



INVITATION FOR BIDS

TOWN OF CHILMARK

**PROJECT: 2012-2AX**

Chilmark School  
PRESCHOOL BATHROOM

**DUE DATE:**  
June 13, 2012 @ 4:30 PM

## KEY DATES

- May 25: Published in Vineyard Gazette
- May 30: Bid packages available at Chilmark Town Hall.  
Published in Central Register
- June 8, 2012 Last Day to submit questions and schedule the **MANDATORY Site Visit**
- June 13 @ 4:30 pm: Deadline for receiving sealed bids at Chilmark Town Hall.  
Bids will be publically opened and read aloud.
- June 19: Selectmen meet to Award job.
- June 29: Sign contract within 10 days of award.
- July 14 or earlier: Begin work within 25 days of award date.
- June 19: Last Day of School**
- June 30: First day of Summer Preschool Program, 8 am – 1 PM M-F**
- August 10: Last Day of Summer Preschool Program**
- August 10 – September 9 CLASSROOM EMPTY – 25 free days + 5 restricted days at end**
- September 4: First day of Elementary School, 7:30 AM – 2:30 PM M-F**
- September 9: ABSOLUTE LAST DAY OF CONSTRUCTION – **Project must be complete by this date.****
- September 10: First day of Winter Preschool Program.**

The Town of Chilmark is seeking sealed bids for the construction of a bathroom for the preschool classroom, approximately 34 square feet. The site is located at the Chilmark Elementary School at 8 State Road in the Town of Chilmark.

#### RULE FOR AWARD

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the services specified in this Invitation for Bids (IFB).

The Town will consider only responsive bids from responsible bidders for a contract award. A responsive bid is one which complies fully with all submission requirements stated in this IFB. Any bid which does not comply with all submission requirements may be rejected as non-responsive. A responsible bidder is one who demonstrably possesses the skill, ability, and integrity necessary to faithfully perform the work called for in this procurement and meets the requirements of Massachusetts law.

#### All bidders will:

1. Identify the proposed project manager and on-site supervisor, along with their qualifications to work on this project. (State license and experience)
2. List the bidder's prior experience on projects similar to this.
3. Bids will be made on the attached Bid Pricing Sheet.
4. Bidders must submit a non-collusion form.
5. Bidders must submit a tax compliance certification.
6. Each bidder must submit with its bid a bid deposit equal to five percent of the amount of the bid. The bid deposit may be in the form of a certified, treasurer's, or cashier's check payable to the awarding authority from a responsible bank or trust company; cash; or a bid bond from a surety company licensed by the Massachusetts Division of Insurance.

On M.G.L. c. 30, §39M projects, the town reviews the qualifications of the apparent low bidder after the bids are opened. The town may request any information from the bidder needed to determine if the bidder is responsible.

This is a Prevailing Wage project and the wage sheet is enclosed with this IFB.

The contractor must furnish a payment bond in the amount of at least 50 percent of the contract price. The contractor has 10 days from the date of notification of contract award to obtain the payment bond.

A bidder may correct, modify, or withdraw a sealed bid by written notice received in the office designated herein for bid submission prior to the time set for the opening of bids. After the opening, a bidder may not change any provision of the bid in a manner prejudicial to the interest of the Town, or to fair competition. The Town shall waive minor informalities or allow the bidder to correct them. If a mistake and the intended offer are clearly evident on the face of the document, the Town shall correct the mistake to reflect the intended correct offer and so notify the bidder in writing, and the bidder may not withdraw the offer. The Town may permit a bidder to withdraw an offer if a mistake is clearly evident on the face of the document but the intended correct offer is not similarly evident.

The Town shall award a contract by written notice to the selected bidder by no later than forty (40) days after the bid opening. This deadline may be extended an additional thirty (30) days with the mutual consent of the Town and the Bidder.

All bid prices submitted in response to this IFB must remain firm for forty (40) days following the bid opening.

The award of a contract will be conditioned on the selected bidder signing the Town's contract and providing the 50% payment bond within ten (10) days from the date of notification of award.

Notwithstanding any provision contained herein to the contrary, the Town reserves the right to cancel this procurement at any time before a contract is executed by the Town, in which event the Town will reject all bids received in response to this IFB. The Town reserves the right to reject any or all bids when it is in the public interest to do so.

**QUESTIONS:** Deadline is June 8, 2012 at 2:00 PM to submit written questions to the Executive Secretary, Chilmark Town Hall; 401 Middle Road; P.O. Box 119; Chilmark, MA. 02535. PH: 508-645-2101; FAX: 508-645-2110 or email at [tc Carroll@chilmarkma.gov](mailto:tc Carroll@chilmarkma.gov)

**SITE VISIT:** Each bidder must schedule a site visit before June 8, 2012 at 4:00 PM with the Selectmen's Office. **This site visit is MANDATORY for all bidders.** The school is in session and all interested parties must be escorted by town/school officials during the site visit. Site visits done without a town/school official with access to the building are not acceptable and the bid will be rejected.

**REFERENCES:** Bidders must submit a complete list of all current customers for which the bidder has work for in the past three (3) years, with contact names and telephone numbers. A bid may be rejected on the basis of one or more references reporting poor past performance by the bidder. Bidders must have competed at least three (3) projects of similar scope for prior customers.

**SEALED BIDS DUE:** Sealed-Bids will be accepted until Wednesday June 13, 2012 @ 4:30 PM at the Selectmen's Office; Chilmark Town Hall; 401 Middle Road; P.O. Box 119; Chilmark, MA. 02535-0119. Bids must be marked on their face with "PRESCHOOL BATHROOM". All bids will be opened at that time and read aloud. The bids must remain firm for forty (40) days. **LATE BIDS WILL NOT BE ACCEPTED.**

## **PROJECT**

This project is to construct a small bathroom adjacent to and for the use of the Preschool Classroom. This bathroom will service up to twenty young children each school day. It includes, but is not limited to, the demolition of existing portions of the building, excavation, concrete work, septic and plumbing, carpentry, drywall, painting and finish work. The bathroom will be external to the existing footprint of the classroom. **GREAT CARE SHALL BE TAKEN** to prevent the possibility of future water intrusion into the school building or addition, and a separate warranty shall be signed for the School Superintendent.

The project is further described in ATTACHMENT 2 "Outline Specifications for the Chilmark Preschool Restroom Addition" last dated November 22, 2010 by South Mountain Co, Inc., and ATTACHMENT 3 "Chilmark School Proposed Preschool Bathroom" set of plans, six (6) pages, last dated 11-19-10.

### LANDSCAPING

The successful contractor should plan on and include the cost to return the site to its original landscaping after construction.

Excavation work can not occur when children are present at the school. Any work creating noise, vibration or other distractions/nuisances may not occur during school operating times.

### ACCESS

Access to the site should be planned when school is closed and students are not expected on site. The successful contractor shall submit a list of the names and date of birth for all employees that will work on the site to the Head of School at least one week before they begin working on the site. Persons prohibited from working at schools or with children shall not be allowed on site.

### SCHEDULE

Work is to start within twenty five (25) days from the date of notification of award under this IFB. Work must be entirely COMPLETED no later than September 9, 2012.

The work schedule shall be agreed upon by the town and the successful bidder in consultation with the Head of School. A work schedule shall be submitted to the town by the contractor within fourteen (14) days of contract award.

### PERMITS & INSPECTIONS

Successful bidder must obtain all required permits and inspections.

### WARRANTY

***The Successful bidder shall warranty all materials and work for a period of two (2) years and shall further warranty against any water intrusion for a period of three (3) years.*** In plain language, if any leaks from the outside occur within four feet of the new addition we expect the contractor to repair, or pay for the town to have the repair made, for the first three years after acceptance of the project.

**TYPE or PRINT CLEARLY on this form.**

**BID PRICING SHEET**

\_\_\_\_\_  
Name of Business

Gentlemen:

We the undersigned propose to furnish the Town of Chilmark with a bathroom for the Preschool Classroom (all labor and materials required for this project) per the attached specifications for the price stated below:

**TOTAL PRICE OF THE CONTRACT**

Per Chilmark Specifications \$ \_\_\_\_\_

In Written Words \_\_\_\_\_

I include my bid deposit  bid bond  of: \$ \_\_\_\_\_

Did you deviate from the specifications in any way? (If yes, you must submit a detailed description of all deviations.) YES \_\_\_\_\_ NO \_\_\_\_\_

**This bid includes addenda numbered: \_\_\_\_\_ or No Addenda were issued: \_\_\_\_\_**

The Project Manager will be: \_\_\_\_\_

The On-Site Supervisor will be: \_\_\_\_\_

The qualifications of the Project Manager and On-Site Supervisor are attached hereto.

**I acknowledge that I have examined the site and I am familiar with existing conditions.**

BY: \_\_\_\_\_  
AUTHORIZED SIGNATURE PRINT NAME

\_\_\_\_\_  
COMPANY NAME TELEPHONE NUMBER

\_\_\_\_\_  
ADDRESS EMAIL ADDRESS AND FAX #

\_\_\_\_\_  
CITY, STATE, ZIP CODE DATE

REFERENCE FORM

Bidder: \_\_\_\_\_

Bidder must provide references for: all contracts performed within the past three (3) years

Reference: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Description and date(s) of services provided:

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Reference: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Description and date(s) of services provided:

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Reference: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Description and date(s) of services provided:

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Attach additional sheets if necessary

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Name of business

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature of person submitting bid or proposal

\_\_\_\_\_  
Name of business

**SUBMIT in a SEALED ENVELOPE Marked on its face**

**“Preschool Bathroom Bid”**