

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

BID SPECIFICATIONS

- I. For the purchase and delivery of one (1) new 2018 or newer, 14 Passenger Multifunction School Activity Buses.
- II. The minimum evaluation criteria are the standards that will be used to evaluate whether the bid is “responsive” and to identify “responsible” bidders. The minimum standards for this bid are:
 - A. **Bid Security** The bid must be accompanied by a cashier’s check, a certified check or a bid bond for five (5%) percent of the proposal but in no case less than twenty-five (\$25.00) dollars (usually defined on the Bid Form). The certified check or cashier’s check must be payable to the Wellesley Public Schools District. All checks, except those of the three- (3) lowest acceptable bidders will be returned within two (2) weeks after the opening of bids. No later than five (5) days after the award of the contract, bid guarantees not disposed of, will be returned to the bidders, other than the successful bidder whose deposit will be held until satisfactory completion of the contract, or until submission of an approved performance bond.
 - B. A signed bid indicating that the bidder promises to provide the supply or service specified, that the bidder has not been involved in collusion and that the bidder has paid all state taxes.
 - C. The selected bidder(s) shall be required to provide the issuer with proof of insurance submitted to the Issuer as follows:
 1. General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The District to be named as an "Additional Insured".
 2. Automobile Liability of at least \$1,000,000 Bodily Injury and Property Damage per accident. The District to be named as an "Additional Insured".
 3. Workers' Compensation Insurance as required by law.
 4. Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The District to be named as an Additional Insured.
 - D. Bidder must supply three (3) references that prove they have successfully provided similar services within the past 5 years. The District will verify references.
 - E. Bid Submissions
Vendors must submit a completed Bid Form (see page 10), Tax Compliance Certificate, Certificate of Non-Collusion, W-9, and Minimum Criteria Checklist. All documents must be in a sealed envelope labeled “New 14 Passenger Multifunction School Activity Bus Bid” and submitted no later than 1:00 PM on June 26, 2018 to Ben Wilkins, Purchasing Coordinator, Wellesley Public Schools, 40 Kingsbury Street, Wellesley MA 02481. Late bids cannot be accepted.

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

Purchase Description: Chassis to be a new 2018 or newer cut-away model as described in these specifications. All Chassis specifications shall meet or exceed those specifications as set forth by the Massachusetts Department of Transportation, Federal Department of Transportation and the Massachusetts Minimum Safety Standards for Construction of School Buses in effect at time of manufacture. (No label unique to the MFSAB)

Technical Bus Chassis & Body Specifications

1. 2018 or newer dual wheel cut-away van model or equal
2. Wheelbase 159 inches
3. Gas engine V-8 EFI
4. Automatic Transmission
5. Heavy duty cooling
6. Hydraulic brakes, disc front, drum rear, power ABS
7. Front axle 4,300 lb.
8. Front springs, 4,300 lb.
9. Rear axle, 8,800 lb.
10. Rear springs, 8,600 lb.
11. Front and rear shocks
12. Radial tires, LT225/75R-16D all season
13. Power steering
14. Daytime running lights
15. Battery, 600 CCA minimum
16. 35 gallon fuel tank
17. Heat shield around fuel tank
18. Drive line guards to include snow/rub rail at bottom of skirt
19. Dual horns
20. Gauge package
21. Tinted windshield
22. 12,000 lb. GVWR cutaway van chassis
23. 4.10 rear axle ratio
24. Dual rear wheels
25. School bus package and certification
26. Heavy duty alternator (145 amp, minimum)
27. Front heater defroster
28. Front air condition
29. Driver's sun visor
30. Two speed and intermittent wipers and washers, to be mounted on van chassis, not on school bus body
31. Front stabilizer bar
32. Center aisle seating – 14 ambulatory, 36 inch seats with built in headrests
33. Lap and shoulder belts – two per seat
34. All seats must meet or exceed FMVSS 222 standard
35. Full acoustic ceiling
36. Roof: exterior and interior panels-aluminum
37. Interior side panels, stucco embossed aluminum
38. Rear emergency door with upper and lower glass & 3-point lock system

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

39. Full body insulation 1 ½ inch thick, minimum
40. Floor structure, embossed aluminum with steel and aluminum cross members
41. Black rubber floor covering
42. Black ribbed rubber step tread
43. Black ribbed rubber center aisle
44. Split sash side windows with window latch – **tinted glass**
45. Interior dome light, driver dome light with separate switch
46. Electrical panel above driver compartment with door and separate glove box above driver door
47. Stepwell light and 24-inch grab rail at entrance
48. Two back up lights – 7 inch minimum LED
49. Back up camera
50. All exterior lights to be LED
51. ½ inch exterior grade plywood flooring under rubber floor
52. 50,000 BTU rear heater (minimum 50,000 BTU)
53. Body electrical circuits protected by breakers
54. Vinyl seat upholstery/transportation grade
55. Reflective striping around emergency exits, white
56. Aluminum driver's step with mudguard
57. Rear mud flaps
58. Bucket type driver's seat with arm rest
59. Driver's seat belt with self-locking retractors
60. Static roof ventilator
61. Radio in bus AM/FM/CD to include four rear speakers
62. Body and Chassis undercoating
63. Two fender mounted crossview quadrispherical mirrors
64. Corrosion resistant door control
65. First aid kit: Massachusetts' specs
66. 5lb. Fire extinguisher 10BC
67. Reflector triangles
68. 7 inch or greater full wrap-around type 1/8 inch thick bumper
69. Padded head over entrance door
70. Outward opening entrance door (manual)
71. Emergency door buzzer and pilot lamp
72. 6-inch x 6-inch interior mirror-clear view
73. Rear bulkhead A/C 45,000 BTU minimum with skirt mounted condenser with two fans. Front A/C cannot be combined with rear to achieve minimum rear BTU output
74. Padded shoulder rails
75. White rubber wear plate at manual entrance door
76. Molded rubber wheelhouse covers
77. Meet FMVSS body construction
78. Interior paint-gray
79. One emergency push-out window each side
80. Backup alarm
81. Specialty roof hatch with buzzer
82. Exterior color – White
83. Rear cargo area with cargo netting
84. Lettering per customer specifications (TBD)

Wellesley Public Schools

New 14 Passenger Multifunction School Activity Bus Bid

- 85. Three year/36,000 mile bumper/bumper warranty to include structural on body warranty
- 86. Five year/100,000 mile power train warranty
- 87. Height callout: must be visible from exterior rear view mirror
- 88. GVWR callout: clearly displayed at the bottom of the driver's side door
- 89. Wheel chocks, rubber – 10 inches wide by 8 inches deep by 6 inches high

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

PLEASE COMPLETE THE CHECK LIST OF MINIMUM CRITERIA AND RETURN IT WITH THE BID

		YES	NO
1.	Bidder enclosed bid security with the bid?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Bidder signed bid to Agree to provide services/goods in accordance with all bid documents.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Bidder enclosed insurance certificates or binders for all applicable insurance?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Bidder enclosed Tax Compliance Certification?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Bidder enclosed Certificate of Non-Collusion?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Bidder enclosed Request for Taxpayer ID - W-9 Form?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Bidder listed three (3) references (below)?	<input type="checkbox"/>	<input type="checkbox"/>

#1

Contact

Company

Address

Telephone

#2

Contact

Company

Address

Telephone

#3

Contact

Company

Address

Telephone

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my 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.

Signature of person submitting bid or proposal

Name of business

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

Certificate of Non-Collusion

The undersigned certifies under penalty 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.

(Name of person signing bid or proposal)

(Title)

(Name of Business)

(Date)

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																																													
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																														
	2 Business name/disregarded entity name, if different from above																																														
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.																																														
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																																														
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)																																													
	6 City, state, and ZIP code																																														
	7 List account number(s) here (optional)																																														
Part I Taxpayer Identification Number (TIN)																																															
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</p>																																															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="9" style="text-align: center;">Social security number</td></tr><tr><td style="width: 3.33%; height: 20px;"></td><td style="width: 3.33%;"></td><td style="width: 3.33%;"></td><td style="width: 3.33%;"></td><td style="width: 3.33%;"></td><td style="width: 3.33%;"></td><td style="width: 3.33%;"></td><td style="width: 3.33%;"></td><td style="width: 3.33%;"></td></tr><tr><td colspan="9" style="text-align: center;">or</td></tr><tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr><tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr></table>			Social security number																		or									Employer identification number																	
Social security number																																															
or																																															
Employer identification number																																															
Part II Certification																																															
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none">The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); andI am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; andI am a U.S. citizen or other U.S. person (defined below); andThe FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p>																																															
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																													
General Instructions																																															
<p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.</p> <p>Purpose of Form</p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:</p> <ul style="list-style-type: none">Form 1099-INT (interest earned or paid)Form 1099-DIV (dividends, including those from stocks or mutual funds)Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)Form 1099-S (proceeds from real estate transactions)Form 1099-K (merchant card and third party network transactions) <ul style="list-style-type: none">Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)Form 1099-C (canceled debt)Form 1099-A (acquisition or abandonment of secured property) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2.</p> <p>By signing the filled-out form, you:</p> <ol style="list-style-type: none">Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).Certify that you are not subject to backup withholding, orClaim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, andCertify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.																																															
Cat. No. 10231X Form W-9 (Rev. 12-2014)																																															

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

BID FORM

As required by Massachusetts Law, all bidders must certify to the following, by signing this page in the space indicated below.

“The undersigned certifies under the penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this paragraph, the word “person” shall mean any natural person, joint venture, 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 undersigned has complied with all laws of The Commonwealth of Massachusetts relating to taxes, reporting of employee and contractors, and withholding and remitting child support.”

The undersigned proposes to furnish **One New 14 Passenger Multifunction School Activity Buses Bid** Specifications, Terms and Requirements for Bidders and all other Bid Documents which are part of these Specifications for the following total amount:

(Estimated Delivery Date)
(Words)
(Figures) \$

TOTAL BID AMOUNT IN WORDS AND FIGURES

Bid includes Addenda Numbers

PLEASE SUBMIT BID FORM
IN A SEALED ENVELOPE MARKED “ACTIVITY BUS BID” TO:
WELLESLEY PUBLIC SCHOOLS BUSINESS OFFICE
Ben Wilkins, Purchasing Coordinator
40 Kingsbury Street
Wellesley, MA 02481

ON OR BEFORE
Tuesday, June 26, 2018 at 1:00 p.m.

Signature	
Name	
Company	
Address	
Town/City/State/Zip	
Telephone/Fax	

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

TERMS AND REQUIREMENTS FOR BIDDERS
(Also called "General Conditions")

The following terms and requirements shall apply and govern all suppliers and bidders and their subcontractors in matters of furnishing and/or installing supplies, services and/or equipment for the Wellesley Public Schools, hereinafter referred to as the "AWARDING AUTHORITY". The Bidder may be hereinafter referred to as the "CONTRACTOR".

1. **CONTRACT DOCUMENTS:** All bidders to whom awards are made must enter into written contracts with the Wellesley Public Schools District. The contract includes the INVITATION TO BID, TERMS AND REQUIREMENTS FOR BIDDERS, SPECIFICATIONS and the BID FORM. It is the intent of this contract to include all labor, material, appliances and services of every kind, necessary to properly execute the work and to cover the terms and conditions of payments. These documents are to be considered as one and whatever is called for by one shall be as binding as if called for by all.
2. **COMPLETENESS OF BIDS:** All bids must be complete, including the BID FORM. (Furnished by the AWARDING AUTHORITY). All spaces are to be filled in, using the word "none" to indicate items are not being bid.
3. **BID FORMS:** All bids shall be submitted on the BID FORM provided by the AWARDING AUTHORITY and shall be subject to all the requirements of the specifications.
4. **DESCRIPTION OF BID FORMS:** Bidders are requested to submit complete information concerning the items they intend to furnish. Such information would include descriptions, names of manufacturers, specifications, as to size and quality, and illustrations. Such information should be identified by the same number, which appears as the item number on the BID FORM.
5. **RECEIVING BIDS:** Bids received prior to the time established for the receipt of bids will be securely kept unopened. No responsibility will be attached to the AWARDING AUTHORITY for premature opening of a bid not properly addressed and identified. No bid received by the AWARDING AUTHORITY after the time established herein for the opening of bids will be considered, regardless of the cause of delay in receipt of such bid. The School Business Manager, or her designee, of Wellesley Public Schools District, whose duty it is to receive all bids, will decide when the specified time has arrived for the opening of the bids. On all bids, any discrepancy between the item or unit cost and its extension shall be corrected on the basis of the item price as quoted.

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

6. **INTERPRETATIONS:** No interpretation of the meaning of the specifications or other contract documents will be made to any bidder orally. Every request for such interpretation shall be made in writing addressed to the AWARDING AUTHORITY, who will make all interpretations and will issue written addenda, and to be given consideration, such requests must be received at least six (6) days prior to the date fixed for the opening of the bids. Failure of any bidder to receive any such addenda or interpretation shall not relieve the bidder from any obligation under his proposal as submitted. All addenda so issued shall become part of the contract documents.
7. **CHANGE IN QUANTITIES ORDERED:** It is expected that additions or deductions in the quantities finally ordered for any of the items in the BID FORM may occur. These additions or deductions shall be paid for or allowed for in accordance with the unit prices listed by the bidders against the items and shall not exceed 10% of the original quantity.
8. **CHANGES IN EQUIPMENT OR WORK:** The AWARDING AUTHORITY may order changes in the equipment or work in writing only, the contract sum adjusted accordingly. All charges for additional equipment or work must be submitted in advance to the AWARDING AUTHORITY for approval.
9. **CORRECTIONS AND GUARANTEES:** The bidder must, upon written notice by the AWARDING AUTHORITY, make replacements, corrections or other changes required to make good all defects in design, material, or workmanship developing in the material or equipment under ordinary use and proper care within a period of twelve (12) months after its final acceptance, promptly and without charge unless hereinafter differently specified. Any printed warranties or guarantees which are to be provided shall be placed in the hands of the AWARDING AUTHORITY upon completion of the contract. (Unless otherwise specified in Bid Document.)
10. **CONTRACT SIGNATORY:** Each proposal shall contain the full name of every person, firm or corporation submitting a bid, and in the case of a corporation, shall state the name and title of the officials of the corporation by whom the contract can be legally signed, and be accompanied by a copy of the corporate vote granting said authority, certified by the clerk of said corporation. Any bid or proposal which lacks this certification may be considered by the AWARDING AUTHORITY to be an incomplete bid and the basis, without more, for rejection by said AWARDING AUTHORITY.
11. **BIDS WRITTEN IN WORDS AND FIGURES:** The bid or prices shall be written both in words and figures. (Unless otherwise specified on Bid Form.)
12. **WITHDRAWAL OF BID:** No bidder may withdraw a bid after it has been opened unless a mistake is clearly evident on the face of the bid document.
13. **WITHDRAWAL OF BIDS PRIOR TO OPENING:** Any bid may be withdrawn on written request dispatched by a bidder in time for delivery in the normal course of business prior to the hour fixed for the opening of bids.

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

14. **INVESTIGATION OF FINANCIAL RESPONSIBILITY:** The AWARDING AUTHORITY further reserves the right to investigate the financial responsibility for any and all bidders to determine what assurance the AWARDING AUTHORITY may have of obtaining subsequent service on said equipment after the installation is completed.
15. **PAYMENT:** Payment for equipment and work shall be made as stipulated in the contract.
16. **DELIVERY AND INSTALLATION:** Bid prices shall include the delivery, assembly and installation of all items in the position of their intended use as directed by the AWARDING AUTHORITY. (Unless otherwise specified in Bid Document.)
17. **SAMPLES:** All bidders must, upon request of the AWARDING AUTHORITY, submit samples for complete and thorough analysis, including the taking apart of such samples in event there is any question concerning the bidders claim for equality of his product to the one specified.
18. **PROTECTION OF AWARDING AUTHORITY FROM ALL CLAIMS ON MATERIALS AND/OR EQUIPMENT:**
The bidder agrees to save the AWARDING AUTHORITY harmless from all liens, claims royalties, license fees, or demands in connection with the material or equipment covered by the agreement and furnish the specified material or equipment free and unencumbered from any and all charges not stipulated in the bid.
19. **PROTECTION OF AWARDING AUTHORITY FROM ALL CLAIMS DURING DELIVERY OR INSTALLATION:**
The bidder agrees to hold the AWARDING AUTHORITY harmless from and against all claims, suits, damages and outlays arising or resulting from or by reason of loss, damage or injury of or to any person or property, wherever located which shall be caused by any action or operation under the agreement.
20. **REJECTION OF EQUIPMENT:** Any materials or equipment submitted by a bidder which fails to conform to the specifications may be rejected by the AWARDING AUTHORITY, together with any materials or equipment delivered for which there has been no prior written approval by the AWARDING AUTHORITY.
21. **REJECTION AND/OR ACCEPTANCE OF BIDS:** The right is herein reserved by the AWARDING AUTHORITY to reject any or all bids that may be offered, to accept any bid that may be offered and to accept or reject any part of any bid.

The awarding authority declares its expressed purpose not to award a bid to any bidder unable to furnish satisfactory evidence that he has sufficient skill, ability, experience, integrity, and financial capacity to prosecute and complete the work in accordance with the contract requirements, and right is further reserved to reject any and all bids not considered to be in the best interest of the WELLESLEY PUBLIC SCHOOLS DISTRICT

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

22. **PROPRIETARY SPECIFICATION:** Description, trade names, references, etc., may be used at the discretion of the School District for the convenience of bidders, and the purpose of setting standards. Bidders are at liberty to offer bids on substitute articles and materials of equal qualities. The AWARDING AUTHORITY will determine whether materials are equal in the meaning of these specifications. Where approval, as equal, is requested, detail descriptions and pictures, cuts or drawings and samples must be submitted. The submitting of samples must be arranged through the Purchasing Coordinator for the WELLESLEY PUBLIC SCHOOLS DISTRICT.
23. **BID SECURITY:** The bid must be accompanied by a cashier's check, certified check or a bid bond for five (5%) percent of the proposal but in no case less than twenty-five (\$25.00) Dollars (usually defined on the Bid Form.) The certified check, cashier's check, or a bid bond must be payable to the WELLESLEY PUBLIC SCHOOLS DISTRICT. All checks, except those of the three- (3) lowest acceptable bidders will be returned within two (2) weeks after the opening of bids. No later than five (5) days after the award of the contract, bid guarantees not disposed of, will be returned to the bidders, other than the successful bidder whose deposit will be held until satisfactory completion of the contract, or until submission of an approved performance bond. (*Unless otherwise specified in Bid Document.)
24. **LIQUIDATED DAMAGE FOR FAILURE TO ENTER INTO CONTRACT:** The successful bidder, upon failure or refusal to execute and deliver the contract and bond, (if a bond is required), within ten (10) days after he has received notice of the acceptance of his proposal, shall forfeit to the AWARDING AUTHORITY, as liquidated damages for such failure or refusal, the security deposited with his approval.
25. **MATERIALS, TOOLS, EMPLOYEES:** Except as otherwise directed by the AWARDING AUTHORITY, the equipment bidders shall provide and pay for all materials, labor, tools and such other items required to complete the work involved. Such bidders shall be responsible for their work and materials whether handled by their own forces or by sub-contractors until their contract is completed and their equipment accepted by the AWARDING AUTHORITY. All equipment and accessories shall be new, unused, and of recent manufacture, unless otherwise noted.
26. **PERFORMANCE/ PAYMENT BOND:** (If requested in the Bid Specifications) Assurances from an insurance company must be included in the bid to state that the bidder is capable of and will furnish a bond covering the faithful performance of the contract and payment of all obligations arising hereunder in the amount of one hundred percent (100%) of the contract sum*, in a form acceptable to the AWARDING AUTHORITY and with such sureties as the AWARDING AUTHORITY may approve. The premium for the bond is to be paid by the contractor. (*Unless otherwise specified in Bid Document.)
27. **TAXES:** No bid shall include any taxes for which the AWARDING AUTHORITY has a tax-exempt status. The AWARDING AUTHORITY will furnish the Massachusetts sales tax registration exemption number as needed. The duty to determine the applicability of such exemption shall be on the bidder or contractor.

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

28. **BID LISTS:** Vendors who wish to remain on the active bid list must either submit a bid or a letter of explanation as to the reason for not submitting same, no later than the official BID OPENING.
29. **DELIVERIES:** The vehicle must be delivered to Wellesley Public Schools with a full tank of gasoline, and between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, except on holidays.
30. **LABELING:** All packages, cartons or other containers must be clearly marked with (a) room designation; (b) description of contents or item number from specification; (c) quantity (d) purchase order number and (e) vendors name and order number.
31. **GUARANTEES:** Unless otherwise stipulated in the specifications, furniture, equipment, and similar durable items shall be guaranteed by the bidder for a period of not less than one year from the date of acceptance by the receiving department. In addition, the manufacturer's guarantee shall be furnished. Any items provided under this contract which are or become defective during the guarantee period shall be replaced by the bidder free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The bidder shall make any such replacement immediately upon receiving notice from the School Business Manager.
32. **FAIR EMPLOYMENT PRACTICES:** The bidder will comply with the provisions of Chapter 151B, as amended, of the General Laws of Massachusetts relative to non-discrimination in employment practices or in the selection or retention of subcontractors or in the procurement of materials or rental of equipment on the grounds of race, color, religion or national origin, or on the grounds of age or sex except when age or sex is a bona fide occupational qualification.
33. **MINIMUM WAGE RATES:** Where applicable, the successful contractor agrees to pay the prevailing wage rates as established by the Department of Labor, Division of Occupational Safety (DOS). Each such bidder, subcontractor or public body shall furnish to the Commissioner of Labor and Industries, within fifteen days after completion of its portion of the work, a statement confirming that the stipulated wage rates have been paid.

Wellesley Public Schools
New 14 Passenger Multifunction School Activity Bus Bid

34. **COMPLIANCE WITH STATE LAWS:**

Where applicable, the bidder must comply with all statutes regulating competitive bidding and construction contracts for public buildings and public works projects. Including, but not limited to, Mass. General Laws, Chapter 7, Chapter 29, Chapter 30, Chapter 40, Chapter 43, Chapter 44, Chapter 93, and Chapter 149. It is the bidder's responsibility to have complete knowledge of any bidding requirement stated in the Massachusetts General Laws.