



CITY OF GREENFIELD, a/k/a TOWN OF GREENFIELD
GREENFIELD, MASSACHUSETTS

RFQ TITLE: NEWTON SCHOOL
 MODULAR BUILDING REPLACEMENT

RFP #: 15-18

Date of Issuance: May 20, 2015 10:00 a.m.

Deadline for Receipt
Of Bids: June 15, 2015 2:00 p.m.

Submit to: Purchasing Department
 Office of the Mayor
 City of Greenfield
 14 Court Square
 Greenfield, Ma 01301

Contact: Lane Kelly
 Chief Procurement Officer
 City of Greenfield
 14 Court Square
 Greenfield, MA 01301
 1-413-772-1567 ext. 102
 purchasing@greenfield-ma.gov

Advertisement for Bidders

**City of Greenfield
Office of the Mayor
14 Court Square
Greenfield, MA 01301**

The Town of Greenfield invites qualified individuals or suppliers to submit proposals for the replacement and installation of a modular classroom building suitable for 2 classrooms for use at the Newton Elementary School, 70 Shelburne Road, Greenfield, MA. The scope of work includes delivery, assembly, installation and all connecting services required to complete and deliver the modular classrooms ready for use and occupancy, including all site and utility work as well as foundation, blocks and/or pylons, and all work necessary to remove the existing modular classrooms.

This request for proposals is issued in accordance with and is subject to MGL c.149, §44E, Procurement of Modular Buildings. Any site work (construction of foundations, attachment to utilities, assembly, or installation of the building) falls under the prevailing wage law as required under M.G.L. c.149.

As of 10:00 a.m. on Wednesday, May 20, 2015, copies of the bid documents may be obtained from the City of Greenfield website at www.Greenfield-ma.gov under “Departments”, “Purchasing”, “Active Bids/RFQ/RFP” or electronically from the Purchasing Department of the City of Greenfield at purchasing@greenfield-ma.gov or by calling A. LaBonté at 772-1560 x-6136.

Bids must be received by 2:00 p.m. on Monday, June 15, 2015. Pricing and non-pricing proposals must be submitted in separate envelopes sealed and clearly marked “Price Proposal for 15-18 Modular Classroom Building” and “Non-price Proposal for “15-18 Modular Classroom Building”. They should be addressed to the Office of the Mayor, 14 Court Square, Greenfield, MA 01301 and endorsed “#15-18 Modular Classroom Building”.

A pre-bid site visit is scheduled for Thursday, May 28, 2015 at 9:45 a.m. at 70 Shelburne Road.

Lane Kelly
Procurement Officer
City of Greenfield
14 Court Square
Greenfield, MA 01301
1-413-772-1567 ext. 6172

REQUEST FOR PROPOSALS TOWN OF GREENFIELD MODULAR CLASSROOM BUILDING

The Town of Greenfield invites qualified individuals or suppliers to submit proposals for the replacement and installation of a modular classroom building suitable for 2 classrooms for use at the Newton Elementary School, 70 Shelburne Road, Greenfield, MA. The scope of work includes delivery, assembly, installation and all connecting services required to complete and deliver the modular classrooms ready for use and occupancy, including all site and utility work as well as foundation, blocks and/or pylons, and all work necessary to remove the existing modular classrooms.

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS.

1. Bid documents can be obtained from the Mayor's Office, Town of Greenfield, 14 Court Square, Greenfield, MA 01301 as of **10:00 AM, May 20, 2015**. Copies of the bid documents may also be obtained from the City of Greenfield website at www.Greenfield-ma.gov under "Departments", "Purchasing", "Active Bids/RFQ/RFP" or electronically from the Purchasing Department of the City of Greenfield at purchasing@greenfield-ma.gov or by calling A. LaBonté at 772-1560 x-6136.

Proposals will be accepted until **2:00 PM, June 15, 2015** at which time the register of proposals will be prepared. Pursuant to MGL c.149, §44E, the proposals will be kept confidential until the evaluation process is complete.

2. Price and non-price (technical) proposals must be submitted in separate envelopes that are sealed and clearly marked:
 - *Price Proposal for Modular Classroom Building, Project # 15-18.*
 - *Non-Price Proposal for Modular Classroom Building, Project # 15-18.*
3. Award date. Award will be made within seven (7) days after bid opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All proposals submitted shall be valid for a minimum period of forty-five (45) calendar days following the date established for acceptance.
4. If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed or faxed to all proposers on record as having requested the RFP.
5. Questions concerning this RFP must be submitted in writing to: M.L. Kelly, Chief Procurement Officer, 14 Court Square, Greenfield, MA 02554 before **5:00 PM, June 10, 2015**. Questions may be delivered, mailed or emailed to purchasing@Greenfield-ma.gov. Written responses will be mailed or emailed to all proposers on record as having requested the RFP.
6. Proposals may be modified, corrected or withdrawn only by written

correspondence received by the Town of Greenfield prior to the time and date set for the bid opening. Any modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___" and must reference the original RFP.

7. After the proposal opening, a proposer may not change any provision of the bid in a manner prejudicial to the interests of the Town of Greenfield or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended bid, and the proposer will be notified in writing; the proposer may not withdraw the bid. A proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal, but the intended correct proposal is not similarly evident.
8. The Town of Greenfield reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in its best interest.
9. Responders must be willing to enter into the Town of Greenfield's standard form of contract.
10. The Town of Greenfield will not be responsible for any expenses incurred in preparing and submitting proposals. All proposals shall become the property of the Town of Greenfield.
11. The bid, and any subsequent contract for the services, is hereby issued in accordance with applicable Massachusetts General Laws. The selected proposer shall be expected to comply with all applicable state and federal laws in performance of service.
12. Proposals received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified. Any proposals received after the advertised date and time for opening will be returned to the responder unopened.
13. Purchases by the Town of Greenfield are exempt from federal, state and municipal sales and/or excise taxes.
14. The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the bid response. The bid must be signed by the authorized individual(s).
15. Unexpected closures. If, at the time of the scheduled bid opening, the Town of Greenfield is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the bid opening will be postponed until 12:00 PM on the next normal business day. Proposals will be accepted until that date and time.

16. The Town of Greenfield is an Affirmative Action/Equal Opportunity Employer. Town of Greenfield encourages proposals from qualified MBE/DBE/WBE firms.
17. Bidders must submit a five percent (5%) bid deposit with their bids. The bid deposit may be in the form of a certified, treasurer's or cashier's check from a responsible bank or trust company payable to the Town of Greenfield or a bid bond from a surety company.
18. The winning bidder or Contractor must furnish a payment bond and a performance bond from a surety company in the amount of at least 100% of the contract price to guarantee payment to materials suppliers and/or subcontractors in the event the general contractor fails to pay the material suppliers and/or subcontractors.
19. For work done at the site, wages are subject to minimum wage rates pursuant MGL c.149, §26-27D inclusive.
20. All proposals are subject to MGL c.149, §44E, and the appropriate sections of MGL c.30.
21. **PREVAILING WAGE** Pursuant to Massachusetts General Laws, chapter 149, sections 26 and 27, the Division of Occupational Safety (formerly the Department of Labor and Industries) has determined the Prevailing Wage Rates for this work. The enclosed rates apply only to this work. The Prevailing Wage shall become part of the contract signed between the successful bidder and the awarding authority or the contract is invalid. Prevailing Wages must be paid to all persons employed on the public works project, regardless of whether they are employed by the successful bidder or a subcontractor. The wage rates issued for each project shall be paid for the entire project.

Payroll records must be kept by the successful bidder for all persons employed on the project. A separate Statement of Compliance must be submitted to the Division of Occupational Safety by every employer, including all prime contractors and subcontractors, when its portion of the work is completed. The enclosed form entitled "Weekly Payroll Records Report and Statement of Compliance" clearly details these requirements. A certified payroll must be submitted to the Procurement office for each week work is performed for the Town under this contract.

22. Commencement of Work

After the contract is awarded and executed, the successful bidder shall be expected to commence work on the base bid immediately and proceed in a timely and efficient manner until project completion and acceptance.

23. **Contractor must comply with:** Chapter 306 of the Acts of 2004 § 1. (3) who shall certify that all employees to be employed at the worksite will have successfully

completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and (b) Any employee found on a worksite subject to this section without documentation of successful completion of a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration shall be subject to immediate removal. **SECTION 5** This act shall take effect on July 1, 2006.

II. SCOPE OF SERVICES

The scope of work includes delivery, assembly, installation and all connecting services required to complete and deliver the modular classrooms ready for use and occupancy, including all site and utility work including foundation, (blocks and/or pylons), and all work necessary to remove the existing modular classrooms. General contractor must submit a certificate of eligibility issued by DCAMM and an Update Statement as required by G.L.c.149, §44E, in the category of Modular/Prefab Construction.

1. REQUIREMENTS FOR MODULAR CLASSROOM BUILDING:

- Modular unit dimensions – Minimum of 60’L x 24’W (1440 SF) Must accommodate (2) elementary classrooms, x 22 children per room. Each classroom should have a storage closet and a small (8’x 10’) space partitioned for one-on-one space.
- Clear span building – no interior posts
- Exterior – Non-combustible exterior siding such as Hardi-plank or equivalent with add alternate for thin brick façade to match the main building.
- Roof- A slightly built-up roof (minimum 5-12) is preferred for the roof design
- Heating requirements –Heating is required. Natural gas is the fuel source.
- Building Code Requirements – Must meet all applicable state and local codes.
- Location – See Map. Location is adjacent to the Newton Elementary School.
- Access – A 25’ covered hallway connects the existing modular space to the main building. The building must connect with the existing hallway seamlessly.
- Restrooms – There are currently no restrooms and none are required in the new structure.
- Utilities – Must be equipped for lights and power terminating in 100 amp disconnect panel.
- Fire Alarm- Provide access point on unit.
- PA- Provide access point on unit.
- Data – Provide access point on unit
- Include all freight costs.

Other conditions – Any building, plumbing and electrical permits are the responsibility of the contractor. The Town of Greenfield will waive the building fee but electrical and plumbing permits will not be waived. All excess materials shall be properly disposed of

by the Contractor and site must be left in the same condition it was in prior to starting the work.

Transportation scheduling and costs are the sole responsibility of the contractor.

2. WORK SCHEDULE

No work on this project shall occur between the hours of 7:00 PM and 7:00 AM.

This project cannot begin before June 25, 2015 and preferably will be completed in the early fall of 2015. The Town expects the site work to be completed between June 25 and August 31, 2015. A roof replacement project is scheduled on the site during that time thus any site preparation must be coordinated with the roofing general contractor.

3. QUALITY REQUIREMENT

- Proposers must meet all requirements described in Section II and comply with all of the bid submission requirements listed in Section I.
- Contractor must be able to show proof of being in the modular building business under the same business name and business structure for a minimum period of five years.
- A list of references of at least five modular projects that have been completed within the past five (5) years with current contact person, current phone number and company or firm which the work was done.
- A list of references from the proposed manufacturer of at least five modular projects that have been provided within the past five (5) years with current contact person, current phone number and company or firm which the work was done.

III. PROPOSAL SUBMISSION REQUIREMENTS.

• NON-PRICE PROPOSAL REQUIREMENTS

The non-price submission for every proposal must consist of the following documents, and any proposal that does not contain all said documents will be rejected as non-responsive:

1. A current Certificate of Eligibility for Modular/Prefab Construction, DCAMMM Form CQ7 (Available from D.C.A.M.M., One Ashburton Place, Boston, MA 02108).
2. Contractor Eligibility Update Statement, Available from D.C.A.M.M., One Ashburton Place, Boston, MA 02108 (Also available from Town upon request.)
3. Certification by the State Board of Building Regulations and Standards, showing that the manufacturer of the modular buildings meets Massachusetts State Building Code requirements.

4. A set of detailed plans and specifications for the proposed modular buildings. Proposals must include all manufacturers' specifications governing the materials and equipment used in the modular buildings.
5. The complete terms of all warranties provided by the manufacturer or by the proposer relative to the design, manufacture and installation of the modular buildings, including both general warranties, and special warranties associated with particular components and equipment.
6. Certification that the proposer is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine of the general laws of the Commonwealth, or any other applicable debarment provisions. (The appropriate language is contained in the General Proposal Form).
7. Certification the proposer can furnish labor that can do work in concert with other elements of labor employed at the installation site.
8. Certification that the proposer is not included on the U. S. Comptroller General's Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standards Provisions. (Form Enclosed.)
9. Certification of non-collusion. (Form Enclosed.)
10. Attestation concerning compliance with State tax laws. (Form Enclosed.)
11. Certification of Non-Conflict of Interest. (Form Enclosed.)
12. Statement of compliance with registration requirements for foreign corporations. (Form Enclosed) including the certificate of compliance from the Secretary's Of State's Office in the Commonwealth.
13. Certification as to origin of manufacture of the modular units. (Form Enclosed.)
14. Certification on compliance with building codes, approval of plans by a licensed Third Party Inspection Agency, and compliance with said codes with no increase in price. (Form Enclosed.)
15. Letter of transmittal as to execution of the contract, and provision of bonds. (Form Enclosed.)
16. Certification that all work will be complete by a date certain as indicated by the

Proposer on The Certification of Date of Completion form within. The preferred date is fall, 2015. (Form Enclosed.)

17. A notarized disclosure of beneficial interest containing the true name and address of every firm, joint venture, corporation or person (as defined in G.L., c.30B, s.2) which has or will have direct or indirect interest in the contract. Disclose state of incorporation, if applicable, and if out-of-state corporation, the true name and address of its Massachusetts agent or representative. (Form Enclosed.)

- **PRICE PROPOSAL REQUIREMENTS**

The price submission for every proposal must consist of the following documents, and all certifications contained in Section III. Any proposal which does not contain all of these documents will be rejected as non-responsive:

A firm, fixed price which includes the furnishing of all materials, services, labor, performance and payment bonds, insurance, and all other costs incurred in the performance of the contract, and the same for any alternates, if any, signed by an officer authorized to bind the firm contractually. (The appropriate language is contained in the General Proposal Form, and appropriate execution of that form satisfies this requirement.) **Use the Price proposal Form, and no other. Do not add information not requested. Do not offer "options"**. Each proposal must be secured by an accompanying deposit of 5% of the total proposal amount, including all add alternates, if any, in the form of a certified, treasurer's or cashier's check issued by a responsible bank or trust company, or an original and dated Bid Bond payable to the Town of Greenfield, and issued by a surety company licensed by the Commonwealth's Division of Insurance, listed in the most recent United States Treasury Department Circular 570 - Surety Companies Acceptable on Federal Bonds, and acceptable to the Awarding Authority. The deposit must be included in the Price Proposal only. The minimum the Town will accept is a printed Bid Bond form with original signatures of the Principal and the Surety's authorized representative, and an original Power Of Attorney which, at a minimum, must include embossed impressions of the appropriate seals. The paragraph which indicates the Power of Attorney and Corporate Vote are still in effect **must be dated** on or just before the date of submission of the Request for Proposals.

PRICE & NON-PRICE PROPOSAL DOCUMENTS INDEX

1. PRICE PROPOSAL FORMS:

In addition to those items, plans and specifications required in the non-price proposals of this Request for Proposals, the following pages include forms and certifications that must be filed with the PRICE PROPOSAL. If any of these documents are not filed with the PRICE PROPOSAL, or are not completed and signed as indicated, the proposal may be rejected as non-responsive.

- (a) Form of General Proposal (Bid Form)
- (b) Bid Deposit Bond or Acceptable Check

2. NON-PRICE PROPOSAL FORMS & CERTIFICATIONS:

The following pages are the forms and certifications that must be filed with the **NON-PRICE PROPOSAL**. If any of these documents are not filed or are not completed and signed, the proposal may be rejected:

- DCAMM Form CQ7, Certificate of Eligibility
- DCAMM Form CQ3, Update Statement
- Bidder's Certification on debarment (attached)
- Non-Collusion Affidavit of Prime Bidder (attached)
- Attestation on State Taxes (attached)
- Certificate of Vote (for corporations) (attached)
- Certification of Non Conflict of Interest (attached)
- Certification of Compliance, Registration of Corporations (attached)
- Disclosure of Beneficial & Financial Interest (attached)
- Certification of Location of Manufacture of Modular Units (attached)
- Certification of Compliance with Building Codes (attached)
- Letter of Transmittal (Contract, Bonds) (attached)
- Guarantee of Completion of Work (attached)

IV. RULE FOR AWARD.

The Town will determine the most advantageous proposal from a responsible and responsive proposer, taking into consideration price and all evaluation criteria set forth in the RFP.

V. BASIS OF COMPENSATION.

The contract awarded will be a fixed price contract.

VI. EVALUATION CRITERIA

Proposals which meet all submission requirements will be evaluated and rated solely on the basis of the evaluation criteria contained in this section. In evaluating the proposals from responsive proposers, the Evaluators for the Town will assign ratings of HIGHLY ADVANTAGEOUS, ADVANTAGEOUS, or UNACCEPTABLE with respect to specific criterion as detailed below. A Composite Rating, derived from the ratings on the individual criterion, will be determined by the Evaluators for each proposal. Evaluators will rate the proposals without knowing the price.

EVALUATION PROCESS

The Chief Procurement Officer and/or its designee will evaluate proposals according to the quality requirements contained in this RFP. Submittals failing to comply with one or more of the quality requirements stated here shall be disqualified from further consideration.

Submittals that comply with the quality requirements will be further evaluated based on the comparative criteria detailed below. Each proposal will be assigned a rating for each comparative criterion and a composite rating.

A short list will be identified from the evaluation of comparative criteria and those firms may or may not be interviewed. The Town will rank these finalists. Price proposal will then be considered. The Town will negotiate a contract with the highest ranked finalist who proposes a price within the Town's budgeted amount. The Town reserves the right to reject any and all proposals if such rejection is in its best interest.

Objective: To determine the most advantageous proposal for providing, delivering, installing and in all other ways completing one modular building containing two classrooms ready for use.

Process: The Town will evaluate proposals submitted on the basis of the evaluation criteria set forth on the following pages in this request for proposals (RFP).

"Submission Requirements": Proposers who fail to meet with or comply with one or more of the "Submission Requirements" will be disqualified from further consideration.

"Evaluation Criteria": Proposals which fulfill all "submission requirements" will be evaluated on the basis of the "Evaluation Criteria" set forth below. A rating will be assigned to each of the criterion as indicated.

"Preference": All other things being equal, preference will be given first to modular units manufactured within the Commonwealth, and second to modular units manufactured outside the Commonwealth but within the United States. (MGL, c.149, §44E)

Price: The Town reserves the right to award the contract for a proposal which best meets the Town's needs, balancing proposal quality and price.

EVALUATION CRITERIA

All responsive proposals will be evaluated and rated on the basis of the following evaluation criteria. Vendors will be evaluated on the breadth and relevance of their experience and the demonstration of their understanding of the project. Based on the written proposals submitted a vendor will be selected with the highest rating according to the following criteria: All responsive and responsible non-price proposals will be evaluated and rated on the basis of the following evaluation criteria.

Proposer's qualifications to perform the work based on projects undertaken or completed following the most recent renewal of the DCAMM Certificate of Eligibility and an Update Statement.

1. Finished product quality and compliance with construction specifications

Highly advantageous: Performance on all projects completely complies with contract requirements.

Advantageous: Performance on most or all projects substantially complies with contract requirements.

Unacceptable: Performance on most projects does not substantially comply with contract requirements

2. Completion of project within budget

Highly Advantageous: Performance on all projects completely complies with contract requirements.

Advantageous: Performance on most or all projects substantially complies with contract requirements.

Unacceptable: Performance on most projects does not substantially comply with contract requirements.

3. Compliance with project schedule

Highly Advantageous: Performance on all projects completely complies with contract requirements.

Advantageous: Performance on most or all projects substantially complies with contract requirements.

Unacceptable: Performance on most projects does not substantially comply with contract requirements.

4. Compliance with all applicable building code requirements

Advantageous: Proposals which meet all building code requirements.

Unacceptable: Proposals which fail to meet any code requirement.

5. Compliance with all performance specifications as detailed in this solicitation.

Advantageous: Proposals which meet all performance specifications.

Unacceptable: Proposals which fail to meet any performance specification

6. Compliance with warranty specifications specified in this solicitation

Advantageous: Proposals which meet all warranty specifications.

Unacceptable: Proposals which fail to meet any warranty specifications.

General Proposal/Bid
Town of Greenfield
GREENFIELD, MASSACHUSETTS 01301

TO: Town of Greenfield, Town of Greenfield, 14 Court Square, Greenfield MA 01301

A. The Undersigned, certified to be an individual authorized to bind this proposer contractually, proposes to furnish all labor and materials required for the purchase of: _____sq. ft modular building for elementary classrooms. The scope of work includes delivery, assembly, installation and all connecting services required to complete and deliver the modular classrooms ready for use and occupancy in Greenfield, Massachusetts, including all site and utility work, foundation work and all work necessary to remove the existing modular units. The unit shall be substantially in accordance with the accompanying plans and specifications prepared by the undersigned for the contract price specified below, which I/we certify is a firm, fixed price which includes the furnishing of all transportation, materials, services, labor, performance and payment bonds, insurance, and all other costs incurred in the performance of the contract, including removal of the existing units..

B. This proposal includes addenda numbered and dated:

C. The proposed base contract price is:

In words: _____dollars and /100 cents

In figures: _____

D. The additional price for Alternate #1 for thin brick façade to match the main building is:

In words: _____dollars and /100 cents

In figures: \$ _____

E. The undersigned agrees that, if he/she is selected as general contractor, he/she will within ten days, Saturdays, Sundays and legal holidays excluded, after presentation therefore by the Town of Greenfield, execute a contract in accordance with the terms of this proposal and furnish a performance bond and also a labor and materials payment bond, each issued by a surety company licensed by the Commonwealth's Division of Insurance, listed in the most recent United States Treasury Department Circular 570 - Surety Companies Acceptable on Federal Bonds, and acceptable to the Awarding Authority, and each in the sum of the contract price, the premiums for which are to be paid by the contractor and are included in the contract price. The undersigned also agrees to provide within the same time evidence of insurance as required in the Request for Proposals. The undersigned understands that payments after the first fiscal year of the resulting contract are subject to appropriation,

F. The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he/she will comply fully with all laws and regulations applicable to awards made subject to §44E of C.149 of the General Laws.

G. The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated there under.

H. The undersigned understands that wages for all work, except the design, delivery and manufacture of modular units, are subject to sections twenty-six to twenty-seven D of the general laws of the Commonwealth as included in the solicitation and incorporated herein by reference, and certifies that he/she will pay said wages throughout the life of the contract, file certified payrolls with the appropriate agencies of the Commonwealth, and file a copy of same on a weekly basis with the Town of Greenfield for all such work.

I. The undersigned hereby certifies that he/she has included with this proposal a Deposit in the form of a cashier's, treasurer's or certified check or a bid bond issued by a surety company licensed by the Commonwealth's Division of Insurance, listed in the most recent United States Treasury Department Circular 570 - Surety Companies Acceptable on Federal Bonds, and acceptable to the Awarding Authority, in the amount of five percent (5%) of the total value of the proposal, if any, and further that he/she understands that a deposit of less than five percent (5%) of the total value of the proposal, will cause the rejection of this proposal.

J. The undersigned has included, as required, a Certificate of Eligibility and a Supplemental Update Statement from the Commonwealth's Division of Capital Asset Management (DCAMM), both in the construction classification of Modular/Prefab Construction.

Name of Proposer: _____ Date: _____

Signed by: _____

Title: _____

Business Address: _____

Town/State/Zip Code: _____

Telephone/Fax: _____ Email: _____

REQUIRED CERTIFICATIONS FOR NON-PRICE PROPOSALS
Town of Greenfield
GREENFIELD, MASSACHUSETTS 02554

BIDDER'S CERTIFICATION

The _____
(Name of Individual or Concern Submitting This Proposal)

hereby certifies that it is not included on the U. S. Comptroller Generals Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standards Provisions. The Bidder further certifies that Under the Penalty of Perjury that the said Bidder is **not** presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine of the general laws of the Commonwealth, or any other applicable debarment provisions of any other chapter of the general laws or any rule or regulation promulgated there under.

Signed _____

Date _____

NOTE: A BIDDER WILL NOT BE ELIGIBLE FOR AWARD OF A CONTRACT UNDER THE REQUEST FOR PROPOSAL WITHIN UNLESS SUCH PROPOSER HAS SUBMITTED AS A PART OF ITS PROPOSER THE ABOVE CERTIFICATION PERTAINING TO INELIGIBLE CONTRACTORS WHICH WILL BE DEEMED A PART OF THE RESULTING CONTRACT.

**Town of Greenfield
GREENFIELD, MASSACHUSETTS 01301**

NON COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF _____ COUNTY OF _____

M _____ being first duly sworn deposes:

(1)(S)He is the _____ of _____ the Bidder that has submitted the attached bid:

(2) (S)He is fully informed respecting the preparation and contents of the attached bid and all of pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder , or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Greenfield, Massachusetts or any persons interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Subscribed and sworn to before me this ____ day of _____, 2015

Notary Signature: _____

Printed Name of Notary: _____

(Seal)

My Commission Expires: _____

REQUIRED CERTIFICATIONS

Certification that State Taxes are Filed and Paid

Pursuant section forty-nine A of chapter sixty-two C of the general laws, the following certification must be completed and attached to the bid or proposal: 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 by law. My Social Security number (voluntary) or Federal Identification number is: _____

BY: _____

Signature of Individual/Corporate Name (Mandatory)
Corporate Officer (Mandatory, if applicable)

DATE: _____

Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant(s). Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

CERTIFICATE OF VOTE

I, _____, Clerk of _____ hereby certify that, at a meeting of the Board of Directors of said Corporation duly held on _____ which date is earlier than the contract to which this certificate is incorporated by reference, at which a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

"Voted: That _____ be and hereby is authorized, directed and
(Name of Officer authorized to sign for Corporation)
empowered for, in the name of and on behalf of this corporation, to sign, seal with the corporate seal, execute, acknowledge and deliver other obligations of this Corporation; the execution of any such contract, bond or obligation by such (Name of Officer) _____ to be valid and binding upon this Corporation for all purposes, and that a certificate of the Clerk of this Corporation setting forth this vote shall be delivered to the Awarding Authority; and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation is delivered to the Awarding Authority."

I, further certify that (NAME OF OFFICER) _____

is the duly-elected (TITLE) _____ of said corporation.

Signed: _____
CLERK-SECRETARY

Place of Business: _____

Date of Contract: _____

AFFIX CORPORATE SEAL

Countersignature: _____
(Name and Title of Officer)

In the event that the Clerk or Secretary is the same person as the Officer authorized to sign that contract or other instrument for the Corporation, this Certificate must be counter signed by another officer of the Corporation.

Certification of Non-Conflict of Interest:

The undersigned certifies under penalties of perjury that no official or employee of the governmental body for which the attached solicitation is proposed is peculiarly interested in this proposal or bid or in the contract which it offers to execute or in expected profits to arise there from; and further that no official or employee of said governmental body will receive any commission, discount, bonus, gift, contribution, or reward from or share in the profits of any person making or performing such contract. 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.

Signed: _____
Name of person signing bid or proposal

Date: _____

Typed: _____
Name of Business

**Town of Greenfield
GREENFIELD, MASSACHUSETTS 01301**

**Certification of Compliance
for Registration of Foreign Corporations**

1. The proposer is not a foreign corporation and is not employing any subcontractors that are foreign corporations.

Signed: _____
Name of person signing bid or proposal

Date: _____

2. The proposer is a foreign corporation or will employ subcontractors that are foreign corporations, and pursuant to the provisions of section thirty-nine L of chapter thirty of the general laws of the Commonwealth, attached hereto is a certificate of the state secretary which states that such a corporation has complied with three and five of chapter one hundred and eighty-one of said laws, and the date of such compliance. Absence of this certificate could nullify your proposal.

Signed: _____
Name of person signing bid or proposal

Date: _____

**DISCLOSURE OF
BENEFICIAL INTEREST**

Statement of Beneficial Interest required for all bids and proposals submitted to a governmental body, except proposals for Real Property Transactions which require a similar form required by G.L.c.7, s.40J.

(1) Bid or Proposal for: _____

(2) Date Proposal Due: _____

(3) Print the true name and address of every firm, joint venture, corporation or person (as defined in G.L.c.30B, s.2) which have or will have direct or indirect beneficial interest in the contract. Disclose state of incorporation, if applicable, and if out-of-state corporation, the true name and address of its Massachusetts agent or representative.

Name: _____

Address: _____

State of Incorporation: _____

If an out-of-state corporation, list true name & address of its Massachusetts agent/representative:

Name: _____ Address: _____

(COPY THIS FORM AS NECESSARY TO INCLUDE ALL INFORMATION.)

(4) None of the above mentioned persons is an employee of the governmental body for which the enclosed solicitation is proposed or an official elected to public office in the Commonwealth of Massachusetts, except as listed below:

This statement must be notarized.

(SEAL)

SIGNED UNDER THE PENALTIES OF PERJURY.

Name _____ Date: _____

Title: _____

Commonwealth of Massachusetts, County of _____ S.S.;

_____ being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading. Subscribed and sworn before me this ____ day of _____, 20__.

Notary Public: _____ My Commission Expires: _____

Signature

**CERTIFICATION
of location of Manufacture of Modular Units**

Town of Greenfield
14 Court Square
Greenfield, MA 01301

Marjorie L. Kelly
Chief Procurement Officer

This is to certify that the modular building(s) proposed in the attached Request for Proposals for the Town of Greenfield, Town of Greenfield, are or will be manufactured as indicated below:

Manufactured within the Commonwealth of Massachusetts.

Manufactured outside of the Commonwealth of Massachusetts, but within the United States.

Manufactured outside of the United States.

Sincerely yours,

Signature

Typed Name and Title

**CERTIFICATION
of Compliance with Building Codes**

Town of Greenfield
14 Court Square
Greenfield, MA 01301

Marjorie L. Kelly
Chief Procurement Officer

This is to certify that the modular buildings proposed in the attached Request For Proposals for the Town of Greenfield, Town of Greenfield, comply with all building codes of the Commonwealth of Massachusetts, and that the proposer, if accepted for a contract award, will obtain approval of the plans for said buildings by a licensed Third Party Inspection Agency within 30 working days of award, and will, if required, make any revision required to obtain such approval without increasing the proposal price.

Sincerely yours,

Signature

Typed Name and Title

**CERTIFICATION
Letter of Transmittal**

Town of Greenfield
14 Court Square
Greenfield, MA 01301

Marjorie L. Kelly
Chief Procurement Officer

This is to certify that if the proposal within is accepted for a contract award to provide and install and purchase one modular classroom unit in the Town of Greenfield, the proposer will, within ten working days of a notice of such an award and presentation of a contract, execute said contract pursuant to the terms of this proposal, and will, within the same time frame, furnish to the Town of Greenfield a payment bond and performance bond, each in the sum of the contract price, as required by section forty-four E of chapter one hundred forty nine of the general laws of the Commonwealth of Massachusetts. This certification is signed by an officer authorized to bind the proposer contractually.

Sincerely yours,

Signature

Typed Name and Title

CERTIFICATION OF DATE OF COMPLETION

Town of Greenfield
14 Court Square
Greenfield, MA 01301

Marjorie L. Kelly
Chief Procurement Officer

This is to certify that assuming receipt of a NOTICE OF AWARD from the Town on or before the installation of the modular classroom will be complete no later than

INSERT DATE HERE _____

I understand that for each calendar day the Notice of Award is delayed, the Town will allow an equal number of calendar days to be added to the date of completion aforementioned.

Sincerely yours,

Signature

Typed Name and Title

**NOTE: IF A PROPOSER IS UNWILLING TO SIGN THIS CERTIFICATION,
UNWILLING TO SPECIFY A DATE CERTAIN OR ADDS CONDITIONS
TO THE CERTIFICATION, THE ENTIRE PROPOSAL MAY BE NULLIFIED.**

**CHECKLIST FOR NON-PRICE PROPOSAL SUBMISSION REQUIREMENTS
NEW MODULAR CLASSROOMS, #149.99.02A**

NAME OF PROPOSER: _____ DATE: _____

Proposals not meeting standard may or may be rejected:

1. All services and alternates (if any) are offered..... YES NO
2. Current Certificate of Eligibility in Modular/Prefab is included YES NO
3. Update Statement included in bid YES NO
4. Certification by the State Board of Building Regulations and Standards, showing the manufacturer meets State Building Code requirements included YES NO
5. A set of detailed plans and specifications for the proposed modular building included. Proposals must include all manufacturer's specifications governing the materials and equipment used in same YES NO
6. The complete terms of all warranties provided by the manufacturer or by the proposer relative to the design, manufacture and installation, including both general warranties and special warranties associated with particular components and equipment YES NO
7. Certification that the proposer is not included on the U.S. Comptroller General's Consolidated List of Persons of Firms Currently Debarred for Violations of Various Public Contracts YES NO
8. Certificate of Non-Collusion YES NO
9. Attestation re: compliance with State Tax Laws YES NO
10. Certificate of Vote YES NO
11. Certification of Non-Conflict of Interest YES NO
12. Statement of Compliance with registration requirements for foreign corporations, including the certificate of compliance from the Secretary of State's Office in the Commonwealth YES NO
13. Disclosure of Beneficial Interest form, executed YES NO
14. Certification/Origin of manufacture of the unit YES NO
15. Certification of compliance with building codes, approval of plans by a licensed Third Party Inspection Agency, and compliance with said codes with no increase in price YES NO

16. Letter of Transmittal as to execution of the contract and provision of bonds... YES NO

17. Certification that all work will be complete by a date certain as indicated by the proposer on the Certification of Date of Completion Form within YES NO

CHECKLIST FOR PRICE PROPOSAL SUBMISSION REQUIREMENTS

1. An executed Form of Proposal with a firm, fixed price YES NO

2. A Bid Bond or Certified Check - 5% of price..... YES NO

WARRANTIES

A. Warranties:

1. Unless superseded by a manufacturer's warranty of greater duration as required by these specifications, the contractor will warrant the work to be free from defects in workmanship or materials for a period of one year from the date of acceptance by the owner. The contractor shall replace or repair defects discovered during the warranty period at no cost to the owner. Warranties offered by manufacturers or required by these specifications shall be by the respective manufacturer, made out to the owner, and countersigned by the contractor.

Existing modular unit on west side of building viewed from Mohawk Trail:



100 amp service on side of existing unit on Mohawk Trail side



Hallway connecting existing unit to main building

