



Town of Hanover
Department of Public Works
40 Pond Street
Hanover, Massachusetts 02339-1693
Telephone 781-826-3189 Fax 781-826-8915

Victor J. Diniak
Director of Public Works

Kurt Kelley
Deputy Superintendent
Field Operations

Neal Merritt
Deputy Superintendent
Water Operations

INVITATION TO BID

The Town of Hanover through its Department of Public Works will receive sealed bids from responsible and responsive parties for materials, supplies, and services for the period July 1, 2020 through June 30, 2021 for the following items in the quantities as indicated on the proposal forms and bid specifications:

Material/Supply Contracts:

- Item 1 Water Meters and Reading Equipment
- Item 2A Water Treatment Chemicals: Commercial Liquid Aluminum Sulfate
- Item 2B Water Treatment Chemicals: Liquid Ammonium Sulfate
- Item 2C Water Treatment Chemicals: Potassium Permanganate
- Item 2D Water Treatment Chemicals: Potassium Hydroxide
- Item 2E Water Treatment Chemicals: Sodium Hypochlorite Bleach 12%-15%
- Item 2F Water Treatment Chemicals: Hydrated Lime
- Item 3 Water Distribution Materials and Supplies
- Item 4A Bulk Highway Materials: Stone Dust/Stone Screenings
- Item 4B Bulk Highway Materials: Pea Stone/Crushed Stone
- Item 4C Bulk Highway Materials: Sand Borrow
- Item 4D Bulk Highway Materials: Loam Borrow
- Item 4E Bulk Highway Materials: Reclaimed Asphalt Borrow

Service Contracts:

- Item 5 Hauling and Disposal of Construction and Demolition Debris and Bulky Furniture
- Item 6 Equipment Rental with and without Operator
- Item 7 Catch Basin Cleaning
- Item 8 Trash Barrel Service
- Item 9 Pavement Markings

Sealed bids properly marked as identified in the bid specifications 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 May 28, 2020 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 (where indicated in the bid specification), 5% Bid Bond (where indicated in the bid specification), Tax Compliance Certificate, and Bidder's Qualification Form. Prequalification from MassDOT for Item 9: Pavement Markings is required.

Specifications and proposal forms may viewed and/or downloaded from the Hanover DPW website, <https://www.hanover-ma.gov/public-works/pages/open-bids-and-bid-results>. Documents will be available after 12:00 PM on May 6, 2020. Hardcopies of bid packages can be made available at the Hanover Department Works with an advance request through 781-826-3189.

All materials will meet all applicable standards as identified in the respective bid specifications including those of the Massachusetts Department of Transportation (MassDOT) and American Water Works Association.

All bids must be submitted on the bid forms supplied. All bid forms must be either typewritten or written in ink. All signatures must be in ink.

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.

DEPUTY SUPERINTENDENT OF PUBLIC WORKS

Kurt P. Kelley

Town of Hanover – Department of Public Works
Specifications for Annual Bid for Trash Barrel Services
Various Facilities

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 trash barrel services in quantities as estimated on the attached bid sheet, more or less, as ordered, at various Town facilities in accordance with the following specification during the period of July 1, 2020 through June 30, 2021, with options to extend the contract for two additional years
2. Sealed bids marked on the outside of the envelope “Bid for Trash Barrel Services” 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 May 28, 2020 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 6, 2020. 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. Trash Barrel Services: The Contractor will be responsible for supplying and twice a week emptying/servicing between ten (10) and twenty (20) 96-gallon trash barrels distributed at the following facilities. The Town of Hanover will determine the exact number and location of barrels to be placed upon award of the contract:

Facility Name	Street/Location
Forge Pond Park	King Street
Ceurvels Field	Myrtle Street
B. Everett Hall Field	Hanover Street
Luddam’s Ford Park	Elm Street
Ellis Field	Circuit Street

2. Barrels shall be emptied twice a week on a regular schedule. The Town reserves the right to scale back the service at any facility and reduce the overall months of service, and thus monthly service cost, with written notice to the contractor.
3. Barrels shall be kept in good working order and shall be free of advertisements. When possible, barrels shall be secured/fixed with chain and locks, or other acceptable methods, to prevent blow-overs and/or unauthorized moving. A key for any locks used shall be provided to the Department of Public Works.
4. The Town reserves the right to spot check the contractor’s work to ensure specification compliance. Areas not properly serviced shall be immediately re-serviced upon request from the Town
5. 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.

6. The Town reserves the right to perform additional trash removal services on an as needed basis with its own personnel and equipment to meet the needs of the facilities.
7. The physical location of all barrels within a facility shall be determined by the Director of Public Works or his designee upon award of the contract

III. Pricing Structure and Rule for Award

1. Bidders shall quote a monthly price per barrel. The Town of Hanover estimates the need for 10-20 barrels distributed among the five identified facilities.
2. The contract will be awarded to the responsible and responsive bidder who offers the lowest price per barrel.
3. The exact number and location of barrels will be determined by the Town of Hanover upon award of the contract. The Town reserves the right to scale back the frequency and/or months of service and shall only be charged for the months actually serviced.

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. Options to Renew

1. The Town of Hanover shall have the sole option to renew this contract for two additional one-year periods. This option shall be exercised in writing. For option year 1 (July 1, 2021 – June 30, 2022), this renewal shall be exercised between 3/1/2021 and 6/15/2021. For option year 2 (July 1, 2022 – June 30, 2023), this renewal option shall be exercised between 3/1/2022 and 6/15/2022. Should the Town exercise its renewal option, we will entertain reasonable price adjustments.

VI. 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.

VII. Bid Form

1. The undersigned hereby proposes to the Town of Hanover and agrees to perform trash barrel 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, 2020 through June 30, 2021, with options to extend the contract for two additional years.

Item	Bid Price
Monthly Price Per Barrel (estimated 10-20 barrels):	\$

The above price is for the period July 1, 2020 through June 30, 2021 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 May 28, 2020 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?

Page 2 Bidder's Qualification Form

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



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

Prevailing Wage Rates

**As determined by the Director under the provisions of the
Massachusetts General Laws, Chapter 149, Sections 26 to 27H**

ROSALIN ACOSTA
Secretary

MICHAEL FLANAGAN
Interim Director

Awarding Authority: Town of Hanover DPW

Contract Number:

City/Town: HANOVER

Description of Work: Labor & Service to maintain & empty Trash Barrels at Public Parks/Lands in Hanover, MA.

Job Location: Hanover, MA

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

- This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the "Wage Request Number" on all pages of this schedule.
- An Awarding Authority must request an updated wage schedule from the Department of Labor Standards ("DLS") if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule. For CM AT RISK projects (bid pursuant to G.L. c.149A), the earlier of: (a) the execution date of the GMP Amendment, or (b) the bid for the first construction scope of work must be within 90-days of the wage schedule issuance date.
- The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. The wage schedule shall be made a part of the contract awarded for the project. The wage schedule must be posted in a conspicuous place at the work site for the life of the project in accordance with M.G.L. c. 149 § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project whether they are employed by the prime contractor, a filed sub-bidder, or any sub-contractor.
- All apprentices working on the project are required to be registered with the Massachusetts Department of Labor Standards, Division of Apprentice Standards (DLS/DAS). Apprentice must keep his/her apprentice identification card on his/her person during all work hours on the project. An apprentice registered with DAS may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **Any apprentice not registered with DLS/DAS regardless of whether or not they are registered with any other federal, state, local, or private agency must be paid the journeyworker's rate for the trade.**
- The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule. Awarding authorities are required to request these updates no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. For multi-year CM AT RISK projects, awarding authority must request an annual update no later than two weeks before the anniversary date, determined as the earlier of: (a) the execution date of the GMP Amendment, or (b) the execution date of the first amendment to permit procurement of construction services. Contractors are required to obtain the wage schedules from awarding authorities, and to pay no less than these rates to covered workers. The annual update requirement is not applicable to 27F "rental of equipment" contracts.
- Every contractor or subcontractor which performs construction work on the project is required to submit weekly payroll reports and a Statement of Compliance directly to the awarding authority by mail or email and keep them on file for three years. Each weekly payroll report must contain: the employee's name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. A sample of a payroll reporting form may be obtained at <http://www.mass.gov/dols/pw>.
- Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
- Employees not receiving the prevailing wage rate set forth on the wage schedule may report the violation to the Fair Labor Division of the office of the Attorney General at (617) 727-3465.
- Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and criminal penalties.

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
Trash/Recycle						
Laborer / Driver	07/01/2019	\$27.00	\$12.31	\$0.00	\$0.00	\$39.31
<i>{Teamsters 25-Capital Waste/MOU</i>	07/01/2020	\$27.50	\$12.81	\$0.00	\$0.00	\$40.31
	07/01/2021	\$28.00	\$13.31	\$0.00	\$0.00	\$41.31
	07/01/2022	\$28.50	\$13.81	\$0.00	\$0.00	\$42.31
	07/01/2023	\$29.50	\$14.31	\$0.00	\$0.00	\$43.81

Additional Apprentice Information:

Minimum wage rates for apprentices employed on public works projects are listed above as a percentage of the pre-determined hourly wage rate established by the Commissioner under the provisions of the M.G.L. c. 149, ss. 26-27D. Apprentice ratios are established by the Division of Apprenticeship Training pursuant to M.G.L. c. 23, ss. 11E-11L.

All apprentices must be registered with the Division of Apprenticeship Training in accordance with M.G.L. c. 23, ss. 11E-11L.

All steps are six months (1000 hours.)

Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof, unless otherwise specified.

** Multiple ratios are listed in the comment field.

*** APP to JM; 1:1, 2:2, 2:3, 3:4, 4:4, 4:5, 4:6, 5:7, 6:7, 6:8, 6:9, 7:10, 8:10, 8:11, 8:12, 9:13, 10:13, 10:14, etc.

**** APP to JM; 1:1, 1:2, 2:3, 2:4, 3:5, 4:6, 4:7, 5:8, 6:9, 6:10, 7:11, 8:12, 8:13, 9:14, 10:15, 10:16, etc.