



Town of Hanover
Department of Public Works
40 Pond Street
Hanover, Massachusetts 02339-1693
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Victor J. Diniak
Director of Public Works

Neal Merritt
Deputy Superintendent
Water Operations

INVITATION TO BID

The Town of Hanover acting through its Director of Public Works is accepting sealed bids from responsible and responsive parties for the purchase of filter media meeting or exceeding the minimum requirements of the Town's specification. The filter media will be used to replace three existing 12' x 13' mixed media filters at the Hanover Water Treatment Plant, 40 Pond Street, Hanover, Massachusetts.

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 December 10, 2013 at which time they will be opened and read aloud. All bidders must complete and submit the attached Non-Collusion Statement, Tax Compliance Certificate, and Bidder's Qualification Form. Bids shall be accompanied by a Bid Deposit that is not less than five (5%) of the bid amount in the form of a bond issued by a company licensed to do business in Massachusetts or a certified check, treasurer's check, or cashier's check made payable to the Town of Hanover, Massachusetts. All bid forms must be either typewritten or written in ink. All signatures must be in ink.

Specifications and proposal forms may be obtained from the office of the Department of Public Works, 40 Pond Street, Hanover, Massachusetts 02339 during regular business hours on or after 8:00 am on November 20, 2013. Office hours are Monday – Friday, 8:00 am to 4:00 pm, excluding legal holidays. Bid packages may also be downloaded from the Hanover DPW website, www.hanoverdpw.org

All materials will meet all applicable standards as identified in the respective bid specifications including those of the American Water Works Association.

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.

DIRECTOR OF PUBLIC WORKS

Victor J. Diniak

INVITATION TO BID

Water Treatment Plant Filter Media

Section 1: General

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Section 2: Filter Media

2.1 Materials

Anthracite: 750 fifty pound bags of MS-4 anthracite coal as manufactured by U.S. Filter or approved equal. This media shall be shipped on single sided four way pallets with four inch runners. The media shall have an effective size of 1.0-1.1 mm, a specific gravity of 1.55 – 1.75, a uniformity coefficient of 1.7 or less, and a molecular hardness of 3.0+- 0.3. The manufacturer shall provide written certification that the media meets this specification and is certified for use in the treatment of drinking water.

Silica Sand: 500 one hundred pound bags of MS-18 silica sand as manufactured by U.S. Filter or approved equal. This media shall be shipped on single sided four way pallets with four inch runners. The media shall have an effective size of 0.35-0.45mm/0.45-0.55 mm, a specific gravity of 2.6+-0.05, and a uniformity coefficient of 1.8 or less. The manufacturer shall provide written certification that the media meets this specification and is certified for use in the treatment of drinking water.

Ilmenite/Garnet: 235 one hundred pound bags of MS-21 (122 lbs/cu. ft.) high density ilmenite/garnet as manufactured by U.S. Filter or approved equal. This media shall be shipped on single sided four way pallets with four inch runners. The media shall have an effective size of 0.18-0.28mm/0.20-0.32 mm, a specific gravity of 4.2+-0.2/3.8 minimum, and a uniformity coefficient of 2.2 or less. The manufacturer shall provide written certification that the media meets this specification and is certified for use in the treatment of drinking water.

2.2 Quality Control

All material shall meet the standards of the latest revision of AWWA standard B100 (AWWA Standard for Filtering Material). The manufacturer shall provide an affidavit of compliance stating that the filter materials furnished meet this specification, is certified for use in the treatment of drinking water, and complies with AWWA standard B100. The Town reserves the right to perform or waive, at its sole discretion, any of the tests outlined in Standard B100 to verify compliance with the standard and to reject any materials which fail to conform to Standard B100.

2.3 Delivery

All material shall be shipped freight prepaid to Town of Hanover DPW, 40 Pond Street, Hanover MA 02339 or at the Town's option to the Hanover Water Distribution Garage at 219 Winter Street, Hanover MA 02339. Delivery shall be between the hours of 8:00 am and 11:00 am, Monday through Friday, excluding legal holidays in Massachusetts. Delivery must be made prior to March 7, 2014, unless otherwise agreed to in writing by the Town. The preferred method of delivery shall be by flat bed truck to facilitate unloading by a front end loader with forks or a fork lift at the job site. The vendor shall provide 48 hour notice prior to delivery so proper equipment and personnel will be in place to receive the delivery.

2.4 Installation

The filter media will be installed by Hanover DPW personnel. Manufacturer shall provide installation instructions. A factory-trained service technician employed by the manufacturer shall be available by telephone for technical service during installation and start-up. The cost for this service shall be included in the price of the media. The manufacturer shall provide unlimited free telephone support during regular business hours (Monday - Friday, 9:00 am -5:00 pm) for a period of one year.

It is anticipated that this media will be stored outside for several months prior to installation. The manufacturer will specify the type of protection needed to protect this media from the elements (i.e. protection from sunlight, rain, etc...)

Section 3: Instructions to Bidders

3.1 Receipt and Opening of Bids

The Town of Hanover, Massachusetts (herein called the "Owner"), invites bids on the form attached hereto, all blanks of which must be appropriately filled in. Bids will be received by the Owner at the office of the Department of Public Works on the date and time given in the Invitation to Bid, and then at said office publicly opened and read aloud. The envelopes containing the bids must be sealed, addressed to the Department of Public Works, and designated as "Bid for Filter Media."

The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the

above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 60 days after the actual date of the opening thereof, Saturdays, Sundays, and legal holidays excluded.

3.2 Bid Security

Each bid must be accompanied by a bid bond or cash, or a certified check on, or a treasurer's or cashier's check issued by a responsible bank or trust company, in the amount of not less than 5 percent of the bid price, payable to the Town of Hanover, Massachusetts. Bonds shall be issued by companies licensed by the Commonwealth of Massachusetts.

Bid securities will be returned to all except the three lowest bidders within five days, Saturdays, Sundays, and legal Holidays excluded after the opening of bids, and the remaining checks of the Bidders will be returned promptly after the Owner and the accepted Bidder have executed the contract, or if all bids are rejected.

The successful bidder, upon his failure or refusal to execute and deliver the contract and bonds within ten days after he has received notice of acceptance of his bid, shall forfeit to the owner, as liquidated damages for such failure or refusal, the security deposited with his bid, provided that the amount of the security which becomes the property of the owner shall not, in any event, exceed the difference between his bid price and the bid price of the next lowest responsible bidder.

3.3 Qualifications of Bidders

The Owner may make such investigations as he deems necessary to determine the ability of the Bidder to furnish the proposed materials, and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserved the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the owner that such Bidder is properly qualified to carry out the obligations of the contract and to furnish the materials contemplated therein. Conditional bids will not be accepted.

3.4 Power of Attorney

Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

3.5 Sales Tax Exemption

The Owner is exempt from the Massachusetts sales tax and the Contractor shall not include any amount for said tax in his bids. A tax exempt certificate will be issued to the winning bidder upon execution of the contract.

3.6 Design Data Sheets

The Bidder shall include with his bid design data sheets of the proposed filter media. These sheets shall be written by the manufacturer of the media and shall provide all information needed to fully evaluate the media's compliance with the bid specification. Where the media is not compliant, the bidder shall fully disclose in writing where the media is not in compliance with the specification. **Failure to provide necessary documentation shall be grounds for rejection of the bid.**

Section 4: Rule for Award

One contract will be awarded to the single responsible, responsive, and qualified bidder offering the lowest total price for the specified media. Quoted price shall include all charges, including shipping.

Section 5: Payment Terms

Payment terms shall be net 30 days upon the submission of an invoice in a format acceptable to the Director of Public Works and upon the satisfactory delivery of all materials. Invoice shall include all freight charges which shall be included in the quoted price of the materials. The Town of Hanover is tax exempt.

Section 6: Bid Form

The undersigned hereby proposes to furnish filter media in quantities as specified in this specification, delivered to the Pond Street Water Treatment Plant, 40 Pond Street Drive, Hanover MA 02339. All prices include any and all delivery charges. Any deviations from the specification are fully documented in writing as an attachment to this proposal. By submitting this proposal, I certify that I am thoroughly familiar with this specification including the Town's payment terms.

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 on or before 2:00 PM local time on Tuesday, December 10, 2013 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. Bids must be accompanied by proper bid security as required by the specification. All bidders must attach design data sheets of the proposed media and a written statement describing where proposed media deviates from the specification.

The Town of Hanover is Tax Exempt.

Filter Media:

Manufacturer of Filter Media:

Anthracite _____

Silica Sand _____

Ilmenite/Garnet _____

TOTAL BID PRICE (numbers) _____

TOTAL BID PRICE (words) _____

Company

Signature of Individual Signing for Company

Address(1)

Name of Person Signing -Print Name

Address(2)

Title

Telephone

Date

All bidders must complete the attached Certificate of Non-Collusion, 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.

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:

9. Have you ever defaulted on a contract?

Yes _____

No _____

If yes, where, when and why:

10. List the more important projects, similar to the work of this contract, recently completed by your company, stating the name, address and telephone number of the owner, name and location of similar project, approximate cost for each, and time period of contract performance (month and year started/month and year completed).

11. List your major equipment available for this contract.

12. With what banks do you do business?

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

Yes _____ No _____

Dated at _____ this _____ day of _____

Name of Bidder

By

Title

COMMONWEALTH OF MASSACHUSETTS

_____ being duly sworn, deposes and says that he is

_____ of _____
Title

_____ Name of Organization

and that the 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 _____