



TOWN OF MENDON
Parks & Recreation Department

20 Main Street
Mendon, Massachusetts 01756
Phone: 508-473-0600 Fax: 508-478-8241
Email: parkcomm@mendonma.gov

www.mendonma.gov/parks

Mendon Parks & Recreation Department

Invitation for Bids

for

**Memorial Park Tennis Court
Fence Replacement Project**

July 22nd, 2015

Bids Due: Aug. 13th, 2015, 1:00pm Local Time

Late Bids will be rejected

Deliver Completed Bids to:

Office of the Mendon Board of Selectmen

Mendon Town Hall

20 Main St., Mendon, MA 01756

(508) 473-2312

Monday - Thursday, 9:00 a.m. to 4:00 p.m EST.

**MENDON PARKS COMMISSION
MENDON, MA**

NOTICE TO BIDDERS

The Town of Mendon Parks Commission, 20 Main St., Mendon, MA 01756, invites the submission of sealed bids for services related to the replacement of the chain link fence surrounding the Memorial Park Tennis Courts located at 29 Millville Rd. The Invitation for Bids (“IFB”) may be obtained from the Office of the Mendon Parks Commission, Mendon Town Hall, Third Floor, 20 Main St., Mendon, MA 01756 between 9am and 4pm local time, Monday – Thursday (offices are closed Fridays) beginning on July, 22nd, 2015. The IFB will also be posted on line at www.mendonma.gov/procurement A pre-bid site assessment can be arranged by contacting the Administrative Clerk of the Parks Dept, Dan Byer, at 508-473-0600 or emailing parkcomm@mendonmma.gov.

Sealed bids will be received until **1:00pm local time Aug. 13th, 2015** at the Office of the Mendon Board of Selectmen, Mendon Town Hall, 20 Main St., Mendon, MA 01756, at which time and place all bids will be publicly opened and read. If the Mendon Town Hall is closed due to weather or other emergency, the deadline for receipt of Bids will be extended to the time posted above on the next business day upon which Town Hall is open. All Bids shall comply with the IFB issued by the Town of Mendon, including, without limitation, Section 1, Instructions to Bidders and Bid Submission Requirements. The Town reserves the right to waive any informality in or to reject any, any part of, or all Bids in the best interest of the Town. Any Bid submitted will be binding for thirty (30) days subsequent to the time of bid opening.

Section 1 – Instructions to Bidders

The Town of Mendon Parks Commission, 20 Main St., Mendon, MA 01756, invites the submission of sealed bids for services related to the replacement of the chain link fence surrounding the Memorial Park Tennis Courts located at 29 Millville St. For a full description of the project please refer to Section 3 of the Invitation for Bids (IFB).

This IVB is concurrent with an additional IFB for the repair and renovation of the court surface. Contractors are welcome to bid on one or both projects, however, bids must be submitted separately for each.

Copies of this IFB may be obtained from the Office of the Mendon Parks Commission, Mendon Town Hall, Third Floor, 20 Main St., Mendon, MA 01756 between 9am and 4pm local time, Monday – Thursday (offices are closed Fridays) beginning on July, 22nd, 2015. The IFB will also be posted on line at www.mendonma.gov/procurement

A pre-bid site assessment can be arranged by contacting the Administrative Clerk of the Parks Dept, Dan Byer, at 508-473-0600 or emailing parkcomm@mendonmma.gov.

Questions regarding this IFB shall be submitted in writing and shall be delivered to the Office of the Mendon Parks Commission by the close of business (4:00 P.M. local time, Monday through Thursday) on Aug. 11th, 2015. Questions presented after this time shall not be considered. No question shall be considered which is not submitted in writing. Any questions requiring consideration shall be answered in an addendum delivered to all registered Bidders.

Sealed bids marked “**Mendon Parks: Sealed Bid for Memorial Park Fence Project**” shall be received by **1:00pm local time Aug. 13th, 2015** at this address:

**Office of the Mendon Board of Selectmen
Mendon Town Hall
20 Main St.
Mendon, MA 01756**

Each Bidder’s name, address and contact phone number shall be clearly visible from the outside of each sealed envelope. The clock in the Office of the Mendon Board of Selectmen in the Mendon Town Hall shall be considered official. No late Bids shall be accepted. No faxed Bids shall be accepted. Conditional Bids will not be accepted. If the Mendon Town Hall is closed due to weather or other emergency, the deadline for receipt of Bids will be extended to the time posted above on the next business day upon which Town Hall is open.

Each Bid shall be accompanied by a Bid Deposit in the form of 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, payable to the Town of Mendon, MA. The amount of such Bid Deposit shall be five (5%) percent of the value of the Bid.

The Bid Deposits of the three (3) lowest responsible and eligible Bidders will be returned upon the execution and delivery of a Contract or, if no award is made, upon the expiration of the time prescribed herein for making an award; except that, if any Bidder fails to perform his/her/its agreement to execute a Contract and furnish a Performance Bond and a Labor and Materials Payment Bond if required, his/her/its Bid Deposit shall become and be the property of the Town, as liquidated damages; provided that the amount of the Bid Deposit which becomes the property of the Town will not, in any event, exceed the difference between his/her/its Bid price and the Bid price of the next lowest responsible and eligible Bidder; and provided further that, in case of death, disability, bona fide clerical or mechanical error of a substantial nature, or other similar unforeseen circumstances affecting a Bidder, his/her/its Bid Deposit will be returned to him/her/it. The Bid Deposits of Bidders other than the three (3) lowest responsible and eligible Bidders will be returned following award of the Contract by the Town.

Each Bid shall be submitted in accordance with the Submission Requirements in order to be considered for award. Any Bid submitted shall be binding for thirty (30) days subsequent to the time of the opening of Bids.

The Town **will not** reimburse Bidders for any costs incurred in preparing Bids in response to this IFB.

Submission of a Bid shall be conclusive evidence that the Bidder has examined this IFB and is familiar with all the conditions of any contract awarded by the Town. Upon finding any omissions or discrepancy in this IFB, each Bidder shall notify the Town immediately so that any necessary addenda may be issued. Failure of a Bidder to investigate completely the IFB and/or to be thoroughly familiar with this IFB shall in no way relieve any such Bidder from any obligation with respect to the Bid.

By submission of a Bid, the Bidder agrees that if its Bid is accepted, then it shall enter into a Contract with the Town which incorporates all of the requirements of this IFB. By submission of a Bid, the Bidder further indicates acceptance of all terms and conditions of this IFB.

Changes, modifications or withdrawal of Bids shall be submitted in writing to the Office of the Mendon Board of Selectmen prior to the deadline and shall be contained in a sealed envelope clearly marked, as appropriate, **“CORRECTION, MODIFICATION OR WITHDRAWAL OF SEALED BID for Memorial Park Fence Project”** No corrections, modifications, or withdrawal of Bids shall be permitted after Bids have been opened.

M.G.L. c. 30, §39M, which is incorporated herein by reference, shall govern all procedures.

Prevailing wage rates as determined by the Commissioner of the Massachusetts Department of Labor and Workforce Development under the provisions of the Massachusetts General Laws, Chapter 149, Sections 26 to 27G, as amended, apply to this work. It is the responsibility of the Bidder, before Bid submission, to request, if necessary, any additional information on Minimum Wage Rates for those tradespeople who may be employed for the proposed work under any such Contract awarded.

The ***Awarding Authority*** reserves the right to waive any informality in bids submitted and to accept any bid or part thereof, and to reject any and all bids, or any part of any bid, if it be in the best interest of the Town of Mendon to do so.

For further information, please refer to the succeeding sections, with which each Bidder shall comply in submitting a Bid.

Section 2 – Pre-Bid Questions

A pre-bid site assessment can be arranged by contacting the Administrative Clerk of the Parks Dept, Dan Byer, at 508-473-0600 or emailing parkcomm@mendonmma.gov.

Questions regarding this IFB shall be submitted in writing and shall be delivered to the Office of the Mendon Parks Commission by the close of business (4:00 P.M. local time, Monday through Thursday) on Aug. 11th, 2015. Questions presented after this time shall not be considered. No question shall be considered which is not submitted in writing. Any questions requiring consideration shall be answered in an addendum delivered to all registered Bidders.

Section 3 – Scope of Work

The Town of Mendon Parks Department is requesting bids for the repair of the fence surrounding the Tennis Court at Memorial Park (29 Millville St.). The successful bidder shall perform all work in accordance with the specifications as follows:

Timeframe:

Work is expected to begin as soon as possible after the contract is signed. Project must be completed before May 15th, 2016. The Tennis Courts will be closed to the public during the renovation.

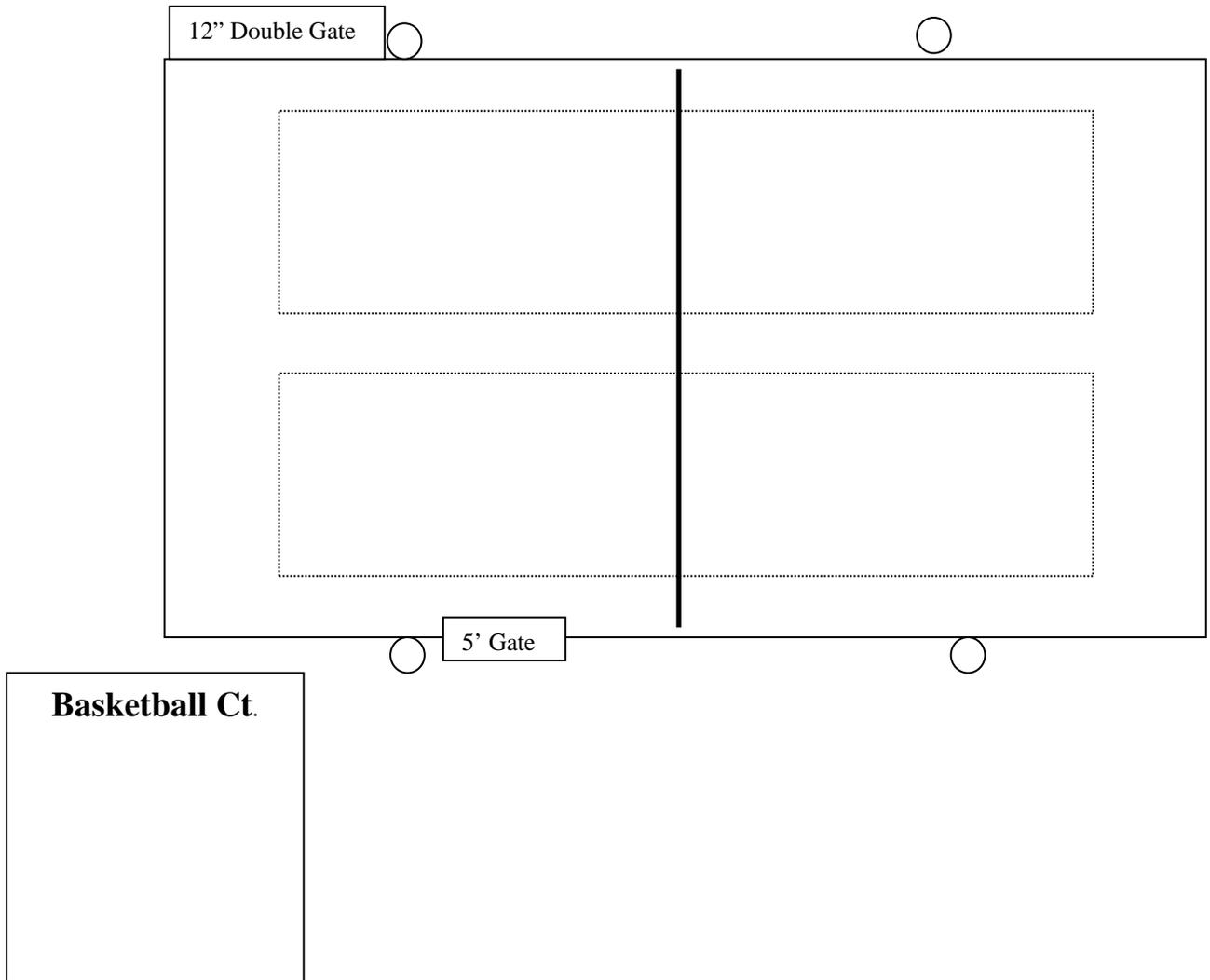
Scope of work:

- Remove and dispose of the existing fence.
 - Mendon Parks will retain the fence posts and rails from the existing fence along with some hardware that can be salvaged.
 - Contractor is responsible for disposing of the old fence mesh materials, or other scrap generated from this project.
- Any post that is installed through the existing court must be cut off and ground flush with the surrounding surface so as to not disrupt any membrane placed over top of the surface.
- Any other post footings may be removed as long as their removal will not compromise the integrity of the existing court.
- Install a new fence with a top, middle and bottom rail.
- Fencing fabric is to be GREEN vinyl covered 9ga fabric.
- Tops and bottoms of fabric are to be folded over as to not present a hazard to the public.
- Height of fence is to be 10 feet.
- Fence posts are to be set in concrete footings below the local frost line per the MA building code.
- There shall be one 5' gate on the side of the fence facing the basketball courts (**Figure A**)
 - This gate should possess the means to be locked with a padlock if needed
- A double 8' (total 12' wide) gate shall be installed per drawings (**Figure A**)
 - This gate should possess the means to be locked with a padlock if needed

Conditions:

- Contractor must contact Dig-Safe prior to beginning.
- There are direct burial 110V electrical lines surrounding the court, connecting the existing lights.
Contractors are responsible repairing any damage to these lines caused by their construction.
- The existing "Hit-Return" board attached to the fence will be removed by Parks and is to be left untouched.
- Contractors are responsible for removing and properly disposing of any waste generated during this project.
 - Mendon Parks will be retaining the fence posts and rails from the existing fence along with some hardware that can be salvaged.
 - Contractor is responsible for disposing of the old fence mesh materials, or other scrap generated from this project.
- Contractors are responsible for installing any barriers needed to ensure the public's safety during construction.
- There are bathroom facilities available behind the playground.
- Water is available via hose spigot along the access road across from the parking lot upon request.
- 110V AC electrical power is available on site along one side of the courts.
- Memorial Park is a Smoke Free facility
- Contractors are reminded that although the tennis courts will be closed to the public, the rest of the park is open. Contractors will conduct themselves in a professional manner at all times.
- The Successful Bidder shall provide services as an independent contractor with the Town of Mendon and the Successful Bidder and his/her/its employees shall not be entitled to receive any benefits of employment with the Town of Mendon, including without limitation salary, overtime, vacation pay, holiday pay, health insurance, life insurance, pension or deferred compensation.

Figure A Tennis Court Diagram



Section 4 – Bid Submission Requirements

Each Bidder shall submit with their bid:

A fully executed and completed Bid Form (Appendix 1)

Section 5 – Labor and Materials Payment Bond Requirements

Within ten (10) calendar days after notification of award of a Contract by the Town, the Successful Bidder shall furnish to the Town a Labor and Materials Payment Bond, in the amount of one hundred (100%) percent of the Contract price, with a surety company which is acceptable to the Town and which is licensed by the Massachusetts Division of Insurance. All Bidders shall verify their bonding capacities before submitting a Bid.

Section 6 – Smoking, Use of Alcohol, and Controlled Substances Prohibited

The use of alcoholic beverages, narcotics, and mood altering substances, except for current valid, legal prescriptions, by any officer, employee, agent, or representative of the Successful Bidder is prohibited on Town of Mendon property which is the subject matter of this IFB and during all hours of work under any Contract with the Town. If any officer, employee, agent, or representative of the Successful Bidder violates the foregoing provision, the Town of Mendon shall have the right to order that such officer, employee, agent, or representative of the Successful Bidder shall not be permitted to return to work under any Contract with the Town. Under such circumstances, the Successful Bidder shall promptly remove the subject officer, employee, agent, or representative from the job site and shall not permit the subject officer, employee, agent, or representative to perform further work in conjunction with any Contract with the Town.

Pursuant to Massachusetts General Laws (M.G.L.) c. 270, §22, the Commonwealth of Massachusetts Smoke free Workplace Law, the Successful Bidder, his/her/its officers, employees, agents, and representatives shall refrain from smoking and from using tobacco products in any public building in the Town of Mendon.

In addition, the regulations of the Mendon Parks Commission prohibit smoking on all park property.

Section 7 – Compliance with Laws

The Successful Bidder shall comply with all provisions of Federal, Massachusetts and Town of Mendon law applicable to his work including, without limitation, statutes, by-laws, rules, regulations, orders and directives, as amended, and including, without limitation, the Williams-Steiger Occupational Safety and Health Act of 1970, as amended, and related regulations, as amended, in effect throughout the term of this Contract and any extension or renewal thereof. Without limitation, the Successful Bidder shall comply with the provisions of Chapter 149, Section 26 to 27D of the Massachusetts General Laws, as amended, and the applicable minimum wage rates as determined by the Massachusetts Commissioner of Labor and Industries. This Contract shall be considered to include in their entirety all terms respecting workers' compensation insurance and other terms required to be included in it by Chapter 152 of the Massachusetts General Laws, as amended, and applicable provisions of any other laws, including, without limitation, Chapter 30, Sections 39F, 39G, 39K, 39L, 39M, 39N, 39O, 39P, and 39R of the Massachusetts General Laws, as amended, and Chapter 149, Sections 34, 34A, and 34B of the Massachusetts General Laws, as amended, and Chapter 82, Section 40 of the Massachusetts General Laws, as amended, as though such terms were set forth in their entirety herein.

Section 8 – Insurance

The Successful Bidder shall keep in force throughout the term of the Contract and any extension or renewal thereof the amount of insurance described in the Contract which is a part of this IFB and is incorporated herein by reference. Without limitation of other requirements of this IFB, no Contract shall be entered into by the parties unless the Successful Bidder complies with all applicable insurance requirements, including, without limitation, the required language mandating that the Town of Mendon shall be named as an additional insured on the required policies of commercial general liability insurance, automobile liability insurance, and excess liability insurance, umbrella form.

Section 9 – Rule for Award

Bids submitted to the Town prior to the deadline will be reviewed to determine compliance with the foregoing Bid Submission Requirements and this IFB. Pursuant to M.G.L. c.30, §39M, the Town shall award, within thirty (30) days of the opening of sealed Bids, one (1) Contract, if at all, to the lowest responsible and eligible Bidder, who complies with the Bid Submission Requirements in Section 4 above. The award of any Contract pursuant to this IFB shall be subject to the availability of funding.

The term "lowest responsible and eligible Bidder" shall mean the Bidder: "(1) whose Bid is the lowest of those Bidders possessing the skill, ability and integrity necessary for the faithful performance of the work; (2) who shall certify that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (3) who shall certify that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least ten (10) hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; (4) who, where the provisions of Section 8B of Chapter 29 (of the Massachusetts General Laws (M.G.L.)) apply, shall have been determined to be qualified thereunder; and (5) who obtains within ten (10) days of the notification of Contract award the security by bond required under Section 29 of Chapter 149 (of the Massachusetts General Laws (M.G.L.)); provided that for the purposes of this section the term "security by bond" shall mean the bond of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the Awarding Authority; provided further, that if there is more than one (1) surety company, the surety companies shall be jointly and severally liable". M.G.L. c.30, §39M.

Nothing in this IFB will compel the Town to award a Contract. The Town may cancel this IFB, may waive, to the extent allowed by law, any informalities, and may reject any and all Bids, if the Town, in its sole discretion, determines said action to be in the best interest of the Town of Mendon. The Town may reject as non-responsive any Bid that fails to satisfy any of the Bid Submission Requirements.

No person or firm debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency shall be awarded a Contract.

The Successful Bidder shall, within ten (10) calendar days after notification of contract award by the Town, execute a Contract in accordance with the terms of this IFB, in the form of the attached Contract.

The Successful Bidder who enters into a Contract with the Town shall be responsible for obtaining, at his/her/its own expense, all appropriate federal, state and local permits, licenses and approvals.

The Town may terminate any such Contract upon written notice to the Contractor if a source of money to fund the Contract is lost during the Contract term. In the alternative, the parties may agree in writing to amend any such Contract to provide for a Contract price which represents a reduced appropriation for the Contract term.

Appendix 1 - Town of Mendon - Bid Form

Page 1 of 5

*Mendon Parks: Sealed Bid for Memorial Park Tennis Court Project
Office of the Mendon Board of Selectmen
Mendon Town Hall
20 Main St.
Mendon, MA 01756*

The undersigned hereby submits a sealed bid for services related to a construction project at Mendon Town Hall, as described in the IFB and in the specifications.

Printed Name of Bidder:

Address: _____

The Bidder hereby pledges to deliver the complete scope of services required for the price shown below:

Total Price in Words:

Total Price in Numbers:

Appendix 1 - Town of Mendon - Bid Form

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Bidder Certifies as Follows:

1. A fully executed and completed Bid Form (**Appendix 1**) which shall include certification of the following:
 - a. Bidder is an established business with a minimum of five (5) years of experience in providing services related to public construction. (Bidder shall attach to the Bid Form a short statement of the status of the business, the year of incorporation/commencement, a list of any name changes, and a list of any lawsuits pending against Bidder.)
 - b. Bidder holds all applicable State and Federal permits, licenses and approvals. (Bidder shall attach to the Bid Form copies of all applicable State and Federal permits, licenses, and approvals.)
 - c. Bidder provides supervision of all workers performing under all Contracts held and pledges to provide such supervision under any Contract with the Town.
 - d. Bidder holds all applicable documentation and Insurance in accordance with this IFB. (Bidder shall attach to the Bid Form copies of relevant insurance certificates hereto. Nothing in this provision, however, shall eliminate the requirement that the Bidder, if chosen as the Successful Bidder, shall submit to the Town endorsements or riders in compliance with Section 7 of the Contract.)
 - e. Bidder shall provide a list of at least three (3) successfully completed jobs in such time, giving the name and address of these projects.
 - f. Bidder has not defaulted on any Contract within the last five (5) years.
 - g. Bidder has not failed to perform satisfactorily on Contracts of a similar nature.
 - h. Bidder maintains a permanent place of business. (Bidder shall attach to the Bid Form the address of his/her/its business.)
 - i. Bidder is registered with the Secretary of the Commonwealth of Massachusetts to do business in Massachusetts. (Bidder shall attach to the Bid Form a copy of a Letter of Good Standing from the Secretary of the Commonwealth's Office.)
 - j. Bidder possesses the skill, ability and integrity necessary for the faithful performance of the work.
 - k. Bidder is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work.
 - l. Bidder's employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least ten (10) hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee.
 - m. Bidder's materials meet the specifications. (A manufacturer's certificate, certifying conformance to the above material specifications, shall be furnished to the Town by the Successful Bidder.)

Appendix 1 - Town of Mendon - Bid Form

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2. CERTIFICATE OF TAX COMPLIANCE

- a. Pursuant to Massachusetts General Laws (M.G.L.) c.62C,§49A, I certify under the penalties of perjury that the Bidder named below has complied with all laws of the Commonwealth of Massachusetts pertaining to the payment of taxes, to the reporting of employees and contractors, and to the withholding and remitting of child support.

Initial: _____

3. CONFLICT OF INTEREST CERTIFICATION

- a. The Bidder hereby certifies that:
 - i. The Bidder has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of a Contract pursuant to this Invitation for Bids.
 - ii. No consultant to, or subcontractor for, the Bidder has given, offered, or agreed to give any gift, contribution, or offer of employment to the Bidder, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a Contract by the Bidder.
 - iii. No person, corporation, or other entity, other than a bona fide full time employee of the Bidder has been retained or hired to solicit for or in any way assist the Bidder in obtaining the Contract (pursuant to this IFB) upon an agreement or understanding that such person, corporation or entity be paid a fee or other compensation contingent upon the award of a Contract to the Bidder.
 - iv. The Bidder understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, applies to the Bidder with respect to the transaction outlined in the IFB.
 - v. The Bidder understands that the Bidder, his/her/its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

Initial: _____

4. CERTIFICATE OF COMPLIANCE WITH M.G.L. c.151B

- a. The Bidder hereby certifies that it is in compliance with and shall remain in compliance with Massachusetts General Laws (M.G.L.) Chapter 151B and shall not discriminate on any prohibited basis outlined therein.

Initial: _____

5. CERTIFICATE OF COMPLIANCE WITH APPLICABLE EEO/AA/SDO PROVISIONS

- a. The Bidder hereby certifies that it shall comply with all applicable minority workforce percentage ratio and specific affirmative action steps contained in any applicable EEO/AA/SDO provisions of this Contract, including, without limitation any imposed by the Massachusetts Supplier Diversity Office (SDO).

Initial: _____

Appendix 1 - Town of Mendon - Bid Form

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6. CERTIFICATE OF NON-DEBARMENT

- a. The Bidder hereby certifies that it is presently not debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, and that, should any proceeding arise in which it is debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, the Bidder shall inform the Town of Mendon within one (1) business day of such debarment, suspension, or prohibition from practice.

Initial: _____

7. Prevailing Wage Rates

- a. Prevailing wage rates as determined by the Commissioner of the Massachusetts Department of Labor and Workforce Development under the provisions of the Massachusetts General Laws, Chapter 149, Sections 26 to 27G, as amended, apply to this work. It is the responsibility of the Bidder, before Bid submission, to request, if necessary, any additional information on Minimum Wage Rates for those tradespeople who may be employed for the proposed work under any such Contract awarded.
(See Attached Prevailing Wage Rates)

Initial: _____

The Bidder understands that, pursuant to M.G.L. c.30, §39M, the Town shall award, within thirty (30) days of the opening of sealed Bids, one (1) Contract, if at all, to the lowest responsible and eligible Bidder, based upon the lowest total cost to provide the required services, who complies with the Bid Submission Requirements in Section 4 above. The award of any Contract pursuant to this IFB shall be subject to appropriation by Mendon Town Meeting.

The Bidder agrees that, if he/she/it is the Successful Bidder, he/she/it will, within ten (10) calendar days after notification of award of a Contract by the Awarding Authority, execute said Contract in accordance with the terms of this Bid and furnish a Performance Bond and a Labor and Materials Payment Bond, each with a surety company qualified to do business under the laws of the Commonwealth of Massachusetts and satisfactory to the Awarding Authority in the amount of one hundred percent (100%) of the Contract price, the premiums for which are to be paid by the Successful Bidder and are included in the Contract price; provided, however, that if there is more than one (1) surety company, the surety companies shall be jointly and severally liable.

The undersigned certifies under the penalties of perjury that this Bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

The Bidder agrees that all Bid specifications and Contract specifications are hereto made part of any Contract executed with the Town and are binding on the Successful Bidder.

Authorized Signature

Printed Name

Date

Appendix 1 - Town of Mendon - Bid Form

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| | |
|--|-------------------------------------|
| If a Corporation – Full Legal Name: | |
| | |
| Officers of Corporation and Addresses: | |
| | |
| State of Incorporation: | Principal Place of Business: |
| | |
| Telephone Number : | Qualified in Massachusetts: |
| | Yes _____ No _____ |
| Place of Business in Massachusetts: | Telephone Number: |
| | |
| Full Legal Name of Surety Company | |
| | |
| Principal Place of Business of Surety Company | |
| | |
| Telephone Number: | Admitted in Massachusetts: |
| | Yes _____ No _____ |
| Place of Business in Massachusetts: | Telephone Number: |
| | |

**Appendix 2 - Certificate of Corporate Bidder
(If Applicable)**

This Certificate shall be completed where Bidder is a Corporation and shall be so completed by its Clerk. In the event that the Clerk is the person signing the Bidder on behalf of the Corporation, this Certificate shall be completed by another officer of the Corporation.

I, _____, certify that I am the Clerk of the Corporation named as Responder in the attached Response Form; that _____, who signed said Response on behalf of the Responder was then _____ of said Corporation and was duly authorized to sign said Response Form; and that I know his/her signature thereto is genuine.

(Corporate Seal)

Name of Bidder:

Address of Bidder:

Telephone Number:

____ - ____ - ____

By:

(Signature)

(Date)

(Printed Name)

(Title)