

TOWN OF CHARLEMONT, MASSACHUSETTS

COMMUNITY PARK IMPROVEMENTS 10 SCHOOL STREET CHARLEMONT, MA 01339

PROCUREMENT UNDER M.G.L. c.30, §39M

PROJECT NO. 2026-01

TABLE OF CONTENTS

1. Invitation for Bids
2. Instructions to Bidders
3. Form for General Bid
4. Bid Deposit Requirements
5. Contract Award Procedures
6. Agreement Form
7. Performance Bond Requirements
8. Labor and Wage Requirements
9. Insurance Requirements
10. General Conditions
11. Technical Specifications
12. Prevailing Wage Schedule
13. Certificate of Non-Collusion
14. Tax Compliance Certification
15. Contractor Certification
16. Plans and Drawings

SECTION 1 – INVITATION FOR BIDS

The Town of Charlemont, Massachusetts, acting through the Selectboard, invites sealed bids for the Community Park Improvements Project located at 10 School Street, Charlemont, Massachusetts.

The work includes demolition and removal of existing tennis courts; construction of approximately 1,110 square yards of new asphalt court surfaces; installation of fencing, ADA-compliant pathways, drainage and infiltration improvements, site furnishings, parking lot striping, and all incidental work required by the plans and specifications.

Estimated Construction Cost: \$220,000.

This project is being procured in accordance with Massachusetts General Laws Chapter 30, Section 39M.

Bids shall be submitted to:

Town Administrator Town of Charlemont 157 Main Street Charlemont, MA 01339

until 1PM on June 26, 2026.

A bid deposit equal to five percent (5%) of the bid amount shall accompany each bid.

The successful bidder shall furnish Performance and Payment Bonds each equal to 100% of the contract amount.

Prevailing wages apply.

The Town reserves the right to reject any and all bids and waive minor informalities as permitted by law.

SECTION 2 – INSTRUCTIONS TO BIDDERS

1. Examination of Documents

Bidders shall carefully examine all plans, specifications, existing conditions, and site constraints prior to submitting a bid.

2. Site Visit

Bidders are strongly encouraged to visit the project site and familiarize themselves with existing conditions.

3. Questions

Questions shall be submitted in writing to the Town Administrator no later than seven (7) calendar days before bid opening.

4. Addenda

Any changes to the bid documents shall be issued by written addendum. Bidders shall acknowledge receipt of all addenda.

5. Bid Security

Each bid shall include a bid deposit equal to five percent (5%) of the total bid amount.

6. Withdrawal of Bids

Bids may be withdrawn in accordance with M.G.L. c.30 §39M.

7. Award

Award shall be made to the lowest eligible and responsible bidder.

SECTION 3 – FORM FOR GENERAL BID

To the Town of Charlemont:

The undersigned proposes to furnish all labor, materials, equipment, supervision, transportation, permits, insurance, bonds, and incidentals necessary to complete the Community Park Improvements Project in accordance with the Contract Documents.

BASE BID

Total Lump Sum Bid:

\$_____

Written Amount:

Bid Deposit Submitted:

☐ Bid Bond ☐ Certified Check ☐ Treasurer's Check ☐ Cashier's Check

Addenda Received:

Addendum No. ____

Addendum No. ____

Addendum No. ____

Company:

Address:

Authorized Signature:

Date:

SECTION 4 – AGREEMENT

This Agreement is entered into by and between the Town of Charlemont and

_____.

Contract Amount: \$_____

The Contractor agrees to perform all work required under the Contract Documents.

Time for Completion:

Substantial Completion: 90 calendar days from Notice to Proceed.

Final Completion: 120 calendar days from Notice to Proceed.

Liquidated Damages:

\$500 per calendar day for failure to achieve final completion within the Contract Time.

SECTION 5 – INSURANCE

Prior to commencement of work, the Contractor shall furnish:

Workers Compensation: Statutory Limits

Commercial General Liability: \$1,000,000 Each Occurrence \$2,000,000 Aggregate

Automobile Liability: \$1,000,000 Combined Single Limit

Umbrella Liability: \$1,000,000

The Town of Charlemont shall be named as Additional Insured.

SECTION 6 – PERFORMANCE AND PAYMENT BONDS

The successful bidder shall furnish:

Performance Bond: 100% of Contract Amount

Payment Bond: 100% of Contract Amount

Surety shall be licensed to conduct business in Massachusetts.

SECTION 7 – PREVAILING WAGES

The Contractor shall comply with all provisions of M.G.L. Chapter 149, Sections 26 through 27D.

Certified payroll reports shall be submitted weekly.

SECTION 8 – GENERAL CONDITIONS

The Contractor shall:

- Obtain all permits necessary for construction.
- Maintain site safety at all times.
- Coordinate Dig Safe notifications.
- Protect existing utilities.
- Maintain erosion and sediment controls.

- Keep the site clean and secure.
- Repair damage caused by construction activities.
- Comply with OSHA requirements.
- Comply with ADA requirements shown on plans.
- Coordinate work with the Town and Engineer.

SECTION 9 – REQUIRED CERTIFICATIONS

NON-COLLUSION FORM

The undersigned certifies under penalties of perjury that this bid has been made in good faith and without collusion or fraud.

Authorized Signature: _____

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c.62C §49A, the undersigned certifies under penalties of perjury that the bidder has complied with all laws of the Commonwealth relating to taxes.

Authorized Signature: _____