



TOWN OF TEWKSBURY
DEPARTMENT OF PUBLIC WORKS
999 Whipple Road
Tewksbury, MA 01876
Tel: (978) 640-4440 Fax: (978) 640-4445

TOWN of TEWKSBURY
Invitation for Quotes
Surplus Supplies

Pursuant to the Town of Tewksbury's Surplus Property Bylaw, Chapter 3.04.08 and in compliance with MGL Chapter 30B, section 7, the Town of Tewksbury (Town) is seeking quotes from parties interested in purchasing Town surplus supplies as listed in Attachment A. Interested parties (Proposer) shall submit a quote in accordance with the requirements and directions described herein.

1. Required Information – The following information, at a minimum, shall be submitted:
 - a. Bid Form. Each Proposer submitting quotes shall use Schedule A and provide a price for any and all items identified. Each item has been tagged with an associated number on the quote sheet. To the extent possible, Attachment A provides an informational summary of each surplus item.
 - b. Taxes, Non-Collusion, and Signing Authority. Schedule B must be completed pertaining to taxes, non-collusion, and signing authority.
2. General Conditions:
 - a. The Town of Tewksbury reserves the right to reject any or all quotes, as well as any part of any or all quotes, deemed not in the best interest of the Town. The Town also reserves the right to waive any informality in the collection of quotes as it may deem non-consequential.
 - b. All sales of any item are final. The Town makes no express or implied representations or guarantees as to the functioning or condition of the equipment sold. Each item is purchased “as is, where is” with no warranties beyond the face hereof, including, but not limited to for merchantability or fitness for particular purpose.
 - c. A complete list of items will be available at the sale site, at the time of inspection. The sale will be subject to additions and deletions of items up to and until award.
3. Inspection of Equipment:
 - a. A meeting to view and inspect the surplus items at the Park Department garage located at 301 Livingston Street, Tewksbury will be held on **Tuesday, December 16, 2014 at 9:30 AM-10:30 AM**. All parties interested in entering the garage to view the surplus items must submit a signed Release Form in Schedule C to the Town prior to entry.

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- b. Inspection of the Fire Dept vehicles at the Tewksbury South Fire Station located at 2342 South Street, will be held on **Tuesday, December 16, 2014 at 11:00 AM-12:00 PM.**
 - c. No vehicle or equipment shall be started, moved or worked on until notification of award selection.
4. Quote Submission:
- a. One copy of the “Required Information” as indicated in Item #1 above must be submitted in a sealed envelope that is clearly marked “Surplus Supplies/Equipment” to Brian Gilbert, Superintendent of Public Works, Department of Public Works, 999 Whipple Road, Tewksbury MA 01876, no later than **12:00 PM on Friday, December 19, 2014** at which time the quotes will be publicly opened and read aloud.
5. Evaluation of Quotes:
- a. The Town of Tewksbury’s Chief Procurement Officer and/or his designee will review the submitted quotes and determine award.
 - b. Award shall be to the Proposer that offers the highest quote per item deemed acceptable by the Town. The Town reserves the right to reject any and all quotes. In the event of a tie between two or more Proposers, the quote submitted first will prevail.
 - c. If there are no quotes received for any given item, those items may be donated to charity or disposed of as solid waste.
6. Payment and Collection of Equipment:
- a. All equipment must be paid for and removed within seven days of the award, made in writing, or the item will be offered to the next highest, qualified Proposer.
 - b. Payment shall be by money order or certified check, made payable to the Town of Tewksbury. Payment must be made prior to the removal of equipment.
7. Point of Contact:
- a. Rick Spinale, Assistant Superintendent of Public Works may be contacted concerning this request for quotes on Park Dept equipment. He can be reached at 978-640-4440 x232, Department of Public Works. Michael Hazel, Fire Chief, maybe contacted concerning this request for quotes on Fire Dept. vehicles at 978-640-4410.

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SCHEDULE A

BID FORM

The Proposer acknowledges that the quotes shown on the list in Attachment A are good faith prices for the items anticipated to be surplus and the Proposer shall not be entitled to any additional compensation or consideration beyond the stipulated price for the actual items as presented or as herein defined. The Proposer also acknowledges that the items identified as surplus, during the Informational Meeting are the items for which the Proposer is providing a price below.

PROPOSER INFORMATION

Name: _____

Address: _____

Contact Person (Print): _____

Contact Person (Signature): _____ Date: _____

Telephone: _____ Fax: _____

Email: _____

QUOTE AMOUNT

<u>Item No.</u>	<u>Brief Description of Items With Unit Quote Price in Words</u>	<u>Amount In Figures</u>
1	Sand Blasting Unit with Motor assembly and air compressor pressure tank _____ Words	\$ _____
2	Bobcat 48" walk-behind Mower _____ Words	\$ _____

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SCHEDULE A (Continued)

<u>Item No.</u>	<u>Brief Description of Items With Unit Quote Price in Words</u>	<u>Amount In Figures</u>
3	(2) Pneumatic Bumper Floor Jacks _____ Words	\$ _____
4	(1) Engine Pull/Jack _____ Words	\$ _____
5	(2) HGP Hanson General Snow blowers Bobcat Attachments _____ Words	\$ _____
6	(2) Titan Field Line Sprayers w/dollie _____ Words	\$ _____
7	(1) Snow plow blade floor jack _____ Words	\$ _____
8	(1) Trench Plate Compactor _____ Words	\$ _____
9	(2) Edge cutting units 2-horsepower _____ Words	\$ _____

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SCHEDULE A (Continued)

<u>Item No.</u>	<u>Brief Description of Items With Unit Quote Price in Words</u>	<u>Amount In Figures</u>
10	1994 E One Hush Fire Engine Detroit Engine w/104,319 Miles	
	_____	\$ _____
	Words	
11	1999 E One Hush Fire Engine Cummins Engine w/60,082 Miles	
	_____	\$ _____
	Words	
12	2002 E One Hush Fire Engine Cummins Engine w/70,317 Miles	
	_____	\$ _____
	Words	

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SCHEDULE B

CERTIFICATION 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.

Pursuant to M.G.L. Chapter 62C, Section 49A, the undersigned certifies under the penalties of perjury that the company named below has filed all Massachusetts State tax returns and paid all State taxes required by Massachusetts.

The undersigned certifies under penalties of perjury that he/she is authorized on behalf of the company named below to bind the company contractually. If the company is a corporation, a clerk's certificate of vote and minutes of a Director's meeting will be provided.

Social Security Number or Federal Identification Number

Company Name

Printed Name of Signer

Signature

Date

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SCHEDULE C

RELEASE FORM

I, the undersigned, do hereby consent to entering the Park Department garage, on Livingston Street in the Town of Tewksbury, for the purpose of attending an Informational Meeting where I am able to inspect surplus items, as a potential bidder of said items, in response to an Invitation for Quotes.

I also agree to forever release the Town of Tewksbury, and all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in the Informational Meeting of the Town of Tewksbury ("the Releasees") from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or property damage resulting from my participation.

I also promise, to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to myself or property damage resulting from participation in the Informational Meeting of surplus supplies at the Parks Department garage in the Town of Tewksbury.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form, I understand that my participation is voluntary and that I am free to choose not to participate in said Informational Meeting. By signing this Form, I affirm that I have decided to participate in the Informational Meeting with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I may suffer in the Informational Meeting.

Print Participant

Name: _____

Participant Signature: _____

Date: _____