

INVITATION FOR BID (IFB)

GROUNDS AND HIGHWAY SUPPLY BID



TOWN OF LONGMEADOW
MASSACHUSETTS

May 30, 2019

LEGAL NOTICE:

**INVITATION FOR BID (IFB):
GROUNDS AND HIGHWAY SUPPLY BID**

The Town of Longmeadow, MA, is accepting bids for Grounds and Highway Supply Bid which includes Bid Category awards for cold patch, hot patch, stone, rock, gravel, soil, sand, asphalt products, etc. Bid documents are available from the Purchasing Department of the Town of Longmeadow, Attn: Chad Thompson, Procurement Manager (P 413-565-4185, cthompson@longmeadow.org), 735 Longmeadow Street, Suite 101, Longmeadow, MA 01106. Bid documents may also be accessed online through the Purchasing Department page of the Town website www.longmeadow.org by selecting the 'Bid & RFP' link, then the 'Bid & RFP Finder' link. Bidders are encouraged to register. A 50% payment bond will be required of the successful contractor upon contract award for any category estimated contract amount more than \$25,000. with the Purchasing Department, those that do not register with the Purchasing Department will be responsible for monitoring the website for updates and addenda. Failure to acknowledge the receipt of addenda may result in a bid rejection.

Sealed bids should be delivered to the Longmeadow Purchasing Department and will be accepted until the bid deadline of **11:00am on Thursday, June 13, 2019**. The outside of the sealed envelope should be labeled with the bid title name: '**IFB: GROUNDS AND HIGHWAY SUPPLY BID**' and complete contact information of the bidder. Late bids will be rejected. A public bid opening will follow in the auditorium located in the same building.

All bids for construction materials will be procured under the provisions of M.G.L. c.30B, sec 5. No bid deposit is required with a bid submission. A 50% payment bond will be required of the successful contractor upon contract award for any category estimated contract amount more than \$25,000. Each contract by Bid Category will be for a term of one year. The Town of Longmeadow acting through the Town Manager, the Awarding Authority reserves the right to reject any and all bids, waive minor informalities and to award each contract by Bid Category in the best interest of the Town.

The Bid Category List for contract awards includes the following:

Bid Category A: Asphalt Products, Hot & Cold Patch Products

Bid Category B: Stone, Rock, Grave, Soil & Sand (Picked-Up and Delivered) includes the following award categories:

-Sub-Category B1 for washed crushed stone, crushed gravel & minus traprock

-Sub-Category B2 for Crushed Gravel, and Sand Fill

-Sub-Category B3 for Top Soil

INSTRUCTIONS TO BIDDERS:

ARTICLE 1- Objective:

1.1 The Town of Longmeadow, MA, is accepting bids for Grounds and highway supply bid for the Longmeadow Department of Public Works. Through this Invitation for Bid, bidders will supply a fixed price for the supply of products that will be either picked up or delivered to the Longmeadow Department of Public Works (DPW), or to a location within the Town of Longmeadow as instructed by the DPW. Some supplies require services.

1.2 The contract will be awarded to one vendor with fixed pricing that will be in effect for a term from July 1, 2019 through June 30, 2020.

ARTICLE 2- Bid Documents

2.1 Each Bidder by making a bid represents that they have read and understand the bidding documents, contract forms and general conditions of the contract and the bid specifications .

2.2 Addenda will only be emailed to every individual on record as having taken a set of bid documents. Addenda will be available from the Town of Longmeadow Purchasing Department and can also be accessed through the Purchasing Department of the Town website www.longmeadow.org , select links for ‘Bids & RFPs’, then ‘Bid & RFP Finder’.

2.3 Those that are NOT on the active bid list specific for this bid and will not receive update and addenda notifications include the following:

Those that are on a Town of Longmeadow general category bid list,

Those that receive a solicitation or email from the Longmeadow Purchasing Department labeled as a ‘Notification’ of a specific bid opportunity and then do not reply requesting to be added to a specified active bid list for an active bid.

Those who access bid documents through other sources, such as a bid listing service, etc.

Those that do not register to be added to the active bid list will be responsible for monitoring the town website bid listing service for updates and addenda. These individuals should check at least one day prior to the bid deadline. Failure to acknowledge the receipt of addenda may result in a bid rejection.

2.4 Those that are on the active bid, bid list for this bid solicitation includes only those that notify the Longmeadow Purchasing Department that they would like to be added to the bid list for this active bid. The bidder should identify the title name of the active bid list that they would like to be added to and should also supply their complete contract information. A bidder on an active bid list will receive confirmation from the Purchasing Department that they have been added to the bid list.

ARTICLE 3- Questions & Request for Interpretation:

3.1 All questions should be submitted in writing to Chad Thompson-Procurement Manager in the Purchasing Department by fax: 413-565-4185 or by email: cthompson@longmeadow.org . All clarification or responses to questions that result in a change to the specifications will be issued through written addendum. Verbal interpretations will not be considered as binding.

3.2 All questions, if any must be received by the Procurement Manager no later than 96 hours (4 days) prior to the bid deadline. Questions received after the deadline for questions will not be answered. Bidders should not contact other Town employees with questions regarding this bid.

ARTICLE 4- Submission of Bids:

4.1 Sealed bids should be delivered to the Town of Longmeadow Purchasing Department no later than the bid deadline date and time identified in the Legal Notice.

4.2 Bids should be delivered in a sealed envelope labeled **‘IFB: GROUNDS AND HIGHWAY SUPPLY BID’** on the exterior of the envelope along with the complete contact information of the bidder (Organization name, contact name, complete address, and phone number).

4.3 Late bids will be rejected. Timely delivery of bids to the Longmeadow Purchasing Department shall be the responsibility of the Bidder. In the event that the Town of Longmeadow is closed on the date or at the time that bids are due, the date and time of receipt of bids shall be extended to the next regular business day that the Purchasing Department of the Town of Longmeadow is open (Monday through Friday, excluding holidays), with the bid deadline time being the same time as specified in the legal notice.

4.4 Bids should be submitted utilizing the Bid Submission Forms supplied with the bid document or revised Bid Submission Forms if they are issued through addenda. The Non-Collusion form supplied with the Bid Submission Forms must be completed, a Non-Collusion form not completed as required by law will result in a bid rejection.

4.5 Where indicated or as requested on the Bid Submission Form, the unit price bid pricing should be supplied in both numbers and written words. Where there is a discrepancy between the numeric and written words of a bidder, the written words shall be utilized in correcting the unit pricing and further calculation of totals. Where there is a discrepancy between the unit price and the Total Price or the Bid Total the Unit Price per Item Number on the Bid Submission Form shall be utilized in correcting discrepancies and recalculating totals.

4.6 Withdrawal of Bid: Any bid may be withdrawn prior to the time designated for receipt of bids. Provide written notification to the Longmeadow Purchasing Department. No bid may be withdrawn within sixty (60) days, Saturdays, Sundays and legal holidays excluded, after the opening of the bids.

ARTICLE 5- CONTRACT AWARD

5.1 The Town is soliciting pricing for the items set forth in the Bid Submission Forms. This bid will result in multiple contract awards. Specifically, there will be one contract award for each ‘Bid Category’ as identified on the Bid Submission Form for each bid Category. Some Bid Categories have been divided into multiple ‘Sub-Category’ bid categories. When there is a Sub-Category there will be a single award for identified Sub-Categories. Further the Bid Submission Form will list the scope of work and specifications of the supply as required by bid award category and will further clarify additional Rule of Award detail with Minimum Requirements within each Bid Category.

The 'Bid Category' divisions of award will include one contract award for each of the following bid categories:

Bid Category A: Asphalt Products, Hot & Cold Patch Products

Bid Category B: Stone, Rock, Grave, Soil & Sand (Picked-Up and Delivered) includes the following award categories:

-Sub-Category B1 for washed crushed stone, crushed gravel & minus traprock

-Sub-Category B2 for Crushed Gravel, and Sand Fill

-Sub-Category B3 for Top Soil

Bidders that participate in the Grounds and Highway Supply Bid are not required to submit bid pricing for all Bid Category listed in this bid. The Bidder may select the Bid Category(s) of interest and only submit a bid for the Bid Category(s) for which a bidder is interested in participating. Bidders should complete general information sections of the Bid Submission Form that are provided at the beginning and end of the Bid Submission Form.

Minimum Requirement: Bidders should be aware that for a Bid Category(s) for which a bidder submits a bid, that it is mandatory that a bidder supply Unit Price for all Item Number products listed within a bid category! Bidders should be aware that if unit pricing is not supplied for each Item Number within a Bid Category, their bid will be rejected as a non-responsive bid. Also bids received with conditional pricing will be rejected. Other Minimum Requirements apply as outlined within the Bid Submission Form.

For each contract award by Bid Category, it will be awarded to the "lowest responsive and responsible bidder" based on the Bid Total price of each Bid Category. The term "lowest responsive and responsible bidder" shall mean the Bidder (1) whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary for the faithful performance/supply required; (2) who has met all of the Minimum Requirements of the Invitation for Bid; (3) who shall certify that they are able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work.

5.2 All quantities shown for the estimated quantities on the Bid Submission Forms are estimates only. The Town will direct the Contractor to provide only those supplies which are actually required. The Contractor will be compensated only for the supplies accepted. Whether the supplies are more or less than the estimate, the unit pricing provided on the bid shall apply.

5.3 A Town sample standard contract is provided on the following page which contains terms and conditions. Upon contract award the successful contractor will be required to complete the contract and comply with all of terms and conditions of the contract.

5.4 Subsequent to the award and within five (5) days, Saturday, Sundays and legal holidays excluded, after the prescribed forms are presented for signature the successful bidder shall execute and deliver to the Town a completed original contract with original signatures in the form included in the contract documents. In the event that the Contractor delays the return a completed contract, the Town will supply the contract with a notification to return the contract within two days. Then if the Contractor fails to return the completed Contract to the Town, the Town reserves the right at its own discretion to withdraw the contract award offer and instead

award the contract to the next “lowest responsive and eligible bidder”.

5.5 In the event that the Town receives low bids that result in an identical tied award total price from two or more responsive and responsible bidders, the Town shall select the successful bidder by a blind selection process chosen by the Town, such as the drawing of names. The low bidders who are under consideration will be invited to attend and observe the selection process.

5.6 Proprietary specifications: The town may have proprietary specifications for some materials utilized. Such proprietary specifications are permitted under M.G.L. c. 30, 39M(b), provided that the Town state in writing that use of the proprietary specifications is in its best interest and that it will accept an “equal” of the item specified. An item is considered equal if (i) it is at least equal in quality, durability, appearance, strength and design; (ii) will perform the intended function at least; and (iii) conforms substantially, even with deviations, to the detailed requirements contained in the specifications.

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

ARTICLE 6- CONTRACT TERMS AND CONDITIONS

6.1 The sample contract terms and conditions are as followings:

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 TBD, the “Contractor”, with an address of TBD hereinafter referred to as “Contractor”, effective as of the first day of July, 2019. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall supply all equipment in accordance with the specifications contained in Attachment A: Town of Longmeadow IFB: Grounds and Highway Supply Bid, dated May 31, 2018; & any Addenda issued (if any).

ARTICLE 2: TIME OF PERFORMANCE:

The contractor shall complete all work and services required on June 30, 2020.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the supply and delivery of supplies as ordered by the Town outlined in Article 1. Compensation will be based on unit pricing as submitted on the Bid Submission Form of the Contractor which is: TBD. Compensation will be in accordance with the provisions of the specifications as set forth in Attachment B, the Bid Submission Form from TBD. The Contractor agrees to supply and/or deliver said materials as needed as specified in Attachment A. Unit pricing shall be inclusive of all expenses including shipping and handling, etc.

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.

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 |

Work ers' 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.

**INVITATION FOR BID (IFB) GROUNDS
AND HIGHWAY SUPPLY BID
BID SUBMISSION FORM (Pg 1 of 13)**

ALL BIDDERS SHOULD COMPLETE THIS PAGE!

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.

Name of Person Signing Bid or Proposal

Vendor Name

Date

TAX COMPLIANCE CERTIFICATIONS

Pursuant to M.G.L. Ch. 62C, sec. 49A, I certify under penalties of perjury that I, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes.

Vendor Name

Signature of Individual or Corporate Officer

Federal Tax Identification / Social Security No.

ACKNOWLEDGEMENT OF ADDENDA:

The Bidder acknowledges receipt of the following addenda:

_____, _____, _____, _____, _____, _____

SUBMISSION OF BID:

- 1) A bidder by submitting a bid should include with their bid **all** Bid Submission Form pages (Page 1 through 13). For any Bid Category or Sub-Bid Category of supply for which a bidder intends not to participate, simply leave the entire Category section blank with no bid pricing supplied for the Bid Category(s) or Sub-Bid Category(s) of no interest. Have you supplied **all** Bid Submission Form pages with your bid submission?
YES _____, NO _____

INVITATION FOR BID (IFB)
GROUNDS AND HIGHWAY SUPPLY BID

BID SUBMISSION FORM (Pg 2 of 13)

BIDDER NAME: _____

BID CATEGORY A: ASPHALT, HOT & COLD PATCH PRODUCTS

Only those bidders interested in supplying asphalt products, hot and cold patch should supply unit pricing for Bid Category A: Asphalt Products, Hot and Cold Patch Products

The quantities purchased on this contract will be for quantities ordered as needed when orders are placed. The quantities documented in this bid are estimates only, actual quantities purchased may be more or less however the Unit Price will remain the same through the term of the Contract. The undersigned, as bidder, declares that this bid is made without collusion with any other person, firm, or corporation and that he/she agrees to furnish the product as detailed in the attached specifications for the following prices:

| <u>ITEM NUMBER</u> | <u>PRODUCT DESCRIPTION</u> | <u>UOM ESTIMATED QTY</u> | <u>UNIT PRICE</u> | <u>TOTAL PRICE</u> |
|--------------------|---|--------------------------|-------------------|--------------------|
| A1 | 3/8" Road, Picked Up Price per Ton: \$ _____ <i>(Price per Ton Written in Words)</i> | 40 Ton X | \$ _____ = | \$ _____ |
| A2 | 1/4" Top (sidewalk), Picked Up Price per Ton: \$ _____ <i>(Price per Ton Written in Words)</i> | 170 Ton X | \$ _____ = | \$ _____ |
| A3 | Emulsion, Picked Up Price per Gallon: \$ _____ <i>(Price per Gallon Written in Words)</i> | 11 GA X | \$ _____ = | \$ _____ |
| A4 | MA Dot SIC -19.MM, Picked Up Price per Ton: \$ _____ <i>(Price per Ton Written in Words)</i> | 32 Ton X | \$ _____ = | \$ _____ |
| A5 | MA DOT STD Top, Picked Up Price per Ton: \$ _____ <i>(Price per Ton Written in Words)</i> | 160 Ton X | \$ _____ = | \$ _____ |
| A6 | Tennis Court, Picked Up Price per Ton: \$ _____ <i>(Price per Ton Written in Words)</i> | 55 Ton X | \$ _____ = | \$ _____ |
| A7 | MASS Dot SSC-12.55MM, Picked Up Price per Ton: \$ _____ <i>(Price per Ton Written in Words)</i> | 30 Ton X | \$ _____ = | \$ _____ |
| A8 | Berm (dense), Picked Up Price per Ton: \$ _____ <i>(Price per Ton Written in Words)</i> | 18 Ton X | \$ _____ = | \$ _____ |

**INVITATION FOR BID (IFB) GROUNDS
AND HIGHWAY SUPPLY BID**

BID SUBMISSION FORM (Pg 3 of 13)

(Continued.....BID CATEGORY A: ASPHALT, HOT & COLD PATCH PRODUCTS)

| | | | | | |
|-----|---------------------------|---|---|-----------|---------|
| A9 | Surface S.T. Picked Up | 5 Ton | X | \$_____ = | \$_____ |
| | Price per Ton: \$ | _____ Ton | | | |
| | | <i>(Price per Ton Written in Words)</i> | | | |
| A10 | Driveway, Picked Up | 11 Ton | X | \$_____ = | \$_____ |
| | Price per Ton: \$ | _____ Ton | | | |
| | | <i>(Price per Ton Written in Words)</i> | | | |
| A11 | ½” Binder, Picked Up | 21 Ton | X | \$_____ = | \$_____ |
| | Price per Ton: \$ | _____ Ton | | | |
| | | <i>(Price per Ton Written in Words)</i> | | | |
| A12 | Dense Driveway, Picked Up | 3 Ton | X | \$_____ = | \$_____ |
| | Price per Ton: \$ | _____ Ton | | | |
| | | <i>(Price per Ton Written in Words)</i> | | | |
| A13 | ¾” Binder, Picked Up | 9 Ton | X | \$_____ = | \$_____ |
| | Price per Ton: \$ | _____ Ton | | | |
| | | <i>(Price per Ton Written in Words)</i> | | | |
| A14 | Cold Patch, Pickup | 60 Ton | X | \$_____ = | \$_____ |
| | | <i>(Price per Ton Written in Words)</i> | | | |
| A15 | Cold Patch, Delivered | 10 Ton | X | \$_____ = | \$_____ |
| | | <i>(Price per Ton Written in Words)</i> | | | |

BID CATEGORY A: ASPHALT PRODUCTS HOT & COLD PATCH PRODUCTS,

‘BID TOTAL, CATEGORY A’: _____

(sum of the ‘Total Price’ column for Item No.A1 through No.A15)

Rule of Award, Bid Category A:

Reference IFB section 5.1 for general Rule of Award detail. In addition, for Bid Category A, the contract award will be based on the ‘Bid Total’ for the estimated quantities for pickup. Bidders are required to supply unit pricing for all item No. A1 through A15.

The Town will not pay for fuel surcharges or fuel price adjustments. Conditional bid pricing will result in a bid rejection!

Asphalt Products, Picked Up, Requirements:

Bidders must submit FIRM fixed price per ton for all asphalt products, hot and cold patch products listed in this bid category. Bid pricing will be firm from July 1, 2019 through June 30, 2020.

Bids received with pricing contingencies will be rejected. Contingencies for asphalt escalations or price adjustments WILL NOT be allowed and will result in a bid rejection.

The quantities supplied in the IFB are estimated annual quantities only. Actual quantities may vary and may be greater or less than the estimated annual quantities documented in this bid for each participating municipality. Items will be picked up on an “as needed” basis with all Contractor & the authorized municipal public works staff. Only Cold Patch has an option for delivery as well for Category A.

**INVITATION FOR BID (IFB) GROUNDS
AND HIGHWAY SUPPLY BID
BID SUBMISSION FORM (Pg 4 of 13)**

BIDDER NAME: _____

(Continued.....BID CATEGORY A: ASPHALT, HOT & COLD PATCH PRODUCTS)

MINIMUM REQUIREMENTS, Bid Category A:

Bids received from those that are not able to meet any of the following Minimum Requirements will be rejected:

- The Bidder must be in the business of supply asphalt products for at minimum two full years.
- The location of the asphalt pickup facility must be within **25** miles of the Town of Longmeadow DPW (31 Pondsides Rd, Longmeadow, MA). The proximity of the Contractor is critical because the time between pickup and application of the product can affect the performance and usability/expiration of the product. This Minimum Requirement also minimizes the Town's travel and associated labor expenses associated with the distance of travel for supply pickup.
- The Bidder's pickup facility must be capable of accepting and loading Longmeadow's truck with the asphalt hotbox mounted on the body.
- The Bidder's plant should be able to provide MassDOT approved ites from this category between Spring and Fall season.
- For cold patch, the Bidder's plant should be able to provide MassDOT approved winter mix between the approximate months of November through March.
- For cold patch the Bidder's plant shall be open during the winter.
- Cold patch product shall conform to the requirements of 'Bituminous Concrete for Patching' Section 472, of MassHighway Department Standard Specifications for Highways and Bridges.

Is the bidder fully capable of meeting all of the 7 Minimum Requirement criteria listed above?

YES _____, NO _____

What is the address of the bidder's facility for pickup?

- 3) The Bidder must be able to supply asphalt products, pickup at their facility. Have you supplied unit pricing for every pickup item, Items A1 through A15? Cold patch may be requested for delivery as well. Failure to supply pricing for items A1-A15 will result in a bid rejection.

YES _____, NO _____

supplied unit pricing for both supply pickup and delivery as requested?

YES _____, NO _____

**INVITATION FOR BID (IFB) GROUNDS
AND HIGHWAY SUPPLY BID**

BID SUBMISSION FORM (Pg 5 of 13)

BIDDER NAME: _____

BID CATEGORY B:STONE, ROCK, GRAVEL, SOIL & SAND

Only those bidders interested in supplying stone, rock, gravel, soil and sand should supply unit pricing for Bid Category B: Stone, Rock, Gravel, Soil and Sand.

For Category B, there are 3 sub-categories for award:

Category B1 for washed crushed stone, traprock, crushed gravel, traprock

Category B2 for gravel & sand fill

Category B3. for top soil

For each sub-category that bidder submits bid pricing for they must submit bid pricing for the entire sub-category. There will be one award for all items listed in sub-category B1, one award for all items listed in sub-category B2, and one award for all items listed in sub-category B3.

Rule of Award, Bid Category B:

Reference IFB section 5.1 for general Rule of Award detail. In addition, for Bid Category B: Stone, Rock, Gravel, Soil & Sand, there will be 3 bid award categories for Category B which will be Sub-Category B1, Sub-Category B2, and Sub-Category B3. The contract award for each individual sub-category will be based on the 'Bid Total' for each sub-categories (B1, B2 and B3). Bidders are required to supply bid unit pricing for every item number within a bid sub-category of interest. A bidder is not required to submit bid pricing for all Category B sub-categories, but for the sub-categories of interest a bidder must submit pricing for all items within a sub-category. For example, a bidder may submit bid pricing for category B3 only (items B3.1 & B3.2), and not submit bid pricing for sub-categories B1 and B2. Conditional bid pricing will result in a bid rejection!

Stone, Rock, Gravel Soil & Sand Requirements. All Bid Category B General Requirements:

Bidders must submit FIRM fixed price per Unit of Measure (UOM) for all products listed in this bid category. Bid pricing will be firm from July 1, 2019 through June 30, 2020.

Bids received with pricing contingencies will be rejected. Contingencies for escalations or price adjustments WILL NOT be allowed and will result in a bid rejection.

The quantities supplied in the IFB are estimated annual quantities only. Actual quantities may vary and may be greater or less than the estimated annual quantities documented in this bid for each participating municipality. Items will be picked up on an "as needed" basis with all Contractor pricing to remain firm as bid. Pickup schedules will be arranged between the awarded Contractor and the authorized municipal public works staff.

**INVITATION FOR BID (IFB) GROUNDS
AND HIGHWAY SUPPLY BID
BID SUBMISSION FORM (Pg 6 of 13)**

BIDDER NAME: _____

(Continued.....BID CATEGORY B: STONE, ROCK, GRAVEL, SOIL & SAND)

MINIMUM REQUIREMENTS, Bid Category B:

Bids received from those that are not able to meet any of the following Minimum Requirements will be rejected:

- The Bidder must be in the business of supply of these types of products for at minimum two full years.
- The location of the pickup facility must be within **25** miles of the Town of Longmeadow DPW (31 Pondsides Rd, Longmeadow, MA). This Minimum Requirement also minimizes the Town's travel and associated labor expenses associated with the distance of travel for supply pickup.
- The Bidder's pickup facility must be capable of accepting and loading Longmeadow's truck.
- Where applicable, these products shall need to be able to conform with Mass Highway Department Standard Specifications for Highways and Bridges., including the following:
 - o Processed gravel shall conform to 'Processed Gravel for Subbase', Section M1.03.1, of Mass Highway Department Standard Specification for Highways & Bridges.
 - o Top soil shall conform to 'Loam Borrow' section M1.05.0 of Mass Highway Department Standard Specification for Highways & Bridges.

Is the bidder fully capable of meeting all of the 4 Minimum Requirement criteria listed above?

YES _____, NO _____

What is the address of the bidder's facility for pick-up?

INVITATION FOR BID (IFB)
GROUND AND HIGHWAY SUPPLY BID
BID SUBMISSION FORM (Pg 7 of 13)

BIDDER NAME: _____

BID SUB-CATEGORY B1 :

Washed crushed stone, traprock, crushed gravel, minus traprock, hardpack (Picked up & delivered)

The quantities purchased on this contract will be for quantities ordered as needed when orders are placed. The quantities documented in this bid are estimates only, actual quantities purchased may be more or less however the Unit Price will remain the same through the term of the Contract. The undersigned, as bidder, declares that this bid is made without collusion with any other person, firm, or corporation and that he/she agrees to furnish the product as detailed in the attached specifications for the following prices:

| <u>SUB-CATEGORY:B1</u> | | UOM | TON | |
|-------------------------------|--|-----------------|--------------|--------------|
| <u>ITEM</u> | | ESTIMATED | UNIT | TOTAL |
| <u>NO.</u> | <u>PRODUCT DESCRIPTION</u> | <u>QTY(TON)</u> | <u>PRICE</u> | <u>PRICE</u> |
| B1.1 | Washed Crushed Stone 3/4" (PICKUP) | 50 ton X | \$_____ ton= | \$_____ |
| B1.2 | Washed Crushed Stone 3/4" (DELIVERED) | 10ton X | \$_____ ton= | \$_____ |
| B1.3 | Traprock/Crushed Stone 3/8" (PICKUP) | 10 ton X | \$_____ ton= | \$_____ |
| B1.4 | Traprock/Crushed Stone 3/8" (DELIVERED) | 5 ton X | \$_____ ton= | \$_____ |
| B1.5 | Traprock/Crushed Stone 1/2" (PICKUP) | 10 ton X | \$_____ ton= | \$_____ |
| B1.6 | Traprock/Crushed Stone 1/2" (DELIVERED) | 5 ton X | \$_____ ton= | \$_____ |
| B1.7 | Traprock/Crushed Stone 3/4" (PICKUP) | 40 ton X | \$_____ ton= | \$_____ |
| B1.8 | Traprock/Crushed Stone 3/4" (DELIVERED) | 10 ton X | \$_____ ton= | \$_____ |
| B1.9 | Traprock/Crushed Stone 1- 1/2" (PICKUP) | 20 ton X | \$_____ ton= | \$_____ |
| B1.10 | Traprock/Crushed Stone 1- 1/2" (DELIVERED) | 5 ton X | \$_____ ton= | \$_____ |

INVITATION FOR BID (IFB)
GROUND AND HIGHWAY SUPPLY BID
BID SUBMISSION FORM (Pg 8 of 13)

BIDDER NAME: _____

(Continued.....BID CATEGORY B1: Washed crushed stone, crushed gravel & minus traprock)

| <u>ITEM NO.</u> | <u>PRODUCT DESCRIPTION</u> | <u>ESTIMATED QTY(TON)</u> | <u>TON UNIT PRICE</u> | <u>TOTAL PRICE</u> |
|-----------------|--|----------------------------|-----------------------|--------------------|
| B1.11 | Crushed Gravel/Hard Pack 1-1/4" (PICKUP) | 150 ton X | \$_____ton= | \$_____ |
| B1.12 | Crushed Gravel/Hard Pack 1-1/4"(DELIVERED) | 325 ton X | \$_____ton= | \$_____ |
| B1.13 | 6" Minus Traprock/Rip Rap (PICKUP) | 5 ton X | \$_____ton= | \$_____ |
| B1.14 | 6" Minus Traprock/Rip Rap (DELIVERED) | 20 ton X | \$_____ton= | \$_____ |

Sub-Category B1, Bid Total= \$ _____
(Sum of Total Price of items B1.1 through B1.14)

DELIVERY MINIMUM:

Note any delivery minimum for any of the items listed above if the estimate quantity listed is less than the delivery minimum .

**INVITATION FOR BID (IFB) GROUNDS
AND HIGHWAY SUPPLY BID**

BID SUBMISSION FORM (Pg 9 of 13)

BIDDER NAME: _____

BID SUB-CATEGORY B2 :

Crushed Gravel and Sand Fill (Picked up & Delivered)

The quantities purchased on this contract will be for quantities ordered as needed when orders are placed. The quantities documented in this bid are estimates only, actual quantities purchased may be more or less however the Unit Price will remain the same through the term of the Contract. The undersigned, as bidder, declares that this bid is made without collusion with any other person, firm, or corporation and that he/she agrees to furnish the product as detailed in the attached specifications for the following prices:

| <u>SUB-CATEGORY: B2</u> | | UOM | TON | TOTAL |
|--------------------------------|-------------------------------------|------------------|--------------|---------------------|
| ITEM | | ESTIMATED | UNIT | PRICE |
| NO. | PRODUCT DESCRIPTION | QTY(TON) | PRICE | PRICE |
| B2.1 | Crushed Gravel ¾" (PICKUP) | 20 ton | X | \$_____ton= \$_____ |
| B2.2 | Crushed Gravel ¾" (DELIVERED) | 5 ton | X | \$_____ton= \$_____ |
| B2.3 | Crushed Gravel 1-1/2" (PICKUP) | 5 ton | X | \$_____ton= \$_____ |
| B2.4 | Crushed Gravel 1-1/2" (DELIVERED) | 1 ton | X | \$_____ton= \$_____ |
| B2.5 | Bank Run Gravel (PICKUP) | 20 ton | X | \$_____ton= \$_____ |
| B2.6 | Bank Run Gravel (DELIVERED) | 50 ton | X | \$_____ton= \$_____ |
| B2.7 | Dense Grade Base Gravel (PICKUP) | 10 ton | X | \$_____ton= \$_____ |
| B2.8 | Dense Grade Base Gravel (DELIVERED) | 50 ton | X | \$_____ton= \$_____ |
| B2.9 | Sand Fill (PICKUP) | 62 ton | X | \$_____ton= \$_____ |
| B2.10 | Sand Fill (DELIVERED) | 173 ton | X | \$_____ton= \$_____ |

Sub-Category B2, Bid Total= \$ _____
(Sum of Total Price of items B2.1 through B2.10)

DELIVERY MINIMUM:

Note any delivery minimum for any of the items listed above if the estimate quantity listed is less than the delivery minimum .

INVITATION FOR BID (IFB)
GROUND AND HIGHWAY SUPPLY BID

BID SUBMISSION FORM (Pg 10 of 13)

BIDDER NAME: _____

BID SUB-CATEGORY B3 :
TOP SOIL (Picked Up & Delivered)

The quantities purchased on this contract will be for quantities ordered as needed when orders are placed. The quantities documented in this bid are estimates only, actual quantities purchased may be more or less however the Unit Price will remain the same through the term of the Contract. The undersigned, as bidder, declares that this bid is made without collusion with any other person, firm, or corporation and that he/she agrees to furnish the product as detailed in the attached specifications for the following prices:

| <u>SUB-CATEGORY:B3</u> | | UOM | | TON | |
|-------------------------------|-------------------------------|-----------------|---|--------------|--------------|
| <u>ITEM</u> | | ESTIMATED | | UNIT | TOTAL |
| <u>NO.</u> | <u>PRODUCT DESCRIPTION</u> | <u>QTY(TON)</u> | | <u>PRICE</u> | <u>PRICE</u> |
| B3.1 | Screened Top Soil (PICKUP) | 100 ton | X | \$_____ton= | \$_____ |
| B3.2 | Screened Top Soil (DELIVERED) | 230 ton | X | \$_____ton= | \$_____ |

Sub-Category B3, Bid Total= \$ _____
(Sum of Total Price of items B3.1 through B3.2)

DELIVERY MINIMUM:

Note any delivery minimum for any of the items listed above if the estimate quantity listed is less than the delivery minimum

INVITATION FOR BID (IFB)
GROUNDS AND HIGHWAY SUPPLY BID
BID SUBMISSION FORM (Pg 11 of 13)

BIDDER NAME: _____

ALL BIDDERS SHOULD COMPLETE THIS PAGE!

BIDDER INFORMATION:

| |
|------------------------------|
| Company Name: |
| Address: |
| Town, State / Zip: |
| Telephone: Fax: Email: |
| Signature: _____ |
| Print Name and Title: |
| Date: |
| Federal ID |

INVITATION FOR BID (IFB)
GROUND AND HIGHWAY SUPPLY BID
BID SUBMISSION FORM (Pg 12 of 13)

ALL BIDDERS SHOULD COMPLETE THIS PAGE!

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the Town for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1.FIRM NAME: _____

2.WHEN ORGANIZED: _____

3. INCORPORATED?

_____ YES

_____ NO

DATE AND STATE OF INCORPORATION: _____

4. IS YOUR BUSINESS REGISTERED WITH SOMWBA FOR THE FOLLOWING WOMEN AND/OR MINORITY CATEGORIES?

MBE? _____ YES _____ NO

WBE? _____ YES _____ NO

MWBE? _____ YES _____ NO

5.HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED?

_____ YES

_____ NO

IF YES, WHERE AND WHY?

6.HAVE YOU EVER DEFAULTED ON A CONTRACT? _____ YES _____ NO

IF YES, PROVIDE DETAILS.

**INVITATION FOR BID (IFB) GROUNDS
AND HIGHWAY SUPPLY BID
BID SUBMISSION FORM (Pg 13 of 13)**

ALL BIDDERS SHOULD COMPLETE THIS PAGE!

Continued...BIDDER'S QUALIFICATIONS AND REFERENCES FORM

7.
LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

8.
IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING REFERENCES FOR WHICH THE BIDDER HAS SUPPLIED SIMILAR SUPPLIES TO THOSE REQUESTED IN THIS BID. A MINIMUM OF THREE (3) CONTACTS SHOULD BE LISTED. PUBLICLY BID CONTACTS ARE PREFERRED, BUT NOT MANDATORY. THE TOWN RESERVES THE RIGHT TO CHECK REFERENCES FROM ANY LISTED OR KNOWN UNLISTED PROJECT OF THE CONTRACTOR IN CONSIDERATION OF EVALUATING IF A BIDDER IS RESPONSIVE AND RESPONSIBLE. UNFAVORABLE REFERENCE CHECKS ARE GROUNDS FOR BID REJECTION AT THE SOLE DISCRETION OF THE TOWN.

SUPPLY CUSTOMER ORGANIZATION: _____
CITY/STATE: _____
TYPE OF SUPPLY: _____
CONTACT PERSON: _____ TELEPHONE NO:(____)_____

SUPPLY CUSTOMER ORGANIZATION: _____
CITY/STATE: _____
TYPE OF SUPPLY: _____
CONTACT PERSON: _____ TELEPHONE NO:(____)_____

SUPPLY CUSTOMER ORGANIZATION: _____
CITY/STATE: _____
TYPE OF SUPPLY: _____
CONTACT PERSON: _____ TELEPHONE NO:(____)_____

(End – Bid Submission Form)