



**CITY OF QUINCY, MASSACHUSETTS**  
**Department of Planning and Community Development**

**Thomas P. Koch**  
Mayor

**Kathryn R. Hobin**  
Chief Procurement Officer

**INVITATION TO BID**

The City of Quincy, Massachusetts is seeking sealed bids for **engraving services of “donor bricks” which have been** pre-purchased by the City for the Adams Hancock Green - Phase 1 Project. Sealed bids will be accepted until **11:00 a.m.** local time **Thursday, May 19, 2016** in the offices of the Purchasing Agent, 1305 Hancock Street, Quincy, Massachusetts 02169, at which time and place all bids will be publicly opened and read aloud.

Detailed specifications are available on-line at the City of Quincy’s website, [www.quincyma.gov](http://www.quincyma.gov) and also available at the Office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts 02169, between the hours of 8:30 <sup>AM</sup> and 4:30 <sup>PM</sup>. Specifications will be available around May 2, 2016.

Bids/Proposals must be in a sealed envelope. The outside of the sealed envelope is to be clearly marked "**BID ENCLOSED**" with time/date of bid call. Firm bid prices will be given first consideration. Bids/Proposals will be received at the office of the Purchasing Agent until the time and date stated above, at which time and date they will be publicly opened and read. Late Bids/Proposals, delivered by mail or in person, will be rejected. If applicable, bids shall be in accordance with M.G.L. Chapter 30B, Chapter 149 as amended, and Chapter 30, Sections 39A, 39B and 39F-R. The City reserves the right to waive any informality in or to reject any or all Bids when such an action is deemed in the best interests of the City.

**Non-responsive Bids may be rejected.**

Thomas P. Koch  
Mayor

Kathryn R. Hobin  
Chief Procurement Officer

**Advertise**

The Quincy Sun  
Goods and Services Bulletin

May 5, 2016  
May 2, 2016

**Req. No.**

\_\_\_\_\_

**1305 Hancock St., Quincy MA 02169**  
**Telephone: (617) 376-1060 Fax: (617) 376-1074**  
*Printed on Recycled Paper*



**CITY OF QUINCY, MASSACHUSETTS**  
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**BIDDING REQUIREMENTS**

Sealed bids will be received by the Purchasing Department in the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock St., Quincy, Massachusetts 02169 between the hours of 8:30 AM and 4:30 PM.

**INSTRUCTIONS TO BIDDERS**

The City of Quincy, Massachusetts is seeking sealed bids for **engraving services of “donor bricks” which have been** pre-purchased by the City for the Adams Hancock Green - Phase 1 Project. Sealed bids will be accepted until **11:00 a.m.** local time **Thursday, May 19, 2016** in the offices of the Purchasing Agent, 1305 Hancock Street, Quincy, Massachusetts 02169, at which time and place all bids will be publicly opened and read aloud.

• *QUESTIONS*

All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: [purchasing@quincyma.gov](mailto:purchasing@quincyma.gov) Questions will be accepted until **May 12, 2016 @ 4:00 P.M.**

• *ADDENDA*

Changes to this Contract will be issued in an addendum and emailed or faxed to all bidders on record as having picked up or printed out the Invitation to Bid.

• *CORRECTIONS, MODIFICATIONS*

A bid may be corrected, modified, or withdrawn by written notice received by the City, prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope, clearly labeled "Modification No. \_\_\_." Each modification must be numbered in sequence, and must reference the original Invitation to Bid. After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

• *RIGHT TO CANCEL OR REJECT*

The City may cancel this Invitation to Bid, or reject in whole or in part any and all bids, if the City determines that cancellation or rejection serves the best interests of the City.

- *BID PRICES*

All bid prices submitted in response to this Invitation to Bid must remain firm for thirty (30) days following the bid opening. Bidders are advised to include in their Bid any and all costs associated with the delivery of all products under this Contract. The City will not pay any additional fees under the Contract unless it has previously agreed to pay such additional fees in writing. The City will not compensate Bidder for any costs under any Contract awarded by this Invitation to Bid that are not specifically identified in the Bidder's Response or Bid and accepted by the City as part of the Contract.

- *UNEXPECTED CLOSURE*

If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 3:00pm on the next normal business day. Bids will be accepted until that date and time.

- *NUMBER OF COPIES*

Each bidder should submit **one (1) original** and **(1) copy** of the bid.

- *ENVELOPE MARKING*

The bid envelope should be marked as follows:

- “ENGRAVING SERVICES OF DONOR BRICKS” Due: May 19, 2016 @ 11:00 A.M.
- Vendor’s Name
- Vendor’s Address

- *BID DEPOSIT/BONDS and PAPERWORK*

A bid deposit is not required for this project. The Bidder must furnish a Non-Collusion Form and Statement of Taxes and the other City paperwork in **Exhibit A** with their bid.

- *USE OF OTHER NAMES AND REFERENCES*

Unless otherwise stated, the use of manufacturer's name and product numbers are for descriptive purposes and establishing general quality levels only. They are not intended to be restrictive, but utilized where no other manner of description will suffice. Bidders are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items stated.

\*The jurisdiction reserves the right to determine whether something is of equal value.

- *CONTRACT TYPE AND TERM*

This is a firm, fixed-price contract. This contract will be for an outright purchase.

- *AWARD OF CONTRACT*

The City of Quincy shall award a single contract to the most responsive and responsible bidder offering the lowest total price for providing 4750 engraved donor bricks.

## **BIDDER’S QUALIFICATIONS**

- *INSURANCE REQUIREMENTS*

Vendors doing business with the City of Quincy are required to provide a copy of their insurance policy, including all endorsements that list the City of Quincy as an additional insured in the amounts as specified herein. (\*some coverage may not be required)

- **WARRANTY**

The successful vendor must provide a 2 year warranty to the City of Quincy.

- **REFERENCE**

Vendor must provide at least 3 reference from within the last 3 years with similar size and demographics as the City of Quincy.

### **AVAILABLE PROJECT INFORMATION**

*\*NOTE – Within this contract, the terms “engrave”, “engraving” and any other form of the word includes sandblasting, painting and sealing of donor bricks.*

- Brick pavers have been pre-purchased by the City of Quincy and will be engraved with donor’s names and installed (by others) within the walkways of the Adams Hancock Green – Phase 1 Project.
- Pre-purchased donor bricks will be located at:  
Quincy Park & Forestry Department  
1 Merrymount Pkwy  
Quincy, MA 02169

### **SUMMARY OF WORK**

Approximately 4,750 blank pre-purchased bricks are to be engraved and painted with donor names provided by the City of Quincy. The City reserves the right to modify the total amount of engraved bricks under this contract utilizing the per each bid price, either as additions to or deduction from the current estimated total. Donor name text will be provided by the City in an Excel spreadsheet formatted into three (3) columns representing up to three (3) lines of text to be engraved and painted on each brick. The donor’s name and/or text in each column are primarily limited to eighteen (18) characters. The following coordination process will be required:

- Engraving of donor bricks will be consistent with the existing engraved donor bricks to be placed in the Adams Hancock Green. Engravers will utilize the process, materials and methods outlined below to maintain consistency between all engraved bricks. A sample engraved brick will be provided to the engraver in advance of their work to ensure that the work will match to the previously engraved bricks.
- Engraver is responsible for loading & transportation of pre-purchased donor bricks from the Quincy Park & Forestry Department in Quincy to the Engraver’s production site.
- Finished engraved donor bricks are to be stacked onto pallets in batches of five-hundred (500) and prepared for pick up by others.
- All engraved brick pavers are to be engraved and available for pick up by others no later than Thursday, June 23<sup>rd</sup>, 2016 @ 4:00 P.M. Finished, engraved bricks shall be stacked in batches of five-hundred (500) bricks and prepared for pick up by others throughout the duration of work so that multiple pick-ups can occur in advance of the June 23<sup>rd</sup> date.

**SPECIFICATIONS**

A. Materials:

- Pre-purchased bricks:
  - Manufacturer: INTERSTATE BRICK
  - Product: 2 – ¼” TRUE PAVER
  - Color: CAST IRON
  - Dimensions\*: 4” width x 8” length x 2 ¼ height
  - \*Actual dimensions of brick face (4” x 8”) may vary by ± ⅛”.
  
- Stain & Sealant:
  - Manufacturer: LITHOCHROME MATERIALS
  - Products: LITHOCHROME STONE PAINT – BLACK STAIN  
LITHCO CLEAR – CLEAR SEALANT

B. Engraving Process:

- All donor bricks shall be sandblasted and painted in the same manner
- Text Requirements:
  - Font Style: Arial Baltic in ALL CAPS
  - Font Height: 0.593”
  - Maximum of three (3) lines per brick
  - Maximum of 18 characters per line including spaces and punctuation (some exceptions may apply)
- Awarded Contractor will receive the above mentioned Excel database of donor names and/or text, which will be pre-delimited into three (3) columns for conversion to CNC sandblasting format

**BASIS OF BID**

Bidder will complete the Work in accordance with the Contract Documents for the following price(s) EXCLUDING MASSACHUSETTS SALES, STORAGE AND USE TAX. Bidder must complete all items.

ITEM NO.	Item Description with Price in Written Words	Estimated Quantity & Unit	Unit Bid Price (Figures)	Total Bid Item Price (Figures)
1	Engraving of donor brick	4,750*		
	@ _____ _____ Dollars and _____ Cents PER EACH	EA		

\* The City reserves the right to modify the total amount of engraved bricks under this contract utilizing the per each bid price, either as additions to or deduction from the current estimated total.

The undersigned propose to furnish the goods/services required per bid specifications to the City of Quincy for the amount listed below:

**TOTAL BID PRICE (ITEM 1)**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Dollars and \_\_\_\_\_/100 \$ \_\_\_\_\_  
(Use words) (Use figures)

Receipt of Addendum No. \_\_\_\_\_ Acknowledged By: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date: \_\_\_\_\_

Bid Signed By: \_\_\_\_\_

Title: \_\_\_\_\_

**(3) REFERENCES WHERE SIMILAR SALES HAVE BEEN PURCHASED**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please include name and phone number of contacts.

***If you have received this bid from either the City of Quincy Website or through an email it is your responsibility to check for addenda (at [www.quincyma.gov](http://www.quincyma.gov)) before you turn in your proposal. The City of Quincy will not be responsible any bids received omitting addenda acknowledgement.***

## **Exhibit A**

The following forms need to be filled out, signed and returned with your bid submission.

- Certificate of Non – Collusion
- Tax Compliance Certificate
- Signature Authorization Form
- Indemnity Agreement Form



**CITY OF QUINCY**  
**Purchasing Department**  
**1305 Hancock Street, Quincy, MA 02169**

**Phone: (617) 376-1060**

**Fax: (617) 376-1074**

**CERTIFICATE OF NON – COLLUSION**

**The undersigned certifies under penalties of perjury that this bid or proposal 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.**

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**(Name of person signing bid or proposal)**  
**(Please print)**

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**(Signature required)**

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**(Name of business)**



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**Purchasing Department**  
**1305 Hancock Street, Quincy, MA 02169**

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Fax: 376-1074

## **TAX COMPLIANCE CERTIFICATE**

**MASS. GENERAL LAWS, CH. 62C, S: 49A(b)**

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

\_\_\_\_\_  
(Contractor's Name and Signature)

Social Security Number

\_\_\_\_\_

(2) Corporation, Association  
or Partnership

\_\_\_\_\_  
(Contractor's Name)

Federal Tax ID Number, or  
Social Security Number

\_\_\_\_\_

By:

\_\_\_\_\_  
(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

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## CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

### Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.



**CITY OF QUINCY**  
**Purchasing Department**  
**1305 Hancock Street, Quincy, MA 02169**

Phone: 376-1060

Fax: 376-1074

## SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

\_\_\_\_\_  
(NAME OF CORPORATION)

held on \_\_\_\_\_, at which all the Directors were present or waived notice, it was  
(DATE)

VOTED, that:

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such \_\_\_\_\_ under seal of the Company, shall be valid  
(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: \_\_\_\_\_  
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: \_\_\_\_\_

DATE OF THIS CONTRACT: \_\_\_\_\_

I hereby certify that I am the Clerk of the:

\_\_\_\_\_ that \_\_\_\_\_ is the  
(COMPANY)

(NAME)

duly elected \_\_\_\_\_ of said Company, and that the above VOTE has not been  
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

\_\_\_\_\_ CORPORATE SEAL

# INDEMNITY AGREEMENT

In consideration of the award of Contract No. \_\_\_\_\_  
by the City of Quincy, hereinafter referred to as INDEMNITEE, to the CONTRACTOR/BIDDER:  
\_\_\_\_\_

hereinafter referred to as INDEMNITOR, and for other good and valuable consideration, said INDEMNITOR agrees to hold INDEMNITEE, City of Quincy, and its various department and employees harmless from any and all liability, loss or damage that INDEMNITEE may suffer as the result of claims, demands, costs, including attorneys fees, or judgement or other actions against it by reason of any and all work done by or on behalf of the INDEMNITOR in connection with the above-referenced contract.

INDEMNITOR,

\_\_\_\_\_  
By Duly Authorized Agent

Date: \_\_\_\_\_