

# **COUNTY OF BARNSTABLE**

## **PURCHASING**

### **DEPARTMENT OF FINANCE**

SUPERIOR COURT HOUSE  
P.O. BOX 427  
BARNSTABLE, MASSACHUSETTS 02630

**Elaine Davis**  
Chief Procurement Officer

Phone: (508) 375-6637  
Fax: (508) 362-4136  
Email:  
edavis@barnstablecounty.or

#### **Invitation for Bids**

Barnstable County is seeking sealed bids for the supply and delivery of a self-contained main breaker generator for the Barnstable County Health Lab, 3195 Main St., Barnstable, MA 02630

Bid specifications may be obtained from the Barnstable County Purchasing Department, Superior Court House, P.O. Box 427, 3195 Main Street, Barnstable, Massachusetts 02630.

Bids will be received at the Superior Court House, Office of the County Commissioners, Purchasing Department, 3195 Main Street, P.O. Box 427, Barnstable, MA 02630, on or before **August 22, 2013 at 11:00AM.**

Sealed envelopes containing bids shall be clearly marked "**Health Lab Generator**"

**NOTE: One original and two (2) copies of each bid shall be submitted. NO faxed proposals will be accepted.**

The County of Barnstable reserves the right to accept or reject any or all bids, to waive any informality contained therein, and to award the contract as decided to be in the best interest of the County.

All bids for this project are subject to the provisions of Massachusetts General Laws, Chapter 30B as amended.

The County of Barnstable fully complies with federal, state, and local laws and directives governing equal opportunity, affirmative action and non-discrimination in all county activities and actively solicits bids/proposals from MBE/WBE businesses in accordance with County policy.

Dated at Barnstable, Massachusetts, this 7<sup>th</sup> Day of August, Two Thousand and Thirteen.

Elaine Davis  
**Chief Procurement Officer**

**BARNSTABLE COUNTY**  
**Invitation for Bids for**  
**The Supply and Delivery of a Self-Contained, Main Breaker Generator**  
**For the Barnstable County Health Lab**

Barnstable County is seeking sealed bids for the supply and delivery of a self-contained, main breaker generator (installation not included) for the Barnstable County Health Lab.

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

**Bid Delivery**

All bids must be delivered to:

Barnstable County Purchasing Department  
3195 Main Street  
PO Box 427  
Barnstable, MA 02630

Bids must be delivered by August 22, 2013 at 11:00AM.

One original and two copies of the bid should be submitted. Bids must be sealed and marked as follows: "Health Lab Generator".

All bids must include a non-collusion form, tax compliance certificate, bid pricing sheet, and reference form as provided in this IFB.

**Bid Signature**

A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by 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, and with the corporate seal affixed.

**Time for Bid Acceptance**

The contract will be awarded within 30 days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between Barnstable County and the apparent lowest responsive and responsible bidder.

**Changes and Addenda**

If any changes are made to this IFB, an addendum will be issued. Addenda will be e-mailed or faxed to all bidders on record as having picked up the IFB.

**Questions about the IFB**

Questions concerning this invitation for bids must be submitted in writing no later than August 15, 2013 to:

Elaine Davis  
PO Box 427  
3195 Main Street

Barnstable, MA 02630  
Fax: (508) 362-4136  
Email: [edavis@barnstablecounty.org](mailto:edavis@barnstablecounty.org)

Questions may be delivered, mailed, emailed or faxed. Written responses will be e-mailed or faxed to all bidders on record as having picked up the IFB.

**Modification or Withdrawal of Bids, Mistakes, and Minor Informalities**

A bidder may correct, modify, or withdraw a bid by written notice received by the County prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No.\_\_\_\_" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the original IFB.

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.

If this bid is received electronically, bidders are solely responsible for obtaining and completing required attachments that are identified in this bid and for checking for any addenda or modifications that are subsequently made to this bid or attachments. Barnstable County accepts no liability and will provide no accommodation to bidders who fail to check for amended bids and submit inadequate or incorrect responses.

Bidders may not alter (manually or electronically) the bid language or any bid documents. Unauthorized modifications to the body of the bid, specifications, terms or conditions, or which change the intent of this bid are prohibited and may disqualify a response.

**Right to Cancel/Reject Bids**

Barnstable County reserves the right to cancel this IFB, or reject in whole or in part any and all bids, if it is determined that cancellation or rejection serves the best interest of Barnstable County.

**Bid Prices to Remain Firm**

All bid prices submitted in response to this IFB must remain firm for 60 days following the bid opening.

**Unforeseen Office Closure**

If, at the time of the scheduled bid opening, Superior Courthouse is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day. Bids will be accepted until that date and time.

**Purchase Description/Scope of Services**

Supply and Delivery (installation will be done by County) of the following:

- 125KW, 400 AMP
- Main Breaker Generator
- Outdoor unit
- Natural Gas

**Delivery Terms**

Delivery is to be made to the Barnstable County Health Lab at the top of the hill in the County Complex, 3195 Main St., Barnstable, MA 02630

**References**

Bidder must submit a complete list of all current customers who have had the proposed equipment installed and operational for at least two (2) years, with contact names and telephone numbers.

**Rule for Award**

Award will be made to the most responsive, responsible vendor offering the lowest price.

**Required Documents**

Failure to provide the following documents with your bid submittal could result in rejection of your bid.

- Attachment A – Certificate of Non-Collusion and Tax Compliance
- Attachment B – References
- Attachment C – Bid Form

**ATTACHMENT A**

**CERTIFICATE of NON-COLLUSION AND TAX COMPLIANCE**

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

I certify under the penalties of perjury that this bid/proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certificate, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other legal organization, entity or group of individuals.

**Company:** \_\_\_\_\_

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

**Signature of Individual Signing**

**Bid, or Corporate Officer:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Social Security Number**

**Or Federal Identification Number:** \_\_\_\_\_

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

Any person or corporation which fails to execute this document  
will be considered a non-responsive bidder  
and will be rejected pursuant to MGL Chapter 30B.

**ATTACHMENT B:**

**REFERENCE FORM**

Bidder: \_\_\_\_\_

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

**Bidder must provide references for:**

All current contracts under which the vendor's equipment has been operational for at least two years.

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

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

\_\_\_\_\_ Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

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

\_\_\_\_\_ Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

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

\_\_\_\_\_ Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

attach additional sheets if necessary

**ATTACHMENT C: Bid Pricing Sheet**

The County reserves the right to accept or reject any or all proposals should such action be deemed in the best interest of the County.

The undersigned agrees to supply all equipment, supplies, warranty and repair service agreement as per the attached specifications.

Equipment & Supplies \_\_\_\_\_

Warranty \_\_\_\_\_

Service Agreement \_\_\_\_\_

Signature of Person Submitting Bid. \_\_\_\_\_

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

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

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

Tel.# \_\_\_\_\_ Fax.# \_\_\_\_\_

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

## **SAMPLE AGREEMENT**

This agreement made the **XXXX** by and between **XXXXXXXXXXXXX** hereinafter called the "CONTRACTOR" and the County of Barnstable hereinafter called the "COUNTY".

**WITNESSETH**, that the Contractor and the County for the consideration hereinafter named agree as follows:

### **ARTICLE 1. SCOPE OF WORK**

The Contractor shall furnish all of the materials/services called for in the specifications for:

“XXXXXX XXXXXXXX.”

### **ARTICLE 2. TIME PERIOD**

- A. This contract is for the period of **XXXXXXXX** .
- B. The work to be done under this contract shall be completed: **see “A”**.

### **ARTICLE 3. THE CONTRACT SUM**

The County shall pay the contractor:

- A. **XXXXX**
- B. See “A”

### **ARTICLE 4. TIME OF PAYMENT**

The County shall pay the Contractor on original invoices only.

### **ARTICLE 5. THE CONTRACT DOCUMENTS**

The Bid together with this Agreement, form the Contract, and they are as fully a part of the Contract as attached and incorporated herein by reference.

### **ARTICLE 6. TERMINATION FOR CAUSE**



The County may terminate this Agreement, for cause, at any time upon written notice to the other party designating the reason for said termination. Termination shall be effective immediately.

**IN WITNESS WHEREOF** the parties hereto have executed the Agreement, the day and year first above written.

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY OF BARNSTABLE**

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

\_\_\_\_\_  
**BARNSTABLE COUNTY COMMISSIONERS**