TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleetma.org

Request for Bids
For the Painting of Exterior Trim at the Wellfleet Town Library

Request for Bids

Sealed bids for the preparation and painting of exterior wood trim must be submitted with the envelope clearly marked **"Bid: Painting of Exterior Trim at the Wellfleet Town Library"** on the outside and will be accepted by the Wellfleet Town Administrator at 300 Main St., Wellfleet, MA 02667 until **Wednesday, July 1, 2015 at 10:00am**. A copy of the bid specs may be obtained by contacting the Asst. Public Works Director's office at (508) 349-0315, or by emailing him at: paul.lindberg@wellfleet-ma.gov. Copies of the bid specs are also available on the Town of Wellfleet web site at: wellfleetma.org. Please refer to the "Invitation to Bid" section. Vendors who download the bid specs from the town website are required to contact the Asst. Public Works Director by email so they may be advised of any bid addenda.

I. Project Description

The Town of Wellfleet Public Library is located at 55 West Main St., Wellfleet Ma. The project will include proper preparation, scraping, sanding, replacement and/or re-nailing of fasteners, filling, puttying, priming, painting all trim including soffits, fascia, frieze, corner boards, window and door trim. Axiom Partners Environmental Engineers has identified in their report limited areas containing lead, and advises encapsulating these areas with approved primer and paint. Known lead containing paint will be encapsulated according to OSHA regulations, 'lead in construction.' The report is available upon request.

II. Description of Work:

Contractor Responsibility

1. The contractor will furnish all labor, material, tools, and equipment for the installation and application of finishes.

2. Work to be performed includes, but is not limited to: scraping, sanding, priming and painting of exterior white trim surfaces. Filling, puttying and caulking shall be done everywhere necessary.

3. Rinse, hand scrub with non-toxic solution of cleaner such as Simple Green or equivalent using bristle brush, rinse, allow to thoroughly dry, re-nail fasteners on all clapboard siding. Prep and clear seal with approved finish.

4. Known lead containing paint will be prepared and encapsulated according to OSHA regulations, 'lead in construction.

5. Recommended fasteners, filler and caulks to be approved by the Department.

6. Apply 1 coat minimum of Benjamin Moore latex primer paint or equivalent. Apply 2 coats minimum of Benjamin Moore semi-gloss exterior latex paint or equivalent. The Contractor will provide a paint specification sheet.

7. Debris control shall be maintained at all times. Drop cloths or plastic sheeting shall be used to protect ALL unpainted surfaces, including but not limited to siding, windows, screens, cables, gutters, downspouts, A/C compressors, solar equipment, grounds, roof surfaces, foundations, grass, stairs, asphalt, gravel and shrubs.

8. Contractor is responsible for maintaining a clean worksite, as well as all surrounding areas per professional work standards, at all times. Debris generated by Contractor shall be placed in trash bags. Entire library property shall be patrolled for trash and debris, and picked up at least once each work day. Trash to be placed in plastic trash bags. The Wellfleet DPW shall make arrangements to pick up job-generated non-hazardous trash and debris bags from Contractor at a regular interval, (i.e. daily). The Contractor shall be responsible for disposal of all job generated hazardous waste, according to OSHA regulations on lead in construction. Work shall commence each day no earlier than 7 a.m. and end no later than 7 p.m.

9. Staging, ladders and all painting equipment on site during and at the end of each work day shall be stored safely according to OSHA standards, and so as not to present a hazard. The Town is not liable for any equipment, vehicles, or personal property left on site.

10. Access to the building must be safely maintained at all times.

11. Contractor shall leave the area clean and free of any work-related debris upon completion.

12. Final inspection and approval will be performed by the Department.

13. Contractor will be responsible for all permits and approvals.

14. Contractor is responsible for damage to any and all components of the building during the course of work, such as roof flashing, siding, foundations, windows, screens, stairs, using such equipment as ladders, staging, power tools, etc. Damage shall be immediately reported to the Wellfleet DPW Asst. Director.

15. Contractor is responsible for maintaining access to parking lot and driveways at all times.

16. Contractor will coordinate activities in conjunction with the Assistant DPW Director and the Library Director.

17. Date for Contract Execution. The successful bidder will be required to execute a contract within **10 working days** after the date for opening of bids unless extended by agreement between the awarding authority and the apparent lowest responsible and responsive bidder.

Please Note: *Any components of this bid or description of work maybe amended upon agreement between the Town and the selected contractor.*

Site Visits
Vendors may visit the Wellfleet Library at 55 West Main St. during regular business hours. Contact Paul Lindberg, Assistant Public Works Director at 508-349-0315 to arrange for a guided site visit.

III. Project Requirements
A. The contractor shall complete all work defined within the scope of services no later than **August 14, 2015**, unless otherwise approved by the department.
B. Prevailing Wages
Minimum wage rates as determined by the Commissioner of Department of Workforce Development under the provisions of MGL 149, Sections 26 to 27D as amended apply to this project. A copy of the prevailing wage rates for this project is available electronically by request.
C. Insurance
Vendor shall provide proof of liability insurance with the following minimum limits –

a) General Liability with limit of $1,000,000.00
b) Automobile Liability with limits of $250,000.00 per person and $500,000.00 per occurrence
c) Workers Compensation with limit of $500,000.00

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

Bidding Information Submittal Requirements

Bid Notice
Sealed bids for The Painting and Replacement of Exterior Trim at the Town Library at 55 West Main St. will be received by the Town Administrator at 300 Main St., Wellfleet, MA 02667 until **Wednesday, July 1, 2015 at 10:00am**. The clock in the Town Hall administration office shall be conclusive as to time. A copy of the bid specs may be obtained by contacting Department of Public Works Assistant Director, Paul Lindberg, at (508) 349 0315 or by e-mail at paul.lindberg@wellfleet-ma.gov. Copies of the bid specs are also available on the Wellfleet web site at wellfleetma.org "Invitation to Bid" section. Vendors who download the bid specs from the town website are required to contact the Asst. DPW Director by email so they may be advised of any bid addenda
The Town of Wellfleet reserves the right to waive any informality, to reject any and or all bids, and to act at all times in the best interest of the Town. The Wellfleet Board of Selectman will be the awarding authority.

Required Submittals with Bid
1. Completed bid form
2. References – please submit a list of references (names, addresses, telephone #) of three recent comparable projects completed within the past three years.

3. Statement of Tax Compliance – must be completed, signed and submitted with bid.
4. Statement of Non-Collusion – must be completed, signed and submitted with bid.
5. Acknowledgement of Principal – must be completed, signed and submitted with bid.
6. Vendor shall provide proof of liability insurance with the following minimum limits –
   a) General Liability with limit of $1,000,000.00
   b) Automobile Liability with limits of $250,000.00 per person
      and $500,000.00 per occurrence
   c) Workers Compensation with limit of $500,000.00

Rule for Bid Award

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

Contact Information

Paul Lindberg
Assistant Director Public Works

Telephone: 508-349-0315
E-mail paul.lindberg@wellfleet-ma.gov

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Bid Pricing Sheet

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

1. Overall price_____

_____ _____
Name of Authorized Person (print) Date

_____ _____
Signature of Authorized Person email address

_____
Name of Company/Corporation/Partnership

_____ _____
Address (# Street or PO Box telephone #

_____
Town/State/Zip Code

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Statement of State Tax Compliance

Description of Bid/Proposal _____

_____

Date of Bid _____

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

_____ Authorized signatory for _____

_____, whose principal place of

business is _____ do

hereby certify under the pains of perjury that _____

has complied with all laws of the Commonwealth relating to taxes.

_____ _____
Name of Person Signing Bid/Proposal SSN or FID #

_____ _____
Name of Business Date

This form must be included with the bid/proposal.

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Certificate of Non-Collusion

Description of Bid/Proposal _____

_____

Date of Bid _____

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

_____
Name of Person Signing Bid/Proposal

_____
Name of Business

This form must be included with the bid/proposal.

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Acknowledgement of Principal

I_____ principal of _____

_____

Holding the office of _____with said

Company is hereby authorized to submit a bid/proposal on behalf of said Company for

the following bid/proposal to the Town of Wellfleet: _____

_____.

_____ _____
Name of Authorizing Person Position/Office

_____ _____
Name of Business Date

_____
Name of Company/Corporation/Partnership

_____ _____
Address (# Street or PO Box telephone #

_____ _____
Town/State/Zip Code email address

This form must be included with the bid/proposal.