

Town of Needham
Department of Public Works
 Public Services Administration Building, 500 Dedham Avenue
 Needham, Massachusetts 02492
 Telephone (781) 455-7550

ACKNOWLEDGEMENT OF RECEIPT

Release Date	November 24th, 2021
Bid Title	Open Top Trailer
Bid Number	22DPW159G
Number of Documents	The Bid Package consists of 2 PDF documents. Returning this form confirms receipt of all the documents.
Pre-Bid Meeting	N/A
Questions Due	December 1st, 2021 by 5:00pm
Bids are Due	December 9th, 2021 by 11:30am Administration Office of the Department of Public Works located at the Public Services Administration Building, 500 Dedham Ave., Needham, MA, 02492 Bids will be opened following the deadline on the same day at the Public Services Administration Building.
Please provide the requested information below as acknowledgment that you have received our bid package noted above. It is recommended that interested bidders complete this acknowledgment and return via email to dpwadmin@needhamma.gov or fax to the Department of Public Works at (781) 449-9023. Only by doing this, will the Town be able to provide notification of any addenda or answered questions relating to this bid. Only those companies or individuals shown on the Distribution Register will receive addenda to this bid. By completing and returning this acknowledgement will ensure you are recorded on the Distribution Register. Proposals from companies or individuals not acknowledging the addenda may be <u>rejected</u> as not responsive .	
Name of Company or Individual	
Name / Title of Contact	
Address	
City/Town, State, Zip Code	
Telephone Number	
Fax Number	
Email Address	
Signature	
Date	
Addenda will be posted to the Town's website. Please check the website for addenda before submitting your bid to the Town. Bidders who access the bid package from the Town's website are responsible for checking the website periodically for any addenda that may be issued by the Town.	

**Open Top Trailer
22DPW159G**



Release Date	November 24th, 2021
Pre-Bid Conference	N/A
Deadline for Questions	December 1st, 2021 by 5:00pm
Bids Due	December 9th, 2021 by 11:30am Director of Finance and Administration PSAB 500 Dedham Ave. Needham, MA 02492

(Advertised in the Needham Times issue of Thursday, November 25th , 2021)
(Advertised on the MNPA's website, Wednesday, November 24th , 2021)
(Published in Goods and Services issue of Monday, November 22nd, 2021)
(Advertised in CommBuys on Wednesday, November 24th, 2021)

LEGAL NOTICE

**Town of Needham
Invitation for Bid (IFB)
Bid # 22DPW159G
Open Top Trailer**

The Town of Needham is accepting sealed bids for a **100 Yard Open-Top Trailer**. Copies of the Invitation for Bid (IFB) package will be available beginning **November 24th, 2021** at the Administration Office of the Public Works Department, 500 Dedham Ave., Needham, MA 02492 between the hours of 8:30 A.M. – 5 P.M, or from the Town's web site www.needhamma.gov/bids.aspx and will be available until submission deadline.

Sealed bids must be submitted no later than **December 9th, 2021 by 11:30am** to the Administration Office of the Public Works Department, Town of Needham, 500 Dedham Ave., Needham, MA 02492. LATE BIDS WILL NOT BE CONSIDERED. Bids will be publicly opened after submission deadline. The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

**Kate Fitzpatrick
Town Manager
November 24th , 2021**

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Open Top Trailer
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**IFB 22DPW159G
Open Top Trailer
Procurement in Brief**

Primary Procurement Contact	Andrew Fagan, Administrative Analyst 781-455-7550 x229
Contract Manager	Greg Smith, Recycling and Transfer Station Superintendent
Bid Package Available	November 24th, 2021 - Information and details of bidding requirements may be obtained at the Administration Office DPW, PSAB, 500 Dedham Ave., Needham, MA 02492, or online at the Town's web site http://www.needhamma.gov/bids.aspx
Pre-Bid Meeting	N/A
Bid Deposit	N/A
Deadline for Written Questions	December 1st, 2021 by 5:00pm By Mail: DPW - 500 Dedham Ave., Needham, MA 02492 By Email: dpwadmin@needhamma.gov By Fax: 781-449-9023 Questions are to be clearly labeled as: QUESTIONS - Open Top Trailer, 22DPW159G
Addenda	If any changes are made to this bid, an addendum will be issued. Addenda will be posted on the Town's webpage and emailed to all bidders on record as having received the bid package.
When and where bids are due	December 9th, 2021 by 11:30am, Administration Office DPW, PSAB, 500 Dedham Ave., Needham, MA 02492. LATE BIDS WILL NOT BE CONSIDERED
Where bids will be opened	In person, at 500 Dedham Ave., Needham, MA 02492
Number of Required Paper Copies	1 copy
Contract Award	Anticipated January 2022 Approval of Town Manager and Town Counsel is REQUIRED
Contract Length	It is anticipated that bid will be awarded January 2022. The contract will end June 30th, 2022 or upon delivery of bid item.

Upon Award of Contract	
Payment Bond	Will NOT be Required
Performance Bond	Will NOT be Required
Insurance	Refer to Contract Terms
<p>* Facsimile transmissions for written inquiries must be sent prior to the above date and time deadlines. Any hand delivery or facsimile received after the due date and time will not be addressed. The time/date stamp machine located in the receiving office will govern for the date and time requirements mentioned in the table above and throughout this document. Please allow enough time for hand delivery or facsimile transmissions.</p> <p>** The time for award may be extended by the Town. The Town reserves the right to change, delay, cancel, or expedite the contract award date. The Bidder agrees that the offer is effective for (a) at least ninety (90) calendar days from the opening date of the bids (b) a contract is executed, or (c) this bid is cancelled, whichever of (a), (b) or (C) occurs first. The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.</p>	

PART 1 – GENERAL CONDITIONS AND SUBMISSION REQUIREMENTS

1.01 About Needham

The Town of Needham is located in Norfolk County, 10 miles southwest of Boston. It is bordered on the west and northwest by the Town of Wellesley, on the north and northeast by the City of Newton, on the east by the West Roxbury section of the City of Boston, on the southeast by the Town of Dedham, and on the south by the Towns of Westwood and Dover. Needham has a population of 28,886 (2010 Federal Census) and occupies a land area of approximately 12.75 square miles. Established as a town in 1711, Needham is governed by a representative form of town meeting and a five-member Board of Selectmen. The day-to-day management is under the direction of a Town Manager. School affairs are administered by a seven-member School Committee and a Superintendent of Schools. The Town is classified as an economically developed suburb with above average wealth levels and higher education attainment. The Town has an "AAA" credit rating from Standard and Poor's.

The Town provides a full range of governmental services including police and fire protection, emergency medical services, collection, disposal, and recycling of solid waste, sewers, streets, water services, health and human services, town library, and recreation. The Town also provides public education in grades kindergarten through twelve. The Town operates 1 pre-school, 5 elementary schools (K – 5), 1 sixth-grade center, 1 middle school (7 - 8), and a senior high school (9 – 12). Technical education is offered to grades nine through twelve by the Minuteman Regional Vocational Technical School District. The total expenditures in the most recent fiscal year exceeded \$160 million.

1.02 Intent

The Town of Needham is circulating this Invitation for Bids (IFB) with the intention of acquiring bids for Open Top Trailer. All bids are subject to the provisions of M.G.L. Chapter 30B. The Town will award the contract to the lowest responsive and responsible bidder. The Town of Needham reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities. Such actions will be deemed to be in the best interests of the Town. Unless sooner rejected or accepted, all bid proposals must be firm and continue in effect for ninety calendar days (90) following the date of bid opening.

1.03 Quantities – Reserved – Not Applicable

1.04 General Contract Terms

The successful Bidder must enter into the Form Agreement prepared by Town Counsel (Sample Available Online). In accordance with Massachusetts General Laws, the contract continuation beyond first year is subject to annual appropriation and/or availability of funding.

The Town may terminate the Contract at any time upon written notice for any reason including its own convenience or for cause, including but not limited to, failure to perform the work required under the contract, failure to document satisfactorily to the Town amounts being charged, failure to have any necessary local, State or Federal licenses and/or permits, failure to pay any and all required taxes, failure to comply with any local, State or Federal regulations pertaining to services to be provided, failure to promptly correct any performance or lack of performance which conflicts with the Town's use, and failure for satisfactory behavior of all staff and management. In the case of a termination for cause, the Town shall give the Contractor a written notice as provided in the Agreement.

1.05 Questions Regarding Bid

The Bidder shall be satisfied as to the requirements to enable intelligent preparation of your bid. The Bidder shall be familiar with all the Bid material requirements and documents before submitting the bid in order that no misunderstanding shall exist. Bidders shall promptly raise the issue of any ambiguity, inconsistency or error, which they may discover upon examination of the bid documents, specifications, services, work

site or any other conditions which may apply. No allowance will be made for any claim that the bid is based on incomplete information.

Inquiries concerning any part of this Bid shall be directed to the individual(s) listed under the **Procurement in Brief**. Bidders should note that **oral communications are not binding on the Town and only written responses by the Town will be considered**. All requests/questions must be submitted in writing. Questions may be delivered by hand, fax or email as referenced under the **Procurement in Brief** by the deadline. Questions that may be asked during any pre-bid conference should also be sent in writing in order to receive an official response. Requests properly presented that in the opinion of the Town require interpretation, correction, or change in the Bid Documents will result in an issuance of an Addendum to the Bid Documents. Such Addendum shall subsequently become part of the contract. The Town will forward responses to all persons who are on record as receiving the bid package. Questions received after the due date will not be responded to unless the Town determines it is necessary. Bidders, please allow enough time for hand delivery or facsimile transmissions.

1.06 Information about Changes to the Bid (Addenda)

In the event that changes/additions are made to this bid, an addendum will be issued to every person (entity) on record as receiving the bid package. Addenda will be emailed, if an email address was not provided, then it will be faxed. If a fax number was not provided, then the addenda will be mailed. **Addenda will also be posted to the website**. Please check back on the website for addendums before submitting your bid to the Town. Bidders may not be notified individually of Addendums.

1.07 Bid Deposits, Bonds, Insurance, and Indemnification

Refer to the Procurement in Brief section to see whether bid deposits, surety, payment and/or performance bonds are required.

Insurance

Bidder awarded a contract under this bid must provide proof of insurances in at least the minimum amounts required in the contract and when requested shall name the Town of Needham as an additional insured for the amounts written.

The Bidder awarded a contract shall deposit with the Town Certificates of Insurance for the coverage required, in form and substance satisfactory to the Town, and shall deliver to the Town new policies and certificates thereof for any insurance about to expire at least ten (10) days before such expiration. All such insurance policies shall contain an endorsement requiring thirty (30) days written notice to the Town prior to cancellation of change in coverage, scope or amount of any such policy or policies. Compliance by the Bidder with the insurance requirement, however, shall not relieve the Bidder from liability under the indemnity provisions.

Indemnification

The Bidder shall indemnify, defend, and save harmless the Town and all of the Town's officers, agents and employees from and against all suits and claims of liability of every name and nature, including costs of defending any action, for or on account of any injuries to persons or damage to property of the Town or any person, Contractor, corporation or association arising out of or resulting from any negligent act, omission, or negligence of the Bidder, its subcontractors and its and their agents or employees in the performance of the work covered by the Contract and/or failure to comply with terms and conditions of the Contract, but only in respect of such injuries or damages sustained during the performance and prior to the completion and acceptance of the work covered by the Contract and to the extent such injuries or damages are not covered by the Town's insurance. The foregoing provisions shall not be deemed to be released, waived or modified in any respect by reason of any surety or insurance provided by the Bidder under the Contract.

1.08 Prevailing Wages

The state prevailing wage law, MGL Chapter 149, Section 27B requires contractors and subcontractors to submit certified payroll records to the Town. Contractors and subcontractors must submit weekly payroll records either by (1) first class mail, or (2) electronic mail. Furthermore, every weekly submittal of payroll records must contain a signed statement by the employer that indicates (1) that the records are correct, and (2) the rate of wages that each worker receives. Please feel free to contact the Department of Labor Standards at (617) 626-6953 if you have any questions. Questions about enforcement of the prevailing wage law may be directed to the Attorney General's Fair Labor and Business Practices Division at (617) 727-3465.

1.09 Payment and Discount Terms, Adjustments for Incomplete or Unacceptable Work

Payment and Discount Terms

Payment terms for the Town of Needham are net 30 days. Indicate discounts, if any, for payments made less than 30 days. The Prompt Payment Discount "Clock" begins at the date of receipt of the invoice, or the date of the receipt of the product or service, whichever occurs later.

The unit bid price shall be the basis for payment for purchased items or services. Payment shall be based on the items or services purchased. Invoicing may be performed after delivery, work has been completed, or monthly, for items or services that have been fulfilled.

Invoices are to itemize charges for labor, equipment, and supplies. The Town will not be responsible for payment of any charges not itemized to the Town's satisfaction. Pre-payment is NOT allowed. Invoices must include the Town's purchase order number. The Purchase Order number will change with each fiscal year.

Invoices for additional services must include the date and times of the work, the type of the services performed, the number of hours or units to be charged, and the name of the person who authorized the work. They are to be sent in duplicate directly to the Town's designee for processing and are not to be included on the regular monthly invoice.

Adjustments for Incomplete or Unacceptable Work

The Town reserves the right to withhold payment for incomplete or unacceptable work, as outlined in this IFB. The Town shall provide notice of any work that is deemed to be incomplete or unacceptable, for which the Vendor shall rectify that condition to the satisfaction of Town. The Town will also reduce the bill for any services deemed unsatisfactory. At no time will penalty assessment be recoverable by the Vendor.

The Vendor shall take all proper precautions to protect Town and private property from damage and/or loss. Should any damage to, and/or loss of, property be caused by the Vendor, the Vendor will be required to make repairs and/or restitution immediately at its expense.

1.10 Bid Modifications or Withdrawals

Bids may be corrected, modified, or withdrawn prior to the submission deadline; requests to do so must be received in writing to the Town Manager. After the submission deadline, bids may not be changed. Minor mistakes may be waived by the Town.

1.11 Premature Opening of a Bid

The Town will not be responsible for the premature opening of any bid not properly identified. The Town may reject bids which are incomplete, not properly endorsed, or signed, or which otherwise are contrary to these instructions.

1.12 Unexpected Closure Or Delays

If, at the time of the scheduled bid submission deadline, the designated location for delivery of the bid is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation or other the deadline will be postponed until **the same time** on the next normal business day. Bids will be accepted at the same location until that date and time.

1.13 Late Submissions

The Town assumes no responsibility for late submissions due to mail, courier, or delivery problems. LATE BIDS WILL NOT BE CONSIDERED.

1.14 Rejection of Bids

The bid must satisfy all the requirements in order to be considered for award. Failure to complete the required forms, answer any questions, or provide the required documentation will be deemed NON-RESPONSIVE and result in rejection of the bid unless the Town determines that such failure constitutes a minor informality that can be corrected without prejudice to other Bidders. A bid may be rejected if the Bidder:

- Fails to adhere to one or more of the provisions established in the bid package;
- Fails to submit its bid by the time or in the format specified herein or to supply the minimum information requested herein;
- Fails to submit its bid to the required address on or before the specified submission deadline;
- Misrepresents its service or provides demonstrably false information in its bid, or fails to provide material information.

1.15 Taxes

Purchases made by the Town are exempt from the payment of all Federal excise tax and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the bid prices. If requested, the Town will provide the awarded bidder with a copy of the Certificate of Exemption.

1.16 Public Records

Under the Massachusetts General Laws, the Town cannot assure the confidentiality of any materials or information that may be submitted by a contractor in response to this Bid. Thus contractors who choose to submit confidential information do so at their own risk. All bids or other materials submitted by the contractor in response to this Bid will be open for inspection by any person and in accordance with Massachusetts General Laws, Chapter 66 (Public Records Law). Any statements reserving any confidentiality or privacy rights in the submitted responses or otherwise inconsistent with these statutes will be void and disregarded.

1.17 Conflict of Interest

By execution of a contract with the Town of Needham, the Bidder acknowledges that the Town of Needham is a municipality for the purposes of Massachusetts General Laws, Chapter 268A (the Massachusetts conflict of interest statute), and agrees, as circumstances require, to take actions and to forbear from taking actions so as to be in compliance at all times with the obligations of the contractor based on said statute.

1.18 Other Notices

The consideration of all bids and subsequent selection of the successful applicant shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.

The Bidder shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth

(Massachusetts General Laws, Chapter 151B).

The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful Bidder may receive or award as a result of this contract.

Any services provided by the Bidder shall be rendered through a professional services contract; the Bidder will not be considered an employee of the Town and will not receive any benefits of an employee.

The Bidder shall comply with Massachusetts General Laws, Chapter 66A if the Bidder becomes a "holder" of "personal data". The Bidder shall also protect the physical security and restrict any access to personal or other Town data in the Bidder's possession, or used by the Bidder in the performance of the Contract, which shall include, but is not limited to the Town's public records, documents, files, software, equipment or systems.

1.19 Pre-Bid Conference

Refer to Procurement in Brief for details, if any.

1.20 Tie Bid

In the event that there is a **tie bid** between two (2) responsive and responsible bidders, the award of the contract will be determined by a coin toss. The bidder's whose submission was received earliest shall be assigned "Heads" in the coin toss. In the event that there is a **tie bid** with three (3) or more responsive and responsible bidders, the award shall be made by a draw by lot limited to those bidders. The coin toss/draw by lot shall be scheduled within two (2) business days from when it was determined by the Town to be a tie bid. The bidders involved shall be given an opportunity to attend. The coin toss/drawing shall be witnessed by at least three (3) Town officials. The tie breaker event shall be held at the Needham Town Hall during regular business hours.

1.21 Contract Award

The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

The contract will be awarded to the responsive and responsible bidder offering the lowest price. There will be only one contract awarded under this bid.

The Town herein declares its express purpose not to award the contract to any Bidder unable to furnish evidence, satisfactory to the Town, that it has sufficient ability, experience, and capital to execute and complete the work in accordance with the contract. If requested, any Bidder may be required to demonstrate financial stability satisfactory to the Town.

The Town Manager is the awarding authority for the contract. Further the contract will not be binding until it has been approved as to form by Town Counsel. Award, payment and performance obligations shall depend on the availability and appropriation of funds.

The Town reserves a period up to ninety (90) calendar days following the opening of the bids in which to evaluate and award the contract.

Upon bidder selection, the Town of Needham will mail or email the contract to be executed by the Bidder, who will returned the required number of copies with the required insurances and bonds. The Town of Needham will then counter-sign the contracts and will return one complete contract to the Bidder. Unless otherwise noted by the Town, the terms and conditions contained therein are **NOT** negotiable.

1.22 Submission Requirements

Quality Requirements

- ✓ **All bidders must furnish proof of a minimum of three (3) continuous years in business.**
- ✓ **All bidders must provide owner contact information for five (5) projects of similar nature and scope completed within the last five (5) years.**
- ✓ The bidder shall submit their proposal upon the bid forms supplied within these specifications. The bidder shall specify the unit prices as requested for each bid item. All bids shall be signed correctly with ink; in order to qualify, the bidder must provide bids for each required item within a section.

Submission Requirements

1. The bid is to be submitted and addressed as follows: Director of Finance and Administration, PSAB, 500 Dedham Ave., Needham, MA 02492.
2. The bid is to be clearly marked: IFB 22DPW159G, Open Top Trailer.
3. Bidder must acknowledge all addenda related to this IFB, if any.
4. Bidder must submit a completed **Bid Form A: Bid Form** or an exact copy, signed by an individual authorized to negotiate for and contractually bind the Bidder. All prices must be reflective of all costs for delivery. No price adjustments will be allowed. Fuel surcharges or vehicle surcharges or adjustments will not be allowed.
5. Bidder must submit a completed **Bid Form B: Bidder Information Response** form.
6. Bidder must submit a completed **Bid Form C: Authentication Form**.
7. Bidder must submit a signed **Bid Form D: Certificate of Good Faith**.
8. Bidder must submit a completed **Bid Form E: Certificate of Compliance with Massachusetts Tax Laws** or Certificate of Good Standing issued by the Massachusetts Department of Revenue.
9. Bidder must provide the required number of references. For each, provide the following: a contact person and title, customer's name, address, telephone number, email, and a brief description of the actual services provided (sample format included in bid package).
10. Bidder must submit a completed **Bid Form F: Certificate of Authority** (attached) or **Corporate Resolution**; if applicable.
11. Bids must be received and time stamped no later than the deadline stated in the **Procurement Schedule** (Where and When Bids are Due). LATE BIDS WILL NOT BE CONSIDERED.
12. A **Bid Deposit** is **NOT** required.
13. Delivery will be at the expense of the Bidder. Any and all damages that may occur due to packaging or shipping will be at the sole responsibility of the Bidder.
14. Any additional requirements as required in the Scope of Service.

The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

PART 2 – SCOPE OF SERVICES OR PRODUCT SPECIFICATIONS

2.01 General

The equipment offered in the bid must be a new and unused open top trailer. The bidder must furnish and install all equipment and accessories usually considered to be standard for the type of equipment specified. The bidder must set forth in the space provided herein the information requested, and the bid must be accompanied by whatever published material is necessary to fully describe the equipment being offered, and in sufficient detail as to enable the Department of Public Works to fully evaluate the bid.

The equipment being offered shall be the manufacturer's latest production model, new, fully tested, serviced, cleaned inside and out, thoroughly inspected by the vendor, ready to operate, and in complete accordance with the specifications.

The successful bidder shall provide a complete and detailed preventative maintenance program designed specifically for the equipment to be purchased.

The equipment offered must meet or exceed all of the requirements and/or regulations of the Registry of Motor Vehicles of the Commonwealth of Massachusetts, the U.S. Department of Transportation, and OSHA, in effect at time of delivery, in addition to the requirements of this specification.

A qualified instructor shall be supplied by the manufacturer/vendor upon request, to instruct operating and maintenance personnel. These instructions are to be given at the Recycling Transfer Station of the Department of Public Works, 1421 Central Avenue, Needham, Massachusetts, or at any other location in Town, as required by the Department.

It shall be the responsibility of the vendor to familiarize themselves with the Needham solid waste operation and facilities. All equipment bids shall be suitable for its intended application within the Needham system. It shall also be the Vendor's responsibility to verify that all equipment dimensions and facility clearances will permit proper operation of the equipment to the satisfaction of the Director of Public Works or his designee

It shall be the responsibility of the vendor to deliver the equipment specified by June 30, 2022 or notify the Town of any delays in shipping 30 days in advance.

2.02 Specifications

a. Equivalency

If the vendor submits a product that deviates from the specification in any way, it is incumbent upon the vendor to indicate those differences, and it shall be determined by the Town if those deviations are material.

b. Submittals

The bid must be accompanied by a copy of these specifications, and the bidder must set forth in the space provided herein, the detailed information required. The Manufacturer's bulletins and warranties must accompany the bid.

c. Open Top Trailer General Specification

Color:	Silver
Trailer Length:	Min 45' Inside – Max 45' 3" Outside
Trailer Width:	96" Inside – 102" Outside
Trailer Height:	102" Inside

Fifth Wheel Height: 50"

d. Tires, Rims, and Wheels

Tires: Eight (8), Tubeless Goodyear 11R24.5 G289 16 ply tire – or equal

Spare Tires: One (1), Tubeless Goodyear 11R24.5 G289 16 ply mounted on rim – or equal

Rims: Eight (8) tubeless steel disc rims, painted in an appropriate finish, measuring 8.25" x 24.5" with piloted hubs, for tires specified above

Hub Odometer: Yes

e. Body Construction

It shall be the responsibility of the successful bidder to provide a trailer which will be certified as an 80,000 lbs. G.V.W.R. trailer, and referenced as such on the certificate of origin, and said trailer will qualify to apply for a Massachusetts Reducible Load Permit of 99,000 lbs.

Steel: The entire body structure shall be constructed of a minimum of 12 gauge, hi-tensile steel with a minimum of 50,000 pound yield strength and continuously welded into an integral assembly.

Sidewall: The sidewall shall be 102" high and be constructed from 12 gauge, 50,000 pound hi-tensile steel.

Vertical Bracing: Shall be of 3" x 6" formed channel 12-gauge hi-tensile steel set at 90° to the bottom rail on 24" centers and continuously welded to the body side walls.

Top Rail Cross Brace: Top rail cross braces (Center and rear) will consist of 4" X 4" X ¼" tubing. The 4" X 4" X ¼" box tubing will be bolted to a 1/4" steel bracket, which will be bolted with through bolts to the top rail. Cross braces, brackets and bolts will be level or just below height of top rail.

Tailgate: The tailgate shall be a one piece barn door type constructed of 12 gauge 50,000 pound, hi-tensile steel with vertical and horizontal bracing. The door shall have four (4) piano type hinges. The door shall have a four (4) point manual latching mechanism with a positive cam locking design to eliminate accidental opening, with safety chain.

Bulkhead: The bulkhead shall be a wraparound design, constructed of 12 gauge 50,000 pound hi-tensile steel.

Cross members: Shall be minimum 4" jr. I-Beams set on 12" centers to provide full cross sill construction

Longitudinals: Longitudinals shall consist of two (2) 10" x 15 lb/ft I-Beams running from the rear to the landing gear.

Rear Post: The rear post shall be 1/4" hi-tensile steel reinforced inside with tubing and plugged welded.

Box Bracing: There shall be one (1) row of box bracing on each side ¾" above the bottom rail.

Top Rail Cap: There shall be a top rail cap (minimum size 4" x 6" x 1/4") flush inside the full length of the top rail.

f. Underbody Construction

Suspension System: The suspension system shall be a tandem bogie system with cast spring hangers and pivot supports. The spring suspension shall have a 52,000 pound capacity.

Axle Beams: Two (2) ea. 5" round axle beams with 5/8" wall thickness and a combined capacity of 52,000 pounds.

g. Brakes

Brakes: Air-operated, S-Cam type 16 1/2" x 7" with type 30 spring chambers to provide for emergency and parking brakes – ABS Anti-Locking System. Brake air-tanks to be equipped with a drain valve and cable/wire lanyard that can be activated from side of trailer.

h. Landing Gear

Type: Heavy Duty, two speed Holland Mark V, with 60,000 pound static load capacity – Operating handle to be on the driver's side

Landing gear to be mounted to an "A Frame" type mount attached to the trailer with minimum stock thickness of 3/16" of high grade quality steel.

All I beams, cross members and other components associated with mounting of the landing gear will be no less than 3/16" high grade quality steel. Construction of the landing gear mount will eliminate any movement of the landing gear during the coupling and uncoupling of the trailer.



i. Fifth Wheel Coupler

King Pin: 2 7/8" king pin mounted in a 3/8" plate located 36" from the front of the trailer body to the center of the king pin.

j. Live Floor System

Live Floor: Shall be a hydraulically operated center frame drive attached to the trailer suspension sub-frame. The live floor decking shall be 3.5" wide extruded aluminum (6061 T-6 Alloy). Each extrusion shall be supported by high density polyethylene bearings at every trailer crossmember. The floor shall be a "Keith Model No. 2297 – 3/4" High Impact" or equal.

Each high density polyethylene bearing will be securely fastened to each supporting cross member

and will not allow any forward or backward movement of the bearing during the operation of the floor.

k. Hydraulic System

The hydraulic system shall consist of a manually operated control valve bank located at the center – driver’s side of the trailer. The valve will contain an adjustable pressure relief that has been factory preset and sealed at 2800 P.S.I. The system shall be equipped with all necessary valves, hoses, and fittings (Including tractor connection hoses) for proper trailer operation.

Connectors for hydraulic feed hoses will be butterfly Swivel type:
Pressure hose to be 1 7/8" ID
Return hose to be 2 1/8" ID

All hoses and piping will be accessible for maintenance purposes.

l. Lights & Wiring

In accordance with the Rules and Regulations of U.S. DOT, the FMVSS and the Massachusetts Registry of Motor Vehicles, a "Grote sealed system wired to a junction box shall be used in conjunction with a 7-way ATA 12 volt plug on the front of the trailer. (See Lighting Detail).

m. Mud Flaps

Mud flaps shall be a steel construction in front of the forward axle tires and standard composition anti-sail type mud flaps to be mounted behind the tires of the rear axle.

n. Ladders

There shall be two (2) ladders on the trailer. One ladder shall be mounted on the left front of the trailer and the other ladder shall be mounted on the center of the tailgate. The rear ladder shall run the full height of body sides and the front ladder shall run up to 6" below the body sides.

o. Painting

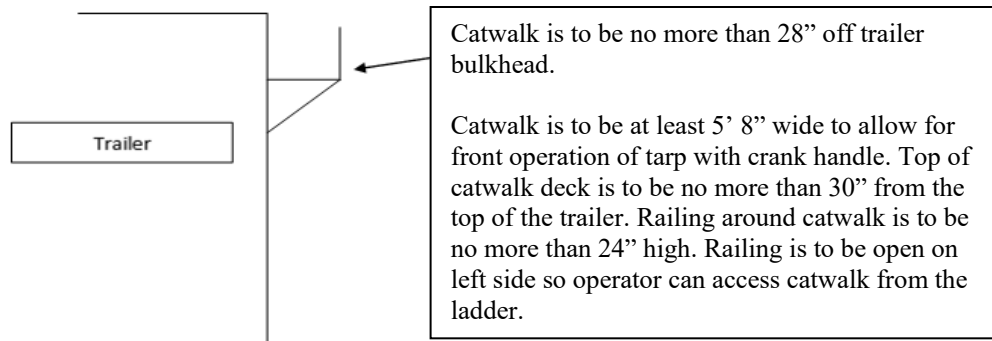
All surfaces (including underbody crossmembers, and bracing) to be painted shall be cleaned of all foreign matter. Welding slag, spatter, flux or corrosion shall be completely removed by chipping or wire brushing. There shall be three (3) coats of paint, one (1) coat of primer (min. thickness ½ mil) and two (2) coats of enamel (min. thickness 2 mil.) Paint color to be determined by the Town after contract has been awarded.

p. Tow Hooks & Push Bar

The trailer shall be supplied with a heavy-duty push bar mounted on the rear of the trailer. The push bar shall have two (2) tow hooks (one mounted on each side of the push bar).

q. Tarp System (See Diagram)

Tarp catwalk: There shall be a tarping catwalk mounted along the top front of the trailer. The catwalk will allow an operator to stand and safely deploy the tarp cover and fasten the tarp’s ratchet-strap tie-downs.



Tarp System: Shall be 45' 2 cap Cramaro Rhino Mesh side roll manual tarp or equivalent (to be approved by Town of Needham). The tarp is vinyl coated polyester weave, 24 x 12 configuration, 1000 denier strand. The cover is double reinforced with vinyl at the front, middle and rear. The sides are double reinforced with Rhino Mesh. The front flap is vinyl and is secured with two ratchets at the front of the trailer. The system is operated from the rear of the trailer. System will have 6 e-z off caddies and locking latch plate on the driver's side for securing the tarp. Tarp will be reinforced at center bracing. Tarp system will be able to be opened and closed by the operator from the ground.

r. Lighting and Decal Detail

All lighting shall be LED.

A reflective, black unit number 58 shall be applied to the right front body side and left rear tailgate upper.

Please reference attached specification or equivalent.




















GROTE ELECTRICAL SYSTEM GUIDE

2007 Trailer Build



Town of Needham, 45' LED Transfer Trailer W/Walking Floor
Models: Transfer Trailer

Application	Grote P/N	Description	Qty	
Upper Front Marker	47233	2 1/2" LED PC C/M	2	
"	91880	2 1/2" PC Grommet	2	
Center ID	47122	2 1/2" LED C/M	3	
"	91400	2 1/2" Grommet	3	
Stop/Tail/Turn	53252	4" LED, Male-Pin	4	
"	91740	4" Grommet	4	
Side-Turn/Marker	52323	Oval LED, Male-Pin	2	
"	92420	Oval Grommet	2	
Rear Tracking	47122	2 1/2" LED C/M	2	
"	91400	2 1/2" Grommet	2	
ABS	78343	2 1/2" LED ABS	1	
"	91880	2 1/2" PC Grommet	1	
License	60291	2 Bulb LED License	1	
"	43780	2 Bulb Mounting Bracket	1	
Permit Holder	43901	Permit Holder	1	
Conspicuity Tape	41050	6" X 6" Red/Silver Conspicuity Tape, (150' roll)	1	
"	40641-3	2" X 12" Silver Conspicuity Tape Stripe's (4)	4	
Harness		Grote UBS Male-Pin Harness System		

PART 3 – CHECKLIST AND REQUIRED FORMS FOR SUBMISSION

**Open Top Trailer
22DPW159G**

Company Name: _____

- Bidder has completed and returned the **Acknowledgment of Receipt** form (via fax or email).
- Bidder has completed, signed, and enclosed the **Bid Form A: Bid Price Form** or an exact copy.
- Bidder has completed, signed, and enclosed the **Bid Form B: Bidder Information Response** form.
- Bidder has completed, signed, and enclosed the **Bid Form C: Authentication Form.**
- Bidder has completed, signed, and enclosed the **Bid Form D: Certificate of Good Faith.**
- Bidder has completed, signed, and enclosed the **Bid Form E: Certificate of Compliance with Massachusetts Tax Laws** or Certificate of Good Standing issued by the Massachusetts Department of Revenue.
- Bidder has provided at least five (5) references on the **Bid Form F: Professional Reference Form** of which at least 3 are governmental units (municipal/county/regional district/state agency/special district).
- If the bid submission is signed by someone other than the Owner/President of the company, a completed **Bid Form G: Certificate of Authority of Corporate Resolution** for the person who signed the proposal or a valid Corporate Resolution stating the individual has the authority to submit the proposal on behalf of the Company and can bind the Company to the contract if awarded.
- Bidder acknowledged all addenda, if any
Addendum Number 1 dated _____
Addendum Number 2 dated _____
Addendum Number 3 dated _____
Addendum Number 4 dated _____
Addendum Number 5 dated _____

This form must be completed and filed with bid submission

**Bid Form A: Bid Sheet
Open Top Trailer
22DPW159G**

A	Purchase Price for One (1) Open Top Trailer - including delivery in accordance with the specifications as detailed in Part 2.	\$
B	Warranty on Trailer	_____Months
C	Time of Delivery – timely delivery to the Town after receipt of purchase order is essential.	_____Calendar Days
D	Prompt Payment Discount	%/ Days

Bidder Acknowledges Addenda #: _____

Company Name: _____ Number of Years in Business: _____

Address: _____

Authorized Signature: _____

Printed Name & Title: _____

This form must be completed and filed with bid submission

Bid Form B: Bidder Information Response
Open Top Trailer
22DPW159G

Legal Name of the Bidder: _____

Company Name: _____

Company Address: _____

City State Zip: _____

Company Web Address: _____

Company Telephone: _____ Company Fax Number: _____

State of Incorporation (Date): _____

If the bidder is a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address.

Company Contacts – Required

Individual submitting the bid: (This is the individual who should sign the Certificate of Good Faith)

Name: _____ Title: _____

Mailing Address: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Individual to be contacted about the bid: (If different from the individual submitting the bid)

Name: _____ Title: _____

Mailing Address: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Best Times to Contact: _____

Individual authorized to contractually bind the company: (This will be the individual whose name and title will appear in the contract documents and will execute the contract if the contract is awarded to the company)

Name: _____ Title: _____

Mailing Address: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Best Times to Contact: _____

1. Has the bid been signed by a person legally authorized to commit the Bidder (Company) to the contract, if awarded? **Yes** **No**
2. Is the Bidder prepared to provide the insurances as required? **Yes** **No**
3. Has the Bidder placed any conditions or restrictions with its bid to the Town which conflict with the Scope of Services? (If yes, the bid may be deemed conditional.) **Yes** **No**
4. Has the Bidder identified any and all exceptions to the Town's specifications and are they included in the submission? **Yes** **No**
5. Is the Bidder prepared to execute the Town's contract, if awarded? **Yes** **No**

Signature of the Bidder: _____

Printed Name and Title of Signatory: _____

Date: _____

This form must be completed and filed with bid submission

**Bid Form C: Authentication Form
Open Top Trailer
22DPW159G**

The undersigned agrees that, if selected as the contractor for any or all of the above bid items, the contractor shall be obligated to provide those services in accordance with the terms of these specifications at the bid price upon receipt of a fully executed contract.

Name of Bidder: _____

Address: _____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____ Phone Number: _____

Fax Number: _____ Email: _____

This form must be completed and filed with bid submission

**Bid Form D: Certificate of Good Faith
Open Top Trailer
22DPW159G**

CERTIFICATE OF GOOD FAITH

The undersigned hereby certifies that s/he will comply with all laws and regulations applicable to awards made subject to Massachusetts General Laws, Chapter 30B.

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.

Signature of individual submitting the bid or proposal

Individual Full Name (Print/Type)

Name of Business (Print/Type)

(Date)

Two Witnesses or Notary

Witness One Signature

Witness Two Signature

Witness One Full Name (Print/Type)

Witness Two Full Name (Print/Type)

Witness One Primary Address

Witness Two Primary Address

OR

Commonwealth of Massachusetts

County of _____

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____(name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

- as partner for _____, a partnership.
- as _____ for _____, a corporation.
- as attorney in fact for _____, the principal.
- as _____ for _____, (a) (the) _____.

_____(official signature and seal of notary)

My commission expires: _____

This form must be completed and filed with bid submission

**Bid Form E: Certificate of Compliance with Massachusetts Tax Laws
Open Top Trailer
22DPW159G**

Certificate of Good Standing issued by the Massachusetts Department of Revenue dated no earlier than 90 days before the bid submission deadline may be submitted in place of this certificate.

Pursuant to M.G.L. c.62C, §49A , the undersigned acting on behalf of the Contractor* certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.**

(1) Contractor: _____ Date: _____

Print Name: _____

Social Security Number: _____

Corporation, Association, or Partnership: _____

Federal Tax ID Number or Social Security Number: _____

(2) By: _____ Date: _____

(Authorized Corporate Signature)

Name and Title: _____

Note to Contractor***: Please sign at (1) or (2), whichever applies.

In order to comply with all laws of the Commonwealth relating to taxes, the undersigned certifies that Contractor (check applicable item):

1. _____ has filed all tax returns and paid all taxes required by law; or
2. _____ has filed a pending application for abatement of such tax; or
3. _____ has a pending petition before the appellate tax board contesting such tax; or
4. _____ does not derive taxable income from Massachusetts Sources such that it is subject to taxation by the Commonwealth

* As used in this certification, the word "Contractor" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

*** Approval of a contract or other agreement will not be granted until the Town of Needham receives a signed copy of this Certification.

This form must be completed and filed with bid submission

**Bid Form F: Professional References
Open Top Trailer
22DPW159G**

Customer: _____

Mailing Address: _____

Period of Service (MM/YYYY): _____ through _____

Is this a Municipal or other Governmental Unit?: Yes No

Project Name: _____

Primary Contact: _____ Title: _____

Telephone: _____ Ext: _____

Email: _____

Customer: _____

Mailing Address: _____

Period of Service (MM/YYYY): _____ through _____

Is this a Municipal or other Governmental Unit?: Yes No

Project Name: _____

Primary Contact: _____ Title: _____

Telephone: _____ Ext: _____

Email: _____

(Make as many copies as necessary. A minimum of 5 references required)

**THIS FORM OR SUBSTITUTE WITH THE REQUESTED
INFORMATION MUST BE FILED WITH BID SUBMISSION**

**Bid Form G: Certificate of Authority
Open Top Trailer
22DPW159G**

Complete Only If Applicable

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)
2. corporation, and that _____
(insert the name of officer who signed the contract and bonds.)
3. is the duly elected _____
(insert the title of the officer in line 2)
4. of said corporation, and that on _____
(insert a date that is **ON OR BEFORE** the date the officer signed the
contract and bonds.)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert name from line 2) (insert title from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ AFFIX CORPORATE
(Signature of Clerk or Secretary)* SEAL HERE
7. Name: _____
(Please print or type name in line 6)*
8. Date: _____
(insert a date that is **ON OR AFTER** the date the
officer signed the **contract and bonds.**)

The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.