

**Invitation for Bid (BID) Interest Form
BID Form #1**

Instructions: *If your firm/company is interested in responding to this BID, then BID Form #1 MUST be submitted to the Office of Financial Services immediately following download.* This form is crucial in providing pertinent company information for bidder's list tracking and distribution of any potential addendum.

Awarding Authority:	<i>City of Brockton / Brockton Public Schools</i>
Contract / Bid Number:	<i>2280-0031</i>
Name of Bid:	<i>FY2022 MOVING SERVICE</i>

Fax this BID Interest #1 Form to:

Brockton Public Schools / Office of Financial Services
Fax: 508-580-7587

By submitting this *BID Interest Form* the below identified firm is expressing its interest in the above-referenced public bidding project and is requesting that it be added to the list of firms that will receive any addenda to the *BID* that might occur. ***The Awarding Authority assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this BID due to the firm's failure to submit a BID Interest Form as directed above or for any other reason.***

Company Name:	
Company Address:	
City/Town, State & Zip:	
Company Telephone #:	
Company Fax #:	
Company Contact Person/Title:	
Contact Person Email Address:	
Date Submitted:	

By: _____
(Signature of Authorized Representative)

December 17, 2021

Ladies and Gentlemen:

Due to the ongoing COVID-19 Pandemic and State of Emergency, on March 12, 2020, Governor Baker issued an Executive Order Temporarily Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A sec. 20. Pursuant to the Order, public bodies are temporarily relieved from the Open Meeting Law's requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means."

This meeting will be held and will be accessible to the public via Brockton Community Access, Brockton Public Schools website, www.bpsma.org, YouTube and Comcast channel 12

The public can access this meeting via this link: www.youtube.com/TheBrocktonChannel

Bids for **FY2022 MOVING SERVICE** will be received by the Office of Financial Services that you may bid if you are interested.

Bid envelopes should be marked, **“SEALED BID – FY2022 MOVING SERVICE – BROCKTON PUBLIC SCHOOLS, BROCKTON, MASSACHUSETTS.”**

The sealed bids will be opened and publicly read on **TUESDAY, JANUARY 4, 2022 AT 10:00 a.m. E.S.T.** at the office of Aldo E. Petronio, Chief Financial Officer, 43 Crescent Street, 1st floor, Brockton, Massachusetts 02301.

PLEASE BE ADVISED THAT THE AWARD OF CONTRACTS BY THE BROCKTON SCHOOL COMMITTEE FOR ANY ITEM(S) LISTED HEREIN IS CONTINGENT UPON APPROPRIATE FUNDING BY THE BROCKTON CITY COUNCIL FOR THE SCHOOL DEPARTMENT'S FY2022 BUDGET.

Sincerely,

Aldo E. Petronio
Chief Financial Officer

AEP:mjb

FY2022 MOVING SERVICE
SPECIFICATIONS FOR BROCKTON PUBLIC SCHOOLS

BROCKTON, MASSACHUSETTS

CONTRACT / BID NUMBER: 2280-0031

Honorable Mayor Robert F. Sullivan
City of Brockton
Brockton, Massachusetts

Michael P. Thomas
Superintendent of Schools
Secretary of School Committee
Brockton, Massachusetts

ADVERTISING DATE:

Brockton Enterprise
Commbuys
FRIDAY, DECEMBER 17, 2021

BID OPENING DATE:

TUESDAY, JANUARY 4, 2022
10:00 a.m. E.D.S.T

**BROCKTON PUBLIC SCHOOLS
BROCKTON, MASSACHUSETTS
Aldo E. Petronio, Chief Financial Officer
Office of Financial Services
43 Crescent Street
Brockton, Massachusetts 02301**

PROPOSAL

Sealed bids for the **FY2022 MOVING SERVICE** will be received by the Office of Financial Services, 43 Crescent Street, Brockton, Massachusetts, until **10:00 a.m. E.S.T., TUESDAY, JANUARY 4, 2022**, and be publicly opened and read at that time.

All bidding procedures shall be in strict accordance with **Chapter 30B of the General Laws Section I through 25, inclusive.**

The awarding authority reserves the right to reject any or all bids and to waive any informalities in the bidding if it be in the public interest to do so, provided such rejection of waiver be in conformance with Sections I to 25, inclusive of Chapter 30B of the General Laws as adopted.

INFORMATION FOR BIDDERS

1. Specifications are available after **1:00 p.m., on FRIDAY, DECEMBER 17, 2021.**
2. Bid forms are available on our website. The hyperlink is <http://www.bpsma.org/departments/purchasing/2022-bids>. Should you require a paper copy you may contact our office.
3. Bids will be publicly opened and read at the Office of Financial Services, 43 Crescent Street, Brockton, Massachusetts, at **10:00 a.m. E.S.T., TUESDAY, JANUARY 4, 2022.**
4. All bids received after this date and time will be rejected.
5. All bids/proposals must be submitted in sealed envelopes, bearing on the outside the name of the bidder/offerer, his address, and the name of the bid for which the bid/proposal is submitted.
6. All successful bidders of corporations which are located outside the confines of the Commonwealth of Massachusetts must be registered with the Secretary of the Commonwealth of Massachusetts as a Foreign Corporation to do business in the Commonwealth of Massachusetts prior to the awarding of the bid.
7. Double check all prices submitted. Awards that are based on unit prices that are submitted by a vendor in error will be considered as a firm bid by the School Department. "Adjustments" may not be made after the bid opening to correct such errors. Failure to honor bid prices even the error may place the bidder in jeopardy for future bids.
8. The contract, or any part of it, may not be transferred or assigned to another company or individual without the consent of the School Department.

- a. These bids shall contain firm prices and shall not be withdrawn for a period of **forty-five (45) days** subsequent to the opening thereof, without the consent of the School Department.
 - b. No bids will be acceptable unless properly made out on the enclosed bid forms, and signed by the bidder. All bids must be legible, either typewritten or in ink. Pages with **BID FORM INDICATED AT THE BOTTOM MUST BE RETURNED.**
 - c. Each item bid must be clearly identified by manufacturer's name.
9. Action on the award of bids/proposals will be taken within approximately thirty (30) days after the opening of the bid/proposal.
10. Contracts will be in force from January 18, 2022 until June 30, 2022.
11. The ability of the bidder/offeror to furnish **FY2022 MOVING SERVICE** promptly and professionally as required by the Brockton Public Schools shall be heavily weighed. Past record of failure to comply with this aspect of the business procedure will lead to rejection of the bidder / offeror as not responsible to the needs of the City of Brockton. A responsible bidder has the capability to perform the contract requirements and the integrity and reliability which assures good faith performance.
12. Allow adequate time for mail delivery of bids/proposals and for delivery by overnight express services.
13. **PAYMENTS:** The successful bidder/offeror must comply with the following billing procedures: Invoices shall be submitted in triplicate (one copy shall be marked ("ORIGINAL") unless otherwise specified and shall contain the following information: Contract or service number, or services.
- Three (3) legible copies of invoices must be submitted to:
- Brockton Public Schools
Accounts Payable Office
43 Crescent Street
Brockton, Massachusetts 02301
Attn.: Janet Landerholm
14. Questions regarding any item should be directed to:
- Brockton Public Schools
43 Crescent Street
Brockton, Massachusetts 02301
Attn.: Dr. Jim Cobbs
jamescobbs@bpsma.org
15. Prices not holding for the contract year should be noted in writing in the bid.
16. The City of Brockton is an Affirmative Action/Equal Opportunity/Title IX employer.

VENDOR TAX CERTIFICATE

I certify, under the pains and penalties of perjury, that to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required under the law.

For use by CORPORATIONS ONLY:

PROPER CORPORATE NAME

SIGNATURE OF AUTHORIZED CORPORATE OFFICER

FEDERAL IDENTIFICATION NUMBER (FEIN)

For use by INDIVIDUALS OR COMPANIES OTHER THAN CORPORATIONS ONLY:

SIGNATURE OF INDIVIDUAL *

SOCIAL SECURITY NUMBER **

*Approval of contract or other agreement will not be granted unless this certification clause is signed by applicant.

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing/payment obligations.

CERTIFICATE OF CORPORATE VOTE

I, _____; clerk/officer of _____ hereby notify that at a meeting of the Board of Directors/Officials of said corporation/company, held on _____ the following vote was passed:

Vote to authorizing _____ to sign in behalf of the corporation/company with the City of Brockton for _____.

Signature of Clerk/Officer

*** PLEASE ATTACH COPY OF OFFICIAL CERTIFICATE OF CORPORATE VOTE**

BID FORM
(Must be submitted)

AFFIDAVIT OF CLERK OF CORPORATION VENDOR
(To be signed and completed by Clerk)

I, _____, certify as follows:
(Print full name of Clerk)

1. I am the Clerk of _____ (print exact name of corporation) which is duly organized and incorporated under the laws of the Commonwealth of Massachusetts (or State of _____) and is/is not (circle one) duly registered to do business in the Commonwealth of Massachusetts with a principal place of business at _____.

2. That the names, residential addresses and title officers of the above named corporation are as follows:

President Address

Vice President Address

Treasurer Address

Resident/Registered Agent Address

3. That the above named corporation was incorporated on _____.
4. The federal tax identification number of said corporation is _____.
5. That the above named corporation is in good standing with the Secretary of the Commonwealth of Massachusetts or the State of _____ (if incorporated under the laws of a foreign State) and has filed all federal and state tax returns and paid all federal, state and/or local taxes required under law.
6. _____ is authorized to sign contract/agreements on behalf of _____ pursuant to a vote of the Board of Directors/Officers on _____.
7. I, on behalf of the within corporation, do hereby acknowledge that by this contract, this corporation is transacting business within the Commonwealth of Massachusetts as defined by M.G.L. Chapter 223 A, Section 1, et seq. And is subject to the jurisdiction of its courts. (Pertaining to Non-Massachusetts Corporations Only.)

SIGNED under the pains and penalties of perjury this _____ day of _____, 20____.

Signature of Clerk of Corporation

BID FORM
(Must be submitted)

VENDOR REGISTRATION FORM

TO BE COMPLETED BY ALL VENDORS:

TYPED/PRINTED NAME AND TITLE: _____

SIGNATURE: _____ DATE: _____

PROPER LEGAL NAME OF BUSINESS ENTITY: _____

FEIN or SOCIAL SECURITY NUMBER if FEIN is N/A: _____

BUSINESS ADDRESS, CITY, STATE, ZIP: _____

TELEPHONE NO: _____ FAX NO: _____

IF CORPORATION:

1. GIVE YOUR CORRECT CORPORATE NAME:

2. STATE AND DATE OF INCORPORATION:

3. IF FOREIGN CORPORATION, GIVE MASSACHUSETTS REGISTRATION DATE:

IF FOREIGN BUSINESS ENTITY TRANSACTING BUSINESS IN MA, GIVE NAME/ADDRESS OF RESIDENT/REGISTERED AGENT IN MA (REQUIRED):

IF COMPANY, GIVE the OWNER'S NAME AND TITLE:

IF PARTNERSHIP, GIVE NAMES AND ADDRESSES OF PARTNERS:

IF TRUST OR LEGAL ENTITY, GIVE NAMES AND ADDRESSES OF TRUST OR LEGAL ENTITY:

MINORITY/WOMEN BUSINESS CLASSIFICATION STATEMENT

1. Our firm is principally (more than 50%) minority owned.

YES _____ NO _____

2. Our firm is principally (more than 50%) woman owned.

YES _____ NO _____

3. Our firm is registered with S.O.M.B.A. (State Office of Minority & Business Assistance)

YES ___ NO ___

SOMWBA CERTIFICATION CATEGORY: ___ / MBE ___ WBE ___

BID FORM
(Must be submitted)

Attestation Clause

Under Chapter 233, Section 35 of the Acts of 1983, political subdivisions and agencies of the Commonwealth must annually furnish to the Commissioner of Revenue a list of all persons who have provided goods, services or real estate space in the aggregate of five thousand dollars (\$5,000.00) or more. Chapter 233 of the Acts of 1983, Sections 35 and 36 require that each provider or vendor of goods and services to any municipal agency must attest that it/he is in compliance of all laws relating to taxes. The Attestation must occur at the time of issuing, renewing, or extending a license, contract or agreement. Any person/company failing to execute this Attestation Clause shall not be allowed to obtain, renew or extend a license, contract or agreement. Each successful bidder shall certify that he is in compliance with Chapter 233 by providing a Social Security Number or Federal Identification Number when a contract is issued.

VENDOR/COMPANY: _____

AUTHORIZED SIGNATURE: _____

TYPED/PRINTED NAME AND TITLE: _____

Certificate of Non-Collusion and Certificate of Bona Fide Bid

As per Chapter 30B, Section 10, any person submitting a bid for the procurement or disposal of supplies or services to any governmental body shall certify in writing, on the bid, as follows:

The undersigned certifies under the penalty 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.

VENDOR/COMPANY: _____

AUTHORIZED SIGNATURE: _____

Assurance of Non-Discrimination Compliance

Vendor does not subject employees or applicants for employment by this firm to discrimination on the basis of race, color, national origin, handicap, age or sex, in any of the following areas:

1. Recruitment, hiring, upgrading, promotion, whether for full-time employment, consideration for demotion, transfer, layoff, or rehiring.
2. Rates of pay or any other form of compensation and changes in compensation.
3. Job assignments and seniority status.
4. Granting and returning from leaves of absence, leave for pregnancy, or any other leave.
5. Fringe benefits available by virtue of employment, whether or not administered by the recipient.
6. Selection and financial support for training, including apprenticeship, professional meetings, conferences and other related activities, selection for tuition assistance, and selection for sabbaticals and leaves of absence to pursue training.
7. Employer-sponsored activities, including social or recreational programs.
8. Any other term, condition, or privilege of employment.

VENDOR/COMPANY: _____

AUTHORIZED SIGNATURE/TITLE/DATE: _____

ADDRESS AND TELEPHONE: _____

BID FORM
(Must be submitted)

Certificate of Insurance
(Service Contracts Only*)

As successful bidder on this Contract, you must supply the City of Brockton with a properly endorsed CERTIFICATE OF INSURANCE. Both the City of Brockton and the Vendor shall be named as co-insured/additional insured and the City shall be named certificate holder, and certificates of insurance shall be furnished to both parties. Reporting of accidents and claims shall be done by the Vendor. This Certificate MUST accompany the Contract. Unless otherwise provided for by the Contract, Vendor shall meet the following insurance requirements:

WORKERS' COMPENSATION: The Vendor, before commencing performance of the work required to be done under the Contract, shall provide for the payment of compensation, provided by the General Laws (ter. Ed.) Chapter 152 as amended to all persons to be employed by him/her in connection with said performance and shall continue in full force throughout the period of this Contract.

PUBLIC LIABILITY: Within fifteen (15) days after the award of this Contract the Vendor shall, at his/her own expense, procure and maintain insurance for Public Liability in the minimum amount of \$500,000/\$1,000,000 and Property Damage Liability in the minimum amount of \$50,000/\$100,000.

The policies shall contain a provision worded as follows: "The Insurance Company waives any right to subrogation against the City of Brockton which may arise by reason on any payments under this policy."

The policy/policies must contain on the face a notation that it/they cannot be cancelled without at least thirty (30) days notice in writing to the City as owner.

Furthermore, the certificates of all policies shall provide for notice of cancellation of the Contracting officer and the certificates shall indicate that the above provisions have been included.

***DESIGN/CONSULTING SERVICES, PLEASE PROVIDE PROOF OF PROFESSIONAL LIABILITY INSURANCE.**

AUTHORIZED SIGNATURE: _____

Indemnification and Release

The Vendor shall indemnify and hold the City of Brockton harmless from any and all acts & omissions arising out of this contract by the Vendor, its agents, employees or representatives. Furthermore the term Vendor shall include the aforementioned wherever stated in the Contract.

Further, the Vendor shall indemnify and hold harmless the City of Brockton against any/all suits, claims, actions, costs or damages to which the City may be subject to by reason of damages to the property or person of anyone, arising or resulting from fault, negligence, or wrongful omissions by the Vendor. Said indemnification and hold harmless should apply in any event that a claim is brought against the City of Brockton for said acts caused by others.

The Vendor, their agent(s), representatives or employees shall release and hold the City of Brockton harmless for any injury to themselves, corporate officers, agents, representatives or employees in connection with the performance or omission of this Contract or any related sub-contract thereof.

AUTHORIZED SIGNATURE: _____

BID FORM
(Must be submitted)

DEVIATION SHEET

All deviations and/or substitutions from the original specified items (or equal) must be noted in writing on the Deviation Sheet. Additional pages may be used if necessary. These items shall be approved by the lead department for compatibility, workmanship, and functionality before award of contract.

PLEASE LIST BELOW:

COMPANY: _____

TYPED NAME: _____

SIGNATURE: _____

TITLE: _____

BID FORM
(Must be submitted)

VENDOR WORK HISTORY

A. The undersigned proposes to supply the **FY2022 MOVING SERVICE Brockton Public Schools.**

B. 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 specifications.

1. Have been in business under present business name for _____ years.
2. Are you fully licensed to do business under this contract? _____
3. Do you comply with all ordinances and regulations mandated by M.G.L. and the community in which you are located? _____
4. Ever fail to complete any work awarded? _____
5. Have you been involved in litigation in the past five (5) years? _____
6. List at least three (3) state, local or private companies and/or organizations which you have served recently of similar character as required for the above-mentioned.

<u>LOCATION</u>	<u>PHONE #</u>	<u>DATE</u>	<u>DESCRIPTION OF WORK</u>
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1. _____
2. _____
3. _____

C. Bidders shall indicate firm date of delivery on receipt of contract and subsequent purchase order form the City of Brockton.

DELIVERY DATE: _____

COMPANY: _____

TYPED NAME: _____

SIGNATURE: _____

TITLE: _____

D. Bidders shall note that this bid reflects all changes in addendum/amendment numbers:

BID FORM
(Must be submitted)

Debarment Certification

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non-procurement programs from the Commonwealth of Massachusetts, the US Federal Government, and/or the City of Brockton. "Principal" means supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Chief Procurement Officer of the City of Brockton at any time during the period of the contract or prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the firm or its officers. This certification is a material representation of fact upon which reliance will be placed when making the proposal award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Brockton, the contract will be cancelled and the proposal award revoked.

Firm Name _____

Address _____

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-mail address _____

Signed by Authorized Firm Representative:

Print Name _____

Date _____

BID FORM
(Must be submitted)

BROCKTON PUBLIC SCHOOLS FY2022 MOVING SERVICE SCHOOL BID

<u>Item No.</u>	<u>Description of Services</u>	<u>Hourly Rate per Person</u>
1.	Moving of school furniture and school equipment within the Brockton Public Schools Note: If applicable all hourly service rates are to reflect the incorporation of State prevailing wage requirements.	\$_____
2.	Number of workers for item number 1.	_____
3.	Total cost for item number 1 times item number 2.	\$_____
4.	Travel charge(s) —The City of Brockton/School Department will not pay any invoices which include travel charges, mileage, truck charge(s), or any other associated costs. There shall be no exceptions.	

**BID FORM
(Must be submitted)**