

TOWN OF HAMILTON  
INVITATION FOR BIDS  
FOR  
COUNCIL ON AGING TRANSPORTATION SERVICES

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IFB Issued: October 15, 2013

Bids Due: October 29, 2013

Hamilton Town Hall  
577 Bay Road  
Hamilton, MA 01982

## INVITATION TO BIDDERS

The Town of Hamilton (“the Town”) is seeking sealed bids for Council on Aging Transportation Services for Town residents. Prevailing Wage Laws apply to this bid.

### **I. General Information and Bid Submission Requirements**

Bids must be delivered and time-stamped as received by the Town Clerk, 577 Bay Road, Hamilton MA no later than 2:00 pm. Tuesday, October 29, 2013

The contract will be awarded within thirty (30) days after the bid opening. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the Town and the apparent lowest responsive and responsible bidder.

If any changes are made to this IFB, an addendum will be issued. Addenda will be mailed, faxed or emailed to all bidders on record who have been sent or have picked up the IFB.

Questions concerning this IFB must be submitted in writing to: Michael A. Lombardo, Hamilton Town Manager, P.O. Box 429, Hamilton, MA 01936, before 5:00 p.m. on Tuesday, October 22, 2013. Questions may be delivered, mailed, or faxed (not emailed). Written responses will be mailed, faxed, or emailed to all bidders on record who have been sent or have picked up the IFB.

A bidder may correct, modify, or withdraw a bid by written notice received by the Town Clerk 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 bid.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town or fair competition. Minor informalities may be waived or the bidder may be allowed to correct them. If a mistake in the intended bid is 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.

The Town may cancel this IFB or reject in whole or in part any and all bids if the Town determines that cancelation or rejection serves the best interests of the Town.

All bid prices submitted in response to this IFB must remain firm for forty-five (45) days following the bid opening.

Bids will be publically opened and read in the Office of the Board of Selectmen at 10 am on Thursday, October 31, 2013. If at the time of the scheduled bid opening Town Hall is closed due to uncontrolled events such as fire, storm, or building evacuation, the bid opening will be postponed until Friday, November 1, 2013, on the next normal business day. Bidders shall provide 3 copies of all bid materials, enclosed in a sealed envelope marked "Bid in Response to IFB for Council on Aging Transportation Services submitted by \_\_\_\_\_." All bids must include a signed bid certification form and bid price form on the forms included with this IFB.

A bid must be signed as follows: 1) if the bidder is an individual, by him or her personally; 2) if the bidder is a partnership, by the name of the partnership with the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation.

## **II. Scope of Services**

The Town seeks bids for transport for citizens' medical appointments, to the Hamilton Senior Center, and to shops, recreational, or entertainment venues.

The Town will expect the Provider to provide services Monday through Friday between 8 am and 4:30 pm. Holidays falling on those days are exempted only if medical providers are customarily closed on those days. Otherwise, medical transportation on holidays will still be provided.

Provider will provide transportation for up to 12 ambulatory and 2 wheelchair bound riders for shopping, recreational, or entertainment venues twice a week.

All transportation will be prearranged between the Senior residents of Hamilton and the Provider, unless an activity trip is planned, which will originate with the Council on Aging Director. COA Director will liaison with Provider on an as-needed basis, as well as a monthly basis for transportation statistics. Provider will be given 24 hours' notice of all scheduled trips, except that at its discretion, Provider may agree to provide transportation where notice given is less than 24 hours. Dispatch/reservation service is to be available 24/7/365 to book transportation.

Destinations may be to any location from Hamilton to any location in Hamilton, Wenham, Beverly, Danvers, Peabody, Manchester-by-the-Sea, Essex, Ipswich, Salem, Rowley, Gloucester, or Rockport.

Provider may also be asked to provide transportation to destinations beyond those identified above. The Council on Aging Director will provide at least two (2) weeks' notice to the provider in the event a longer distance outing is desired. Provider will also provide two shopping trips per week to Danvers and Rowley on two separate days.

Transportation shall be in vehicles that are handicapped accessible with hydraulic wheelchair lifts. All vans shall be equipped with fully-operational functioning seat or lap belts as well as AED unit.

All drivers shall be CPR certified. In addition, all drivers shall be CORI checked upon employment, receive defensive driver training upon hire, and submit to an annual review of non employment driving record with the DOT.

The contract shall be for a one year term from the date of execution, but may be extended from year to year for up to two (2) years at the sole discretion of the Town.

Bidders should submit price information separately for medical appointments, trips to the Hamilton Senior Center, local outings and long distance outings. Pricing may be by either unit or hourly rates, with total rates based on an estimate of 1,500 annual medical appointments, 400 annual local and Senior Center trips, not to include any overnight events.

All prices shall remain firm throughout the contract period. If the contract is extended for another year by the Town, the bidder must specify at what price it is proposing to provide services in years two and three.

The provider and its vehicles, equipment, and personnel will be subject to inspection at any time by the Town's Health Agent.

The provider will be required to secure insurance in the following amounts:

General Liability - Bidders shall provide documentation of general liability insurance in the amount of at least \$1,000,000 bodily injury and property damage liability, combined single limit with a \$3,000,000

Automobile Liability – Bidders shall provide documentation of at least \$1,000,000 bodily injury and property damage per incident.

Workers' Compensation Insurance- as required by the Commonwealth of Massachusetts

Professional Liability – Bidders shall provide documentation of at least \$1,000,000 per occurrence and \$3,000,000 aggregate.

Umbrella Liability – Bidders shall provide documentation of at least \$2,000,000 per occurrence and \$2,000,000 aggregate.

The Town shall be named as Additional Insured and shall be provided with copies of actual policies upon request.

All insurance coverage shall be in force from the time of execution of the contract to the date when all work under the contract is terminated. Providers shall notify the Town should coverage become unavailable or if their policies should change.

Certificates and any and all renewals substantiating that the required insurance coverage is in effect shall be filed with the contract. Any cancelation of insurance, whether by the insurers or by the insured, shall not be valid unless written notice thereof is given by the party proposing cancelation to the other party and to the Town at least fifteen (15) days prior to the intended effective date thereof, which date should be expressed in said notice.

Provider shall indemnify, defend, and save harmless the Town and all of its officers, agents, and employees against all suits, claims of liability of every name and nature, for or on account of any injuries to persons or damage to property arising out of the negligence of the provider in the performance of the work covered by the contract and/or failure to comply with terms and conditions of this IFB, whether by itself or its employees.

Provider is not permitted to fulfill its contract through the use of subcontractors or assignees.

### **III. Quality Requirements**

Bidders must provide all services listed in Section II Scope of Services and comply with all Bid Submission Requirements in Section I.

Bidders must have a minimum of two (2) years of satisfactory performance under at least three (3) different contracts similar or larger in size to the proposed contract.

### **IV. References**

Bidders must provide a list of all contracts for transportation services that are of a similar or larger size than the proposed contract which were performed in the past two (2) years. Include all contact names, addresses, and telephone numbers.

Poor references may be a basis for a determination that the bidder is not a responsible bidder.

Bidders must include a credit report from a credit reporting agency indicating the bidder's credit history for the last seven (7) years. The credit report must be dated no earlier than sixty (60) days prior to the bid submission date.

#### **V. Rule for Award**

The contract will be awarded to the responsive and responsible bidder who meets the Town's quality requirements and offers the lowest total price for all required services.

**BID CERTIFICATION FORM**

The undersigned assures that on behalf of the bidder he has informed himself fully in regard to the specifications and forms attached and all of the requirements of the IFB. Also, he has made his own examinations and estimates and from them makes this proposal.

The undersigned certifies under the penalties of perjury that this bid has been made and submitted in good faith without collusion or fraud with any other person. As used in this certification, the word 'person' shall mean any natural person, business, joint venture, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Pursuant to M.G.L. Chapter 62C, section 49A, I certify under the penalties of perjury that, to my best knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. The undersigned hereby certifies that he 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 will comply fully with all laws and regulations applicable to awards made subject to G.L. c. 30, § 39M. The undersigned further certifies under the penalties of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of G.L. c. 29, § 29F, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated hereunder.

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS:

TELEPHONE:

NAME & TITLE OF PERSON AUTHORIZED TO SIGN THIS FORM

Authorized Signature

*Failure to submit this sheet properly signed may be reason to reject the bid.*

## BID PRICE FORM

Name of Business:

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Address:

The COMPANY hereby pledges to deliver the complete scope of services required for the rate and charges shown below:

	Per unit/hourly	Est. # Trips Annually	Total Cost
Trips to Senior Center			
Local outings			
Long distance outings			
Medical Appointments			

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title