

Addendum #1

TOWN OF WAYLAND

JANITORIAL SERVICES

#20-2016-IFB

NOTE: Submission deadline remains Wednesday, January 8, 2020 at 2:00 pm

This addendum provides 1) a revised Form of General Bid and 2) responses to the following questions:

1. Who provides paper products, soaps and light bulbs?

Response: Town supplies paper products, hand soap, trash bags and light bulbs; lights bulbs replaced, as necessary. Vendor supplies cleaning supplies/solutions, bowl cleaner, floor soap, stainless steel cleaner, etc.

2. Please clarify number of cleanings for each facility and days and hours services are to be provided?

Response:

- DPW Facility 3 times/week, 156 times/year, after 4:00 PM on Tuesday, Thursday, and either Saturday or Sunday
- Transfer Station 1 time every other Monday, 26 times/year
- Water Treatment Plant 2 times /week, 104 times/year, after 2:30 PM, days flexible
- Cochituate Ball Park Bath House 2 times/week in peak season, 60 times/season, hours and days flexible
- Town Beach restrooms initial cleaning May 11; once/week on Thursdays from May 14 to June 18 (6 visits); 3 times/week with one visit on Sunday (preferable) or Saturday from June 19 to September 4, (about 34 visits). All visits between 5:00 PM and 7:00 PM

3. Is there a site visit planned?

Response: A site visit is planned for Thursday, January 2, 2020 at 12:30 PM, starting at the DPW Building located at 66 River Road, Wayland, MA

4. Can out of state companies bid on this?

Response: Yes, however, they must be able to provide services on days and hours specified.

5. Who is the current vendor and what is the annual price?

Response: There is currently not one vendor. The estimated annual costs is \$40,000.

#20-2016-IFB
FORM OF GENERAL BID
JANITORIAL SERVICES

Bid of _____ (hereinafter called "Bidder")*

- () a corporation, organized and existing under the laws of the state of
- () a partnership
- () a joint venture
- () an individual
doing business as _____

To the Town of Wayland, Massachusetts (hereinafter called "Owner").

Gentlemen:

A) The undersigned Bidder, in compliance with your invitation for bids for the project known as **Janitorial Services**, having examined the plans and specifications and related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the contract documents and the plans and specifications within the time set forth below, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this bid is a part.

The Bidder hereby agrees to complete the work in coordination with the Town to complete the work on or before the date to be specified in written "Notice to Proceed" of the Owner.

B) Bidder acknowledges receipt of and this bid includes the following addenda:

No. _____ Dated: _____

No. _____ Dated: _____

No. _____ Dated: _____

No. _____ Dated: _____

C) The Bidder agrees to perform the bid work described in the specifications and shown on the plans for the following contract price.

*Specify corporation, partnership or individual as applicable.

The estimated number of visits for each location for one year will be multiplied by the Price per day resulting in a total to be used for comparison of bids only.

YEAR 1 – January 20, 2020 through January 19, 2021

FACILITY	Price per day		Price per year
<u>DPW Facility</u>			
For all services	\$ _____	X by 156 04	\$ _____

<u>Transfer Station Garage & Shed Offices</u>			
For all services	\$ _____	X by 26 104	\$ _____

<u>Water Treatment Plant (Office, Mechanical Loft & Lab Area)</u>			
For all services	\$ _____	X by 104	\$ _____

<u>Cochituate Ball Park Bath House</u>			
For all services	\$ _____	X by 60 30	\$ _____

<u>Wayland Town Beach Snack Bar</u>			
For all services	\$ _____	X by 1	\$ _____

<u>Wayland Town Beach Bath House</u>			
For all services	\$ _____	X by 40	\$ _____

TOTAL Annual Estimated Price for all locations

\$ _____
(In Figures)

_____ Dollars
(In Words)

The above unit prices shall include all labor, materials, bailing, shoring, removal, overhead, profit, insurance, etc., to cover the finished work of the several kinds called for.

The above prices shall include and cover the furnishing of all materials (except herein otherwise specified), the performing of all the labor requisite or proper, and the providing of all necessary machinery, tools, apparatus, and other means of operation; and the doing of all the above mentioned work in the manner set forth, described and shown in the specifications, and in the form of the contract.

The Bidder understands that all bids for this project are subject to the applicable bidding laws of the Commonwealth of Massachusetts, including General Laws Chapter 149 and Chapter 30, Section 39M, as amended.

The Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays and legal holidays excluded, after the opening of bids.

Within 10 days of receipt of the written notice of acceptance of this bid, the Bidder will execute the formal Agreement.

The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon according to all the requirements of the plans and specifications.

1. Have been in business under present name for ____ years.
2. The names and addresses of all persons interested in the bid (if made by a partnership or corporation) as principals, are as follows:

(attach supplementary list if necessary)

3. The bidder is requested to state below what work of a similar character to that included in the proposed contract he has done, and give references that will enable the Owner to judge his experience, skill and business standing (add supplementary page if necessary).

<u>Completion</u> <u>Date</u>	<u>Project</u> <u>Name</u>	<u>Contract</u> <u>Amount</u>	<u>Reference</u> <u>Name</u>	<u>Telephone</u> <u>No.</u>
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a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

Bank reference _____
(Name)

(Bank)

(Address)

(Telephone No.)

Pursuant to G.L. c.62C, §49A, I certify hereby in writing, under penalties of perjury, that the within named Bidder/Contractor has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

The undersigned Bidder hereby certifies under penalties of perjury, as follows: (1) that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said

course with the first certified payroll report for each employee; and (3) that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word “person” shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned bidder hereby certifies, under pains and penalties of perjury, that the foregoing bid is based upon the payment to certain laborers to be employed on the project of wages in an amount no less than the applicable prevailing wage rates established for the project by the Massachusetts Department of Labor and Workforce Development. The undersigned bidder agrees to indemnify the awarding authority for, from and against any loss, expense, damages, actions or claims, including any expense incurred in connection with any delay or stoppage of the project work arising out of or as a result of (1) the failure of the said bid to be based upon the payment of the said applicable prevailing wage rates or (2) the failure of the bidder, if selected as the contractor, to pay certain laborers employed on the project the said applicable prevailing wage rates.

Respectfully submitted:

Date: _____

By: _____
(Signature)

(Type Name of Bidder)

(Title)

(Business Address)

(City and State)
