

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, 2022 through June 30, 2023, 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 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. **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.

Hanover Annual Bids Item 8: Trash Barrel Services

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, 2023 – June 30, 2024), this renewal shall be exercised between 3/1/2023 and 6/15/2023. For option year 2 (July 1, 2024 – June 30, 2025), this renewal option shall be exercised between 3/1/2024 and 6/15/2024. 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, 2022 through June 30, 2023, with options to extend the contract for two additional years.

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

The above price is for the period July 1, 2022 through June 30, 2023 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?

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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