998	Ford Ranger	117,366	90000	8	32,500	2006			Yes		3/4 4wd Utility Bed	32500	No	1
1HTWCAAR7J172685	1091	42,200	Heavy Duty Class 8	H - 21	N	Highway	Vacuum / Sewer Jet	2009	International	14,504	40000	10	250,000	2019	6	25,496			Same	0	Yes	1
P4957D	NA	25,000	Medium Duty Class 6	H - 22	N	Highway	Street Sweeper	2007	Elgin	3,032	40000	10	130,000	2017	4	36,968			Same	0	Yes	1
	973	NA	Equipment	H - 23	Y	Highway	Wheel Loader	1997	John Deere	10,667	5000	12	175,000	2009			Yes		Same	175000	Yes	1
VCEOL70F00062415	1082	NA	Equipment	H - 24	Y	Highway	Wheel Loader	2008	Volvo	1626	5000	12	175,000	2020	7	3,374			Same	0	Yes	1
	997	NA	Equipment	H - 25	Y	Highway	Back-Hoe	2000	JCB	1,737	5000	12	80,000	2012		3,263			Same	90000	Yes	1
	1102	NA	Equipment	H - 26	N	Highway	Back-Hoe	2010	JCB	1,054	5000	12	90000	2022	9	3,946			Same	0	Yes	1
2FAPP17W84X119946	1051	NA	Full Size Car	H - 27	N	Highway	Car	2004	Crown Victoria	138,261	90000	4	0	2008			Yes		Same	0	No	1
1FTWF31508EC18846	1079	10,100	Light Duty Class 3	H - 3	Y	Highway	P/U w plow	2008	Ford F350 Super Duty	58,323	95000	10	31,500	2018	5	36,677			Same	0	No	1
1GDGP32KSS3500694	N/A	9000	Light Duty Class 3	H - 30	N	H/W/S	Cube Van (former food service)	1995	Gruman Cube Van	84,984	95000	10	23,000	2005		10,016			3/4 Van	23000	No	1
1FDWF36S11EA29850	1011	11,200	Light Duty Class 3	H - 4	N	Highway	Utility Truck	2001	Ford F350	94,241	95000	10	40,000	2011		759			Same	40000	No	1
1FDWF36S11EA29851	1012	11,200	Light Duty Class 3	H - 5	N	Highway	Utility Truck	2001	Ford F350	104,764	95000	10	40,000	2011			Yes		Same	40000	No	1
1HTWYAHXJ571236	1077	64,000	Heavy Duty Class 8	H - 6	Y	Highway	10 Wheel Spreader, Dump, plow	2008	International	32,401	100000	12	198,000	2020	7	67,599			Same	0	Yes	1
1HTWCAAR17J477144	1073	40,780	Heavy Duty Class 8	H - 7	Y	Highway	Sander / Do-All Dump Truck, plow	2007	International	11,882	100000	12	161,000	2019	6	88,118			Same	0	Yes	1
1HTWCAARX7J477143	1072	40,780	Heavy Duty Class 8	H - 8	Y	Highway	Sander / Dump Truck, plow	2007	International	28,891	100000	12	161,000	2019	6	71,109			Same	0	Yes	1
2FAAWB541AF90962	1015	36,200	Heavy Duty Class 8	H - 9	Y	Highway	Sander / Dump Truck, plow	2001	Sterling	56,442	100000	12	161,000	2013		43,558			Same	0	Yes	1
2FAPP17W45X107617	1078	NA	Full Size Car	H - E-1	N	Engineering	Car	2005	Crown Victoria	129,857	90000	4	0	2009			Yes		Same	0	No	1
1FTDX1766VND30345	982	6,000	Light Duty Class 1	H - E-2	N	Engineering	P/U Truck	1998	Ford F150	112,366	95000	10	23,000	2008			Yes	6	PD Pick up	23000	No	1
1GBJK34181E302406	1018	12,000	Light Duty Class 3	H-13	Y	Highway	P/U Truck / plow	2001	Chevy Silverado	59,174												
	N/A	NA	Equipment	H-28	N	Highway	Tractor	1973	John Deere		5000	10	28000	1983		5,000			Same	28000	No	1
	N/A	NA	Equipment	H-29	N	Highway	Skid Steer Loader	1995	Bobcat		15	57000	2010				Yes		Same	57000	No	1
1GCEK14V11E246023	506	6,400	Light Duty Class 2	M - 1	Y	Maintenance	P/U Truck/Plow	2001	Chevy P/U w Plow	72,851	95000	10	31,500	2011		22,149			Same	31500	No	1
1FTW31538EE53595	508	10,100	Light Duty Class 3	M - 2	Y	Maintenance	P/U Truck/Plow	2008	Ford F350 P/U w Plow	18,778	95000	10	31,500	2018	5	76,222			Same	0	No	1
1FTNE24L39DA2586	509	9,000	Light Duty Class 2	M - 4	N	Maintenance	Van	2009	Ford E250 Van	16,162	95000	10	23,000	2019	6	78,838			Same	0	No	1
1FDAF57R48EC18845	507	17,950	Medium Duty Class 5	M - 5	Y	Maintenance	One ton Dump/plow	2007	Ford F550	8,950	95000	10	50,000	2017	4	86,050			Same	0	No	1
1FTBF2861BE82348	510	10,100	Light Duty Class 3	M - 6	Y	Maintenance	P/U Truck / plow	2011	Ford F250		10	2021	8									
2FRF17W5XCB00782	992	6,600	Light Duty Class 2	W - 2	N	Water/Sewer	P/U Truck	1999	Ford F150	39,548	95000	10	30,300	2009		55,452		8	3/4 4wd PU/plow	30300	No	1
1FDNF20L21EA53969	1013	8,800	Light Duty Class 2	W - 3	N	Water/Sewer	Utility Body	2001	Ford F250	47,845	95000	10	23,000	2011		47,155		7	3/4 Van	23000	No	1
1GBJK34U31E317533	1017	11,400	Light Duty Class 3	W - 4	N	Water/Sewer	Utility Body	2001	Chevy 3/4 ton	60,563	95000	10	23,000	2011		34,437			3/4 Van	23000	No	1
2FAPP17W77X104228	1083	NA	Full Size Car	W - 1	N	Water/Sewer	Car	2007	Crown Vic	109,898	90000	4	0	2011			Yes		Same	0	No	1

Bold Mileage updated Jan 2011

Bold Mileage updated Oct 2011

Revised 2/4/2011

Shaded equipment projected to be replaced in FY12



Longmeadow Department of Public Works FY 12 Capital Request

HIGHWAY DEPARTMENT VEHICLES AND EQUIPMENT

VIN	Truck Number	GVWR	Vehicle Classification	Equipment Number	Division	Description	Year	Make / Model	Mileage Hours
VEHICLES									
2FDKF38G7NCA31087	923	11,000	Light Duty Class 3	H - 18	Highway	One ton dump w plow	1992	Ford F350	93,883
1FDYK82A8PVA04873	932	35,000	Heavy Duty Class 8	H - 11	Highway	Sander / Dump Truck, plow	1993	Ford L8000	66,450
1FTYR11UXWTA82732	942	4,820	Light Duty Class 1	H - 20	Highway	Small P/U Truck	1998	Ford Ranger	117,366
1FDKF38F4VEC81002	974	11,000	Light Duty Class 3	H - 15	Highway	One ton dump w plow	1997	Ford F350	69,003
1FTDX1766VND30345	982	6,000	Light Duty Class 1	H - E-2	Engineering	P/U Truck	1998	Ford F150	112,366
1FDWF37XXEB66233	991	11,000	Light Duty Class 3	H -	Highway	One ton dump w plow	1997	Ford F350	65,003
2FTRF17W7XCB00783	993	6,600	Light Duty Class 2	H -	Highway	P/U Truck	1999	Ford F150	57,279
1FDWF37F1XEE15101	995	12,500	Light Duty Class 3	H - 16	Highway	One ton dump w plow	1999	Ford F350	61,881
1FDWF37FXEE15100	996	12,500	Light Duty Class 3	H - 17	Highway	One ton dump w plow	1999	Ford F350	93,699
1FDWF36SX1EA29850	1011	11,200	Light Duty Class 3	H - 4	Highway	Utility Truck	2001	Ford F350	94,241
1FDWF36S11EA29851	1012	11,200	Light Duty Class 3	H - 5	Highway	Utility Truck	2001	Ford F350	104,764
1FDXF47F11EA61131	1014	15,000	Light Duty Class 4	H - 19	Highway	One ton dump w plow	2001	Ford F450	77,556
2FZAAWBS41AF90962	1015	36,200	Heavy Duty Class 8	H - 9	Highway	Sander / Dump Truck, plow	2001	Sterling	56,442
1GBJK34181E302406	1018	12,000	Light Duty Class 3	H-13	Highway	P/U Truck / plow	2001	Chevy Silverado	59,174
1HTSCAAN62H16331	1019	23,500	Medium Duty Class 6	H - 14	Highway	Duty Dump Truck, plow	2002	International	70,560
1GTBAAR82H516979	1020	37,000	Heavy Duty Class 8	H -	Highway	International	2010	Work Star	44,700
1GCDT19W028112047	1021	4,820	Light Duty Class 1	H - 2	Highway	4X4 P/U	2002	Chevy S10	67,612
1HTMMAAM83H57306	1030	23,500	Medium Duty Class 6	H - 10	Highway	Dump Truck, plow	2002	International	38,214
2FAFP71W84X119946	1051	N/A	Full Size Car	H - 27	Highway	Car	2004	Crown Victoria	138,261
1HTWCAARX7J477143	1072	40,780	Heavy Duty Class 8	H - 8	Highway	Sander / Dump Truck, plow	2007	International	28,891
1HTWCAAR17J477144	1073	40,780	Heavy Duty Class 8	H - 7	Highway	Sander / Do-All Dump Truck, plow	2007	International	11,882
1HTWYAHTX8J571236	1077	64,000	Heavy Duty Class 8	H - 6	Highway	10 Wheel Spreader, Dump, plow	2008	International	32,401
1FTWF31508EC18846	1079	10,100	Light Duty Class 3	H - 3	Highway	P/U w plow	2008	Ford F350 Super Duty	58,323
1HTWCAAR79J172685	1091	42,200	Heavy Duty Class 8	H - 21	Highway	Vacuum / Sewer Jet	2009	International	14,504
1HTSCAAM62H516331	1101	40,780	Heavy Duty Class 8	H -	Highway	International	2010	Work Star	12,734
1GDGP32K5S3500694	N/A	9000	Light Duty Class 3	H - 30	H/W/S	Cube Van (former food service)	1995	Gruman Cube Van	84,984
P4957D	N/A	25,000	Medium Duty 6	H - 22	Highway	Street Sweeper	2007	Elgin	3,032
1FMZU72E04UB6929		N/A	Sport Utility		Highway	SUV	2004	Ford Explorer	47,026
1FHAHP56S01A254359		N/A	Full Size Car	H - 1	Highway	Car	2001	Ford Taurus	118,958
EQUIPMENT									
	N/A	N/A	Equipment	H-28	Highway	Tractor	1973	John Deere	
	N/A	N/A	Equipment	H-29	Highway	Skid Steer Loader	1995	Bobcat	
	1102	N/A	Equipment	H - 26	Highway	Back-Hoe	2010	JCB	1,054
VCEOL70F00062415	1082	N/A	Equipment	H - 24	Highway	Wheel Loader	2008	Volvo	1626
	997	N/A	Equipment	H - 25	Highway	Back-Hoe	2000	JCB	1,737
	973	N/A	Equipment	H - 23	Highway	Wheel Loader	1997	John Deere	10,453



Longmeadow Department of Public Works FY 12 Capital Request

WATER SEWER DEPARTMENT VEHICLES

VIN	Truck Number	GVWR	Vehicle Classification	Equipment Number	Division	Description	Year	Make / Model	Mileage Hours
VEHICLES									
2FAFP71W77X104228	1083	N/A	Full Size Car	W - 1	Water/Sewer	Car	2007	Crown Vic	109,898
1GBJC34U31E317533	1017	11,400	Light Duty Class 3	W - 4	Water/Sewer	Utility Body	2001	Chevy 3/4 ton	60,563
1FDNF20L21EA53969	1013	8,800	Light Duty Class 2	W - 3	Water/Sewer	Utility Body	2001	Ford F250	70,545
2FTRF17W5XCB00782	992	6,600	Light Duty Class 2	W - 2	Water/Sewer	P/U Truck	1999	Ford F150	39,549

Mileage Updated 10/26/2011

Date Printed 1/30/2012



Longmeadow Department of Public Works FY 12 Capital Request

MAINTENANCE DEPARTMENT VEHICLES

VIN	Truck Number	GVWR	Vehicle Classification	Equipment Number	Division	Description	Year	Make / Model	Mileage Hours
VEHICALS									
IFTBF2B61BEB82348	510	10,100	Light Duty Class 3	M-6	Maintenance	P/U Truck / plow	2011	Ford F250	4,222
1FDAF57R48EC18845	507	17,950	Medium Duty Class 5	M - 5	Maintenance	One ton Dump/plow	2007	Ford F550	8,950
1FTNE24L39DA2586	509	9,000	Light Duty Class 2	M - 4	Maintenance	Van	2009	Ford E250 Van	16,162
1FTW31538EE53595	508	10,100	Light Duty Class 3	M - 2	Maintenance	P/U Truck/Plow	2008	Ford F350 P/U w Plow	18,778
1GCEK14V11E246023	506	6,400	Light Duty Class 2	M - 1	Maintenance	P/U Truck/Plow	2001	Chevy P/U w Plow	72,851
2FAFP171W45X107617	1078	N/A	Full Size Car	H - E-1	Engineering	Car	2005	Crown Victoria	129,857

Mileage Updated 10/26/2011

Date Printed 1/30/2012



Longmeadow Department of Public Works FY 12 Capital Request

GROUNDS DEPARTMENT VEHICLES AND EQUIPMENT

VIN	Truck Number	GVWR	Vehicle Classification	Equipment Number	Division	Description	Year	Make / Model	Mileage Hours
VEHICLES									
1GBJK3429E343088		12,000	Light Duty Class 3	G - 4	Grounds	One ton Dump w plow	2004	Chevy K3500	58,279
1GBJK341211E321825		12,000	Light Duty Class 3	G - 3	Grounds	One ton Dump w plow	2001	Chevy K3500	81,318
		10,100	Light Duty Class 3	G - 2	Grounds	4X4 P/U w Plow	2009	Ford F350 Super Duty	14,057
1FTCR11X8PTA93234		4,820	Light Duty Class 1	G - 10	Grounds	Small P/U Truck	1993	Ford Ranger	187,001
1FTWF31528EC18847		10,100	Light Duty Class 3	G - 1	Grounds	4X4 P/U w Plow	2008	Ford F350 Super Duty	37,590
EQUIPMENT									
		N/A	Equipment	G - 12	Grounds	Zero radius turn mower	2007	Hustler	668
		N/A	Equipment	G - 11	Grounds	Tractor	2009	Kubota	63
		N/A	Equipment	G - 8	Grounds	Mower	2010	Toro 580D	350
		N/A	Equipment	G - 7	Grounds	Mower	1996	Grounds Master 455D	2281
		N/A	Equipment	G - 6	Grounds	Sidewalk plow/utility machine	2007	Holder	633
SLPZ10ASVE760686		N/A	Equipment	G - 5	Grounds	Back-Hoe	1997	JCB	2583

Mileage Updated 10/26/2011

Date Printed 1/30/2012

SAMPLE CONTRACT TERMS & CONDITIONS:

CONTRACT FOR THE PROCUREMENT
OF
GOODS AND SERVICES

Service: Fleet Allocation Analysis

Vendor: _____

February 28, 2012



Town of Longmeadow
20 Williams Street
Longmeadow, Massachusetts 01106

TOWN OF LONGMEADOW, MASSACHUSETTS
Contract Documents for the Procurement of Goods and Services

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Certificate of Insurance	5
Certificate of Non-Collusion	6
Invitation for Bid: Fleet Allocation Analysis	Attachment A
Bid Submission from: _____	Attachment B

AGREEMENT

The following provisions shall constitute an Agreement between the Town of Longmeadow, acting by and through its Town Manager and/or Select Board, hereinafter referred to as "Town", and _____ with an address of _____ hereinafter referred to as "Contractor", effective as of the twenty eighth day of February, 2012. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work in accordance with the specifications contained in Attachment A - Scope of Services per: Town of Longmeadow, Invitation for Bid (IFB): Fleet Allocation Analysis dated February 3, 2012

ARTICLE 2: TIME OF PERFORMANCE:

The contractor shall complete all work and services required on or before _____. If completion is not achieved by said date, the Contractor shall be liable to the Town for liquidated damages in the amount of \$100.00 per calendar day.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above, the contract sum of _____ in accordance with the provisions of the specifications, or as set forth in an attachment hereto in Attachment B, the price proposal.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.
4. The contract may be terminated for convenience by the Town.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Longmeadow, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the work and/or service being performed or to be performed by the Contractor, its employees, agents, or subcontractors. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the Town of Longmeadow for damage to its property caused by the contractor, its employees, agents, subcontractors or materials. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers Compensation, and income tax laws. Further, the Contractor shall indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds. The contractor shall be obligated to provide services hereunder, only to the extent that said funds are available.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

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)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN of LONGMEADOW

by

Printed Name and Title

Awarding Authority Authorization:

by its Town Manager, Robin Crosbie

and/or by its Select Board:

TOWN OF LONGMEADOW

Department Authorization:

Department Org/Object for Appropriation

by its Department Head

Procurement Compliance:

by its Procurement Manager

Certification as to Availability of Funds:

by its Town Accountant

CERTIFICATE OF VOTE
(Corporations only should complete this form)

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

_____ held on _____ it was VOTED that
(Name of Corporation) (Date)

(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

CERTIFICATE OF INSURANCE

(PROVIDE AN INSURANCE CERTIFICATE NAMING THE TOWN AS INSURED UNDER THE POLICY)

This is to certify that the _____ (Company) has issued the policies listed below, that these policies are written in accordance with the Company's standard policies and endorsements, except as indicated below or as noted in the attachments hereto, which policies and endorsements will be made available to OWNER upon request, that they provide coverage and limits of liability shown with respect to the insurance indicated, that they are in force on this date, that all deductible amounts are indicated below, and that this Certificate is furnished in accordance with and for the purpose of satisfying the requirements of OWNER in connection with the award and performance of a contract or agreement between the Town of _____ (OWNER) and

1. Name of Insured _____
 2. Address of Insured _____
 3. Location and Description of Work _____
- _____ Project Contract No. _____

Coverage and Limits of Liability
(at least as shown below)

Bodily Injury Liability	Property Damage Liability
-------------------------	---------------------------

Policy Number	Effective Date	Expiration Date	Each Occurrence	Each Aggregate
---------------	----------------	-----------------	-----------------	----------------

A. Owners Protective Liability has been issued at the expense of Above Insured to _____ (Owner)

_____	_____	_____	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
-------	-------	-------	-------------	-------------	-------------	-------------

B. Comprehensive General Liability

_____	_____	_____	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
-------	-------	-------	-------------	-------------	-------------	-------------

Including: 1. Operations/Premises 2. XCU 3. Products/Completed Operations
4. Contractual as Below 5. Independent Contractors
6. Broad Form Property Damage 7. Personal Injury

C. Auto Liability

	Each Person	Each Accident	Each Accident
Including: 1. All Owned	_____	_____	_____
2. Hired	\$1,000,000	\$1,000,000	\$1,000,000
3. Non-owned	_____	_____	_____

D. Workman's Compensation

_____	_____	_____	Compensation Statutory State(s)
_____	_____	_____	Coverage B Limit \$1,000,000 if Applicable

E. Umbrella Liability

_____	_____	\$ _____	Aggregate
-------	-------	----------	-----------

F. Builder's Risk Insurance - "All Risk" Completed Value Form

_____	_____	_____	As Specified in Contract or Agreement
-------	-------	-------	---------------------------------------

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the 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.

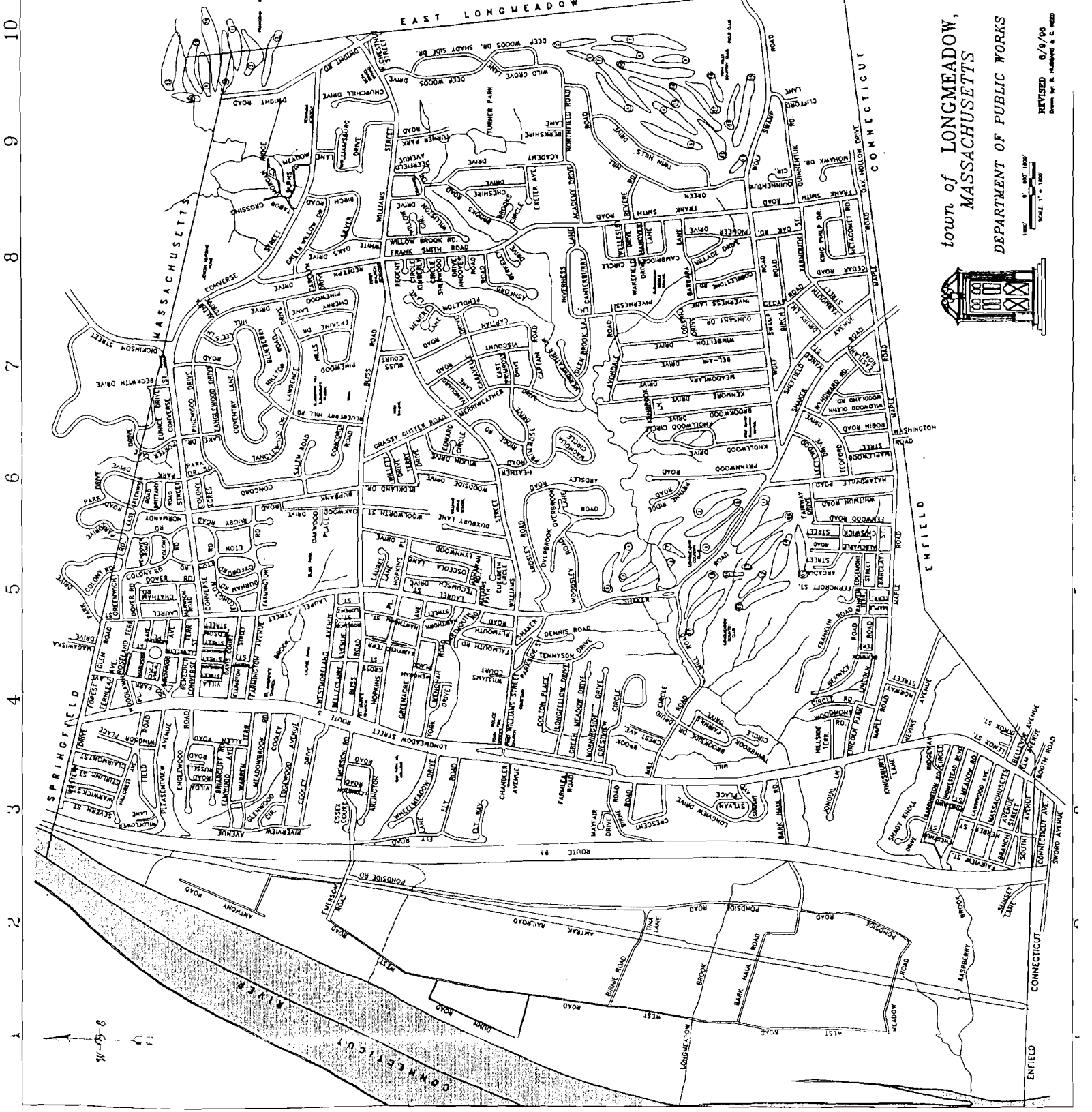
(Signature of person signing bid or proposal)

(Name of Business)

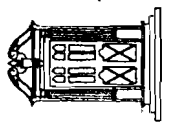
(Date)

Map of Longmeadow:

A B C D E F G H I



town of LONGMEADOW,
MASSACHUSETTS



DEPARTMENT OF PUBLIC WORKS

REVISED 6/9/06
Drawn by S. HARRING, A.C. RED

SCALE 1" = 100'

A B C D E F G H I

E9 ACADEMY DRIVE	C6 CONCORD ROAD	E7 GLEN BROOK LANE	D7 MEMERY LANE	B5 SOUTH PARK PLACE
H5 ALBEMARLE ROAD	B5 CONVERSE STREET	B3 GLENWOOD CIRCLE	D7 MERRIWEATHER DRIVE	A3 STIRLING STREET
B4 ALLEN ROAD	C3 COOLEY DRIVE	D6 GRASSY GUTTER ROAD	H8 METACOMET ROAD	G3 SUMMIT AVENUE
B8 ALTHEA DRIVE	B7 COVENTRY LANE	D4 GREENACRE AVENUE	F4 MILL ROAD	I2 SUNSET LANE
D8 ANDOVER ROAD	D9 CRANWELL LANE	D9 GREEN HILL ROAD	H9 MOHAWK DRIVE	G3 SYLVAN PLACE
D5 ANNAWAN ROAD	F3 CRESCENT ROAD	E4 GREEN MEADOW DRIVE	E4 MORNINGSIDE DRIVE	
B2 ANTHONY ROAD	F4 CREST AVENUE	A5 GREENWICH ROAD	C9 MORGAN RIDGE	C8 TABOR CROSSING
G5 ARCADIA STREET	E4 CRESTVIEW CIRCLE	C8 GREEN WILLOW DRIVE		B7 TANGLEWOOD DRIVE
E5 ARDSLEY ROAD	C4 CROSS STREET			D5 TECUMSEH DRIVE
C3 ARLINGTON ROAD		F8 HANOVER LANE	O5 NATANIS PATH	H6 TEDFORD DRIVE
E8 ASHFORD ROAD	D5 DARTMOUTH ROAD	B5 HARWICH ROAD	H4 NEVINS AVENUE	E4 TENNYSON DRIVE
F7 AVONDALE ROAD	B4 DAVIS COURT	D5 HAWTHORN STREET	B6 NORMANDY ROAD	D6 TERRY DRIVE
	E10 DEEPWOODS DRIVE	H8 HAZARDVILLE ROAD	E9 NORTHFIELD ROAD	F2 TINA LANE
F8 BARBARA LANE	D9 DEERFIELD AVENUE	A4 HAZELWOOD AVENUE	H4 NORWAY STREET	D9 TURNER PARK ROAD
H5 BARCLAY STREET	E5 DENNIS ROAD	E6 HEATHER ROAD		G4 TWINBROOK CIRCLE
G1 BARK HAUL ROAD	A7 DICKINSON STREET	I3 HERBERT STREET	G8 OAK ROAD	F9 TWIN HILLS DRIVE
H3 BARRINGTON ROAD	B5 DOVER ROAD	B4 HIGHLAND STREET	H9 OAK HOLLOW DRIVE	
A7 BECKWITH DRIVE	F4 DRUID CIRCLE	A3 HILLCREST AVENUE	C6 OAKWOOD DRIVE	G7 VANCE STREET
F7 BEL-AIR DRIVE	G7 DRURY LANE	H4 HILLSIDE TERRACE	C8 OAKWOOD PLACE	D7 VANGUARD LANE
C4 BELLECLAIR AVENUE	D1 DUNN ROAD	C7 HILLTOP ROAD	F7 ODIERNA DRIVE	F8 VILLAGE DRIVE
I4 BELLEVUE AVENUE	G7 DUNSANY DRIVE	B5 HOMECREST STREET	D5 OSCEOLA LANE	B4 VILLA STREET
B4 BENEDICT TERRACE	B5 DURHAM ROAD	I3 HOMESTEAD BOULEVARD	E6 OVERBROOK LANE	B3 VIOLA ROAD
E8 BERKELEY DRIVE	D6 DUXBURY LANE	C4 HOPKINS PLACE	E5 OVERBROOK ROAD	E7 VISCOUNT ROAD
E9 BERKSHIRE LANE	C10 DWIGHT ROAD		B5 OXFORD ROAD	
H4 BERWICK ROAD		F8 INVERNESS LANE	A6 PARK DRIVE	F8 WAKEFIELD DRIVE
H4 BERWICK TERRACE	A6 EAST GREENWICH ROAD		B6 PARK DRIVE SOUTH	B3 WARREN TERRACE
G7 BIRCH ROAD	H7 EASTLAND ROAD	H3 JONQUIL LANE	E5 PARKSIDE STREET	A3 WARWICK STREET
B4 BIRCHWOOD AVENUE	E7 EAST PRIMROSE DRIVE		D8 PENDLETON LANE	H6 WASHINGTON ROAD
F3 BIRNIE ROAD	H5 EDMONT STREET	F7 KENBROOK LANE	I3 PINE LAWN ROAD	F8 WELLESLEY DRIVE
D7 BLISS COURT	C3 EDGEWOOD AVENUE	G7 KENMORE DRIVE	B7 PINEWOOD DRIVE	A5 WENDOVER ROAD
C7 BLISS ROAD	B5 EDSON STREET	D8 KIMBERLY CIRCLE	C7 PINEWOOD HILLS DRIVE	D4 WENONAH PLACE
D6 BLOKLAND DRIVE	D6 EDWARD CIRCLE	G8 KING PHILP DRIVE	G8 PIONEER DRIVE	D4 WENONAH ROAD
C6 BLUEBERRY HILL ROAD	D5 ELIZABETH CIRCLE	H3 KINGSBURY LANE	B3 PLEASANTVIEW AVENUE	C10 WEST CHESTNUT ROAD
I3 BOOTH STREET	B5 ELLINGTON ROAD	F6 KNOLLWOOD CIRCLE	E5 PLYMOUTH ROAD	A3 WESTERN DRIVE
I3 BRANCH STREET	B4 ELLINGTON STREET	G8 KNOLLWOOD DRIVE	D2 PONDSIDE ROAD	C4 WESTMORELAND AVENUE
B3 BRIARCLIFF ROAD	I3 ELM AVENUE	I4 KNOX STREET	B6 PORTER LAKE DRIVE	D2 WEST ROAD
B6 BRITTANY ROAD	B3 ELMWOOD AVENUE		E6 PRIMROSE DRIVE	D3 WHEELMEADOW DRIVE
E8 BROOKS CIRCLE	D3 ELY ROAD	B6 LAKE DRIVE	F6 PRYNNNE RIDGE ROAD	D3 WHEELMEADOW LANE
D8 BRDOKS ROAD	D3 ELY WAY	D5 LAUREL LANE	G6 PRYNNWOOD ROAD	C8 WHITE OAKS DRIVE
F4 BROOKSIDE DRIVE	C3 EMERSON ROAD	D5 LAUREL STREET		H6 WHITMUN ROAD
G7 BROOKWOOD DRIVE	B3 ENGLEWOOD ROAD	I3 LAWNWOOD AVENUE	G9 QUINNEHTUK CIRCLE	A3 WILDFLOWER LANE
C6 BURBANK ROAD	C7 ERSKINE DRIVE	C7 LAWRENCE DRIVE	G9 QUINNEHTUK ROAD	E10 WILD GROVE LANE
C9 BURNS MEADOW	C3 ESSEX COURT	B7 LEE'S LANE		H7 WILDWOOD GLEN
	B5 ETON ROAD	G6 LEETEWOOD DRIVE	C8 REDFERN DRIVE	D6 WILKIN DRIVE
F8 CAMBRIDGE CIRCLE	B6 EUNICE DRIVE	I4 LENOX STREET	D8 REGENT CIRCLE	D6 WILLETT DRIVE
E8 CANTERBURY LANE	E9 EXETER AVENUE	C3 LEXINGTON ROAD	F8 REVERE ROAD	C9 WILLIAMSBURG DRIVE
E7 CAPTAIN ROAD		H4 LINCOLN PARK	E6 RIDGE ROAD	C9 WILLIAMSBURG LANE
D7 CARAVELLE DRIVE	D5 FAIRFIELD TERRACE	H4 LINCOLN ROAD	H3 RIDGEWAY CIRCLE	D4 WILLIAMS COURT
C8 CAROLYN DRIVE	F4 FAIR HILL DRIVE	B5 LLEWELLYN PLACE	C3 RIVERVIEW AVENUE	E4 WILLIAMS STREET
G8 CEDAR ROAD	B4 FAIRMONT STREET	H5 LLEWELLYN STREET	H6 ROBIN ROAD	D8 WILLISTON DRIVE
E3 CHANDLER AVENUE	I3 FAIRVIEW STREET	E4 LONGFELLOW DRIVE	A4 ROSELAND TERRACE	D8 WILLOW BROOK ROAD
B5 CHATHAM ROAD	G6 FAIRWAY DRIVE	B4 LONGMEADOW STREET	C5 ROSEMORE STREET	D8 WILLOW CIRCLE
C8 CHERRY LANE	E5 FALMOUTH ROAD	G3 LONGVIEW DRIVE	E3 RDUT #91	F7 WIMBLETON DRIVE
D8 CHESHIRE DRIVE	B4 FARMINGTON AVENUE	C5 LORENZ STREET	B6 RUGBY ROAD	B4 WINDSOR PLACE
H3 CHESTNUT ROAD	B5 FARMINGTON ROAD	D5 LYNNWOOD DRIVE	B3 RUSSELL ROAD	G7 WOLF SWAMP ROAD
H6 CHISWICK STREET	E3 FARMLEA ROAD			H7 WOODLAND ROAD
C9 CHURCHILL DRIVE	H8 FENWOOD ROAD	E6 MAGNOLIA CIRCLE	C6 SALEM ROAD	A4 WOODLAWN PLACE
G4 CIRCLE ROAD	H5 FERNCROFT STREET	H4 MAPLE ROAD	A3 SEVERN ROAD	I4 WOODMONT ROAD
A3 CLAIRMOUNT STREET	A4 FERNLEAF AVENUE	H5 MAPLE TERRACE	H3 SHADY KNOLL DRIVE	D6 WOODSIDE DRIVE
G9 CLIFFORD LANE	A3 FIELD ROAD	H6 MAPLEWOOD STREET	D10 SHADY SIDE DRIVE	E5 WOODSLEY ROAD
G8 COBBLE STONE ROAD	A4 FOREST GLEN ROAD	I3 MASSACHUSETTS AVENUE	E5 SHAKER ROAD	D8 WOOLWORTH STREET
B6 COLONY ACRES ROAD	G5 FRANKLIN ROAD	E3 MAYFAIR DRIVE	G7 SHEFFIELD AVENUE	G7 WYNDWARD ROAD
A5 COLONY ROAD	H5 FRANKLIN TERRACE	I3 MEADOW ROAD	D8 SHERWOOD DRIVE	
E4 COLTON PLACE	D8 FRANK SMITH ROAD	B3 MEADOWBROOK ROAD	C8 SILVER BIRCH ROAD	G8 YARMOUTH STREET

BID SUBMISSION FORM (Page 1 of 3)

**Invitation for Bid (IFB):
Fleet Allocation Analysis
Town of Longmeadow, Massachusetts**

COMPANY NAME: _____

The undersigned declares that he is the owner or representative of the firm, who is experienced in the type of work called for in the bid specifications. The undersigned having carefully familiarized themselves with the Scope of Work, specifications and conditions and having examined the work site, and fully understood the contract documents prepared by the Owner, hereby affirms and agrees to enter into a contract to provide all supply, supervision, labor, material, equipment, transportation and any other expenses to perform the supply of goods as described in the specifications above for the following:

BID:
Fleet Allocation Analysis

Total bid price for the Fleet Allocation Analysis Scope of Work is:

\$ _____ = **Bid total**

(Bid total amount written in words)

SIGNATURE

DATE

ADDENDA:
Acknowledge the receipt of all issued addenda: _____, _____, _____, _____

CONTACT INFORMATION:

Company Name: _____

Contact: _____

Address: _____

Phone #: _____

Fax #: _____

Email: _____

BID SUBMISSION FORM (Page 2 of 3)

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Fleet Allocation Analysis
Town of Longmeadow, Massachusetts**

COMPANY NAME: _____

BID CONFORMANCE:

MINIMUM REQUIREMENTS:

Bids received from bidders who are not able to demonstrate conformance with Minimum Requirements will be rejected as a non-responsive bidder. It is the responsibility of the bidder to provide supporting documentation of conformance with the Minimum Requirements. The following are Minimum Requirements:

- 1) The contractor must be in the business of performing vehicle/fleet allocation analysis studies for more than 5 years. Years of experience documentation must be supplied with the bid.

Is this Minimum Requirement met by the bidder, and is supporting documentation supplied with the bid?

YES_____ , or NO_____

- 2) The contractor must have completed 5 or more vehicle/fleet allocation analysis studies for more than five (5) municipal communities in New England or other similar climate region of equal or greater the size of Longmeadow within the past 5 years. Provide a listing of these 5+ communities with complete contact information. The reference listing should also include all completed New England vehicle allocation analysis studies for municipal communities completed within the past twelve months. Any unfavorable reference checks are grounds for the Awarding Authority to reject a bid.

Is this Minimum Requirement met by the bidder, and is supporting documentation supplied with the bid?

YES_____ , or NO_____

- 3) The contractor must have availability to start the fleet allocation analysis study within 30 calendar days of award and complete the study within 45 calendar days thereafter, or a completion date that is authorized by the Longmeadow Public Works Director.

Is the bidder able to start the study within 30 calendar days of award?

YES_____ , or NO_____

BID SUBMISSION FORM (Page 3 of 3)

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OTHER:

Have you supplied information on the proposed methodology to be utilized for the fleet allocation analysis?

YES _____, **or NO** _____

CERTIFICATE OF NON-COLLUSION: (MANDATORY FORM)

Pursuant to M.G.L. Ch. 30b, s10, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion 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. The undersigned certifies under the penalties of perjury that this bid or bid 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 submitting contract/bid

Date

Name of Business

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. Ch.62c, s49A, I hereby certify, under penalties of perjury that to my best knowledge and belief that the undersigned bidder has filed all state tax returns and paid all state taxes required by law 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.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

Corporate Officer
(if applicable)