

Town of Hanover – Department of Public Works
Specifications for Annual Bid for Catch Basin Cleaning Services

I. Invitation to Bid

1. The Town of Hanover acting through its Director of Public Works is accepting sealed bids from responsible and responsive parties to perform catch basin cleaning services in quantities as estimated on the attached bid sheet, more or less, as ordered, on Town roads and properties in accordance with the following specification during the period of July 1, 2022 through June 30, 2023.
2. Sealed bids marked on the outside of the envelope “Bid for Catch Basin Cleaning” shall be accepted at the office of the Hanover Department of Public Works, 40 Pond Street, Hanover MA 02339 on the approved bid forms until 2:00 pm local time on June 16, 2022 at which time they will be opened and read aloud. All bidders must complete and submit the attached Non-Collusion Statement, Bidder’s Certification Regarding Payment of Prevailing Wages, Tax Compliance Certificate, and Bidder’s Qualification Form. All bid forms must be either typewritten or written in ink. All signatures must be in ink.
3. Copies of this bid package may be viewed and/or downloaded from the Hanover DPW website at <https://www.hanover-ma.gov/public-works/pages/open-bids-and-bid-results>. Documents will be available after 12:00 PM on May 25, 2022. Hardcopies of bid packages can be made available at the Hanover Department Works with an advance request through 781-826-3189.
4. The Town of Hanover reserves the right to reject any or all bids should it be deemed in the best interest of the Town to do so.

II. Job Specification

1. The Contractor will be responsible for the cleaning of each and every catch basin unit to the bottom of the structure. All walls will be scraped, with the residual fill being removed as well. At the completion of each cleaning, the basin lid, frame and surrounding asphalt must be swept clean two feet in all directions, with the exception of the back of the basin if curbing is present.
2. The contractor is to report all structural defects in and around each catch basin unit to the highway foreman on a Catch Basin Daily Cleaning Report sheet by the following day. Any defects in and around each unit that may cause harm to the general public must be reported immediately.
3. An accurate count of basins cleaned on each and every street must be listed on the Daily Cleaning Report. All Daily Reports must be presented to the highway foreman at the start of each and every working day.
4. The Town reserves the right to spot check the contractor’s work to ensure specification compliance. Basins not cleaned to the Town’s satisfaction shall be immediately re-cleaned.
5. Bidder must have self contained unit, hydraulic crane type with a minimum of 18" orange peel bucket. Additional bucket of smaller size must be available for cleaning of offset structures. The vehicle must have a minimum of a five (5) cubic yard dump body.
6. Operators of equipment employed in the prosecution of this contract shall hold all licenses required for the safe and legal operation of the vehicle and equipment used. Specifically, a current Hoisting Machinery License issued by Massachusetts Department of Public Safety, in accordance with Chapter 146, Section 53, Massachusetts General Laws shall be held by operator of cleaning machines.
7. Materials removed from basins shall be delivered to the Hanover Highway Garage on Ames Way.

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8. The Town reserves the right to limit the total catch basin count and/or to provide a list of streets whose basins shall be cleaned.
9. The Town shall provide, at no cost to the contractor, police details as may be necessary. The Town reserves the right sequence the contractor's work to concentrate those streets that may require a police detail to minimize said charges. The contractor agrees to work in a cooperative manner with the Police Chief and or his designee to minimize disruption of traffic.
10. Once mobilized, the winning bidder shall prosecute the contract without delay. Unnecessary delays or incomplete cleaning of basins may be grounds for future disqualification from bidding on catch basin cleaning contracts with the Town.

III. Pricing Structure and Rule for Award

1. Bidders shall quote a unit price per basin.
2. The contract will be awarded to the responsible and responsive bidder who offers the lowest unit price per basin.

IV. Contractor Qualifications

1. The Bidder must be a firm who has been regularly engaged in supplying similar services for a minimum of (3) years.
2. The Town reserves the right to reject any bid if the evidence submitted by, or the investigation of such Bidder fails to satisfy the Town that such Bidder is properly qualified to carry out the obligations of the Contract Documents and to complete the work contemplated herein.
3. Responsive Bidders must supply all the information requested. Incomplete or missing information will be cause for automatic rejection. The submittal shall be signed by an officer of the firm submitting the bid. Submittal from anyone else will be cause for automatic rejection. All exceptions taken to the specification and submittal requirements must be so stated. Failure to do so will cause the Bid to be rejected.

V. Prevailing Wages

1. The contractor must pay all personnel involved in installation activities covered by this agreement the prevailing local union wage for such activities. The prevailing wage rates as determined by the Commonwealth of Massachusetts, Department of Labor, Division of Occupational Safety are attached. The contractor must provide certified documentation of payroll to document such wages were paid.

VI. Bid Form

The undersigned hereby proposes to the Town of Hanover and agrees to perform catch basin cleaning services on a unit price basis in quantities as estimated below, more or less, as ordered, on Town roads and properties in accordance with the specifications listed above during the period of July 1, 2022 through June 30, 2023.

Estimated number of basins to be cleaned: 2,600

Unit price per basin: \$_____.

The above price is for the period of 8 months as indicated.

_____ Company	By_____ Signature
_____ Address	_____ Print Name
_____ Address	_____ Title
_____ Date	_____ Telephone

All bidders must complete the attached Certificate of Non-Collusion, Bidder's Certification Regarding Payment of Prevailing Wages, Tax Compliance Certificate and a Bidder's Qualification Form.

The Town of Hanover reserves the right to reject any or all bids should it be deemed in the best interest of the Town to do so.

Sealed bids shall be accepted at the office of the Hanover Department of Public Works, 40 Pond Street, Hanover MA 02339 on the approved bid forms until 2:00 pm local time on June 16, 2022 at which time they will be opened and read aloud. All bid forms must be either typewritten or written in ink. **All signatures must be in ink.**

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this 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 Individual signing/submitting the bid)

(Name of person signing bid)

(Name of business)

TAX COMPLIANCE CERTIFICATE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all State tax returns and paid all State taxes required under law.

Social Security Number
or Federal Identification
Number

Signature of Individual or
Corporation

Corporate Officer
(If Applicable)

Date: _____

BIDDER'S QUALIFICATION FORM

1. Name of Bidder:
2. Permanent Main Office Address:
3. When Incorporated (If Applicable):
4. Where Incorporated (If Applicable):
5. How many years have you been engaged in the contracting business under your present firm name:
6. Contracts on Hand: (Type of project, client, gross amount, estimated completion date):
7. General character of work performed by your company:
8. Have you ever failed to complete any work awarded to you?
Yes_____ No_____
- If yes, where, when and why:
9. Have you ever defaulted on a contract?
Yes_____ No_____
- If yes, where, when and why:
10. List the more important projects, similar to the work of this contract, recently completed by your company, stating the name, address and telephone number of the owner, name and location of similar project, approximate cost for each, and time period of contract performance (month and year started/month and year completed).
11. List your major equipment available for this contract.
12. With what banks do you do business?

13. Do you grant the Awarding Authority permission to contact this (these) institution(s)?

Yes _____ No _____

Dated at _____ this _____ day of _____

Name of Bidder

By

Title

COMMONWEALTH OF MASSACHUSETTS

_____ being duly sworn, deposes and says that he is

_____ of _____ and that the
Title Name of Organization

answers to the foregoing questions and all statements contained therein are true and correct.

Sworn to me this _____ day of _____, 20____

Notary

My commission expires _____

BIDDER'S CERTIFICATION REGARDING
PAYMENT OF PREVAILING WAGES

The undersigned bidder hereby certifies, under the pains and penalties of perjury, the foregoing bid is based upon the payment to 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 Industries. The undersigned bidder agrees to indemnify the awarding authority for, from and against any loss, expense, damages, action 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 laborers employed on the project the said applicable prevailing wage rates.

Date

Name of Bidder

By (Signature)

By (Printed)

Title

Bidder's Courtesy Checklist:

This list does not need to be submitted with the bid. However, the following items **MUST** be submitted, typed or filled in and signed (where applicable) in ink, in order for a bid to be considered responsive.

_____ Bid Sheet

_____ Certificate of non-collusion

_____ Tax compliance certificate

_____ Bidder's qualification form (notarized and filled in completely)

_____ Bidder's certification regarding payment of prevailing wage