



## **INVITATION FOR BIDS**

**December 2017**

- 1. GRINDING SERVICES    2. SCREENING SERVICES    3. WOOD CHIP REMOVAL**

### **1. Introduction**

The South Shore Recycling Cooperative ("SSRC"), on behalf of its Member towns of Abington, Cohasset, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Middleboro, Norwell, Plymouth, Rockland, Scituate, Weymouth and Whitman ("Members"), is seeking qualified firms ("Contractor") to provide:

1. on-site grinding of brush, yard waste, logs, stumps, pallets, skids and clean building materials, and/or
2. rental of equipment for the on-site screening of finished compost with and without a loader and operator, and/or
3. removal of the ground material and/or finished and/or unfinished compost.

Two contracts for grinding services based on equipment type will be awarded separately from each other and from the contracts for compost screening and for removal.

**Sealed bids must be received on or before Thursday, January 11, 2018 by 1 PM at the address listed in the "Submissions" section.** The opening of these bids will take place at that address on Thursday, January 11, 2018 at 1:15 PM.

The mission of the Cooperative, which serves 300,000 South Shore residents, is to help member towns improve their recycling programs, and reduce the quantity, toxicity and cost of disposal. Thus, the objectives of this bid include:

1. economy of scale through cooperative procurement of services,
2. stable pricing with a two year guarantee,
3. wood waste reuse through the production of a readily compostable or usable product,
- 4.. final processing of the composted product of municipal organic waste into a usable and desirable product,
5. removal of excess accumulated organic waste from municipal sites and
6. assistance to member Members through the preparation of this bid and award of contracts for services.

Service shall be on as as-needed basis, and the number of Members participating cannot be guaranteed. Based on past usage and anticipated need, it is likely that the grinding contracts may be used for **about twenty days/year, screening about fifteen**. The removal contract may be used by up to six Members.

The rate shall be fixed from date of award through December 31, 2019. Members are required to provide a minimum of one (1) day's use per request as well as a workable stockpile of sufficient volume and accessibility for this work to take place.

## **2. Specifications for Grinding**

A) The cost per hour, per day and per week for service with horizontal and/or tub grinding equipment shall be listed in *Appendix A- Tub Grinding, and/or Appendix B- Horizontal Grinding*). The equipment shall have a minimum 400 or 750 horsepower engine respectively in order to be considered under this Invitation, and shall be capable of processing materials at the following minimum loose outputs as measured before grinding:

Brush (branches, tree limbs)	300 cubic yards/hour
Yard waste (grass, leaves, twigs)	160 cubic yards/hour
Stumps (up to 6' root ball)	100 cubic yards/hour
Logs (up to 30" diameter)	100 cubic yards/hour
Building materials (pallets, demo, etc.)	100 cubic yards/hour

B) Equipment shall be loaded by the Contractor. Provision of a knuckle boom, grapple, clamshell or bucket type loader and operator shall be included in price. Type of loader and loading capacity shall be specified.

C) The operator of said equipment shall have sufficient knowledge to troubleshoot and maintain the equipment during operation, and spare parts likely to be needed on site.

D) The **final invoice shall be based upon the actual time of processing, and shall not include fees for transportation, setup or repair of equipment.** One (1) hour of work shall consist of no more than five (5) minutes of down time. Accumulated down time shall not exceed thirty (30) minutes/day. One (1) day of work shall consist of 8 hours of operation on site. Equipment delivery and return shall not be part of the hourly rate and shall be the responsibility of the Contractor. Invoices shall be due net thirty (30) days from the date of issuance.

The grinding contracts will be awarded based on the daily rate and loading capacity.

## **3. Specifications for Compost Screening**

A) Hourly, daily and weekly rates for the rental of star or trommel screening equipment with a 3/4" (three-quarter inch) screen and for loading shall be stated in *Appendix C-Screening*. Loading will be done by the Member unless otherwise specified at time of rental.

B) The **final invoice shall be based upon the actual time on site, and shall not include fees for transportation, setup or repair of equipment.** Invoices shall be due net thirty (30) days from the date of issuance.

The compost screening contract will be awarded based on the daily rental rate, and the type and length of the screening equipment. Based on information from-an independent third party, it will be assumed that throughput is proportional to the length of the screen. If bids are received for both star and trommel screeners, separate awards may be made for each equipment type.

#### **4. Specifications for Wood Chip and/or Compost Removal**

- A) Minimum and maximum cost per cubic yard of excess wood chips, unfinished and finished compost removed from the municipal site. Loading and transportation to Contractor's site will be done by the Contractor. Separate pricing for wood chips and compost removal will be requested in *Appendix D. Wood Chip and/or Compost Removal*.
- B) The final invoice/payment shall be based upon the actual volume of material removed, and shall not include fees for transportation, setup or repair of equipment. Invoices/payments shall be due net thirty (30) days from the date of issuance.

The wood chip and compost removal pricing will not determine the contract award, but will be considered a part of the bid in the awarded grinding and screening contracts.

#### **5. Auxiliary Equipment**

A section for auxiliary equipment can be found on the *Appendix E-Auxiliary* form. Some Members have expressed interest in shaker sieves. The availability of these services will not be a determinant in selecting a contractor. However, they may affect usage of the contract by Members.

#### **6. Bid Requirements**

Both a hard copy and an electronic (pdf) copy of the bid response signed by a person who is authorized to contractually bind the company shall be submitted. The sections below shall be addressed in letter form on company letterhead and be signed by an authorized person. Submissions shall include the following, at a minimum:

##### **A) Company information and references**

This section shall include:

- 1. Names and positions of persons authorized to conduct business on behalf of Contractor
- 2. Their mailing and email addresses and telephone numbers
- 3. A statement of the **number of years of experience** and the **date and type of incorporation of the company**
- 4. A minimum of three (3) municipal grinding projects performed since 1/1/2017, including contact names and phone numbers.

##### **B) Insurance coverage**

**A Certificate of insurance or a statement of insurability** shall be provided for the following coverage. This insurance shall remain in effect through the duration of the service contract:

- 1. Liability, including automobile:                      \$2 million general aggregate
- 2. Workers compensation:                                      In an amount as required by law

It shall be the Contractor's responsibility to purchase and maintain insurance of such character and in such amounts as will adequately protect it and the participating Member from any and against all claims, damages, losses and expenses resulting from exposure to any casualty liability in the performance of their work. **All Members shall be listed as additionally insured parties on the winning Contractor's final Certificate of Insurance.**

### **C) Technical information**

This section shall include equipment specifications as noted in **sections 2 and 3** on the attached *Appendix A-Tub Grinding* and/or *Appendix B-Horizontal Grinding*, and/or *Appendix C-Compost screening*, and for auxiliary equipment listed in *Appendix E-Auxiliary*. All specifications shall be met or exceeded.

### **D) Pricing**

The hourly, daily and weekly fees for use of the equipment and the availability of properly trained operators shall be submitted on the attached *Appendix A-Tub Grinding* and/or *Appendix B-Horizontal Grinding*.

The hourly, daily and weekly fees for use of the equipment, both with and without a loader and loader operator, shall be submitted on the attached *Appendix C-Screening*.

The maximum volume based rates for wood chip and/or compost removal shall be submitted on the attached *Appendix D –Wood Chip and/or Compost Removal*.

Hourly rates for auxiliary equipment and services may also be submitted on *Appendix E – Auxiliary*.

Any or all appendices may be submitted. These prices shall be guaranteed to the Members through December 31, 2019.

### **E) Non-performance**

If at any time the Contractor is unable to furnish service requested by a Member within twenty-eight (28) days of its initial request, the Member may request such service from the next lowest responsive and responsible bidder that is available. In this event, the Contractor shall pay to the Member all expenses incurred above the contract rate.

### **F) Other attachments**

*Appendix F*, a statement of non-collusion and *Appendix G*, a statement of tax compliance shall be submitted at the same time as *Appendices A-E*.

### **G) Prevailing wage**

Prevailing wage rates apply to this Invitation for Bids for grinding services only. A copy of the Prevailing Wage Schedule as well as a Weekly Payroll Records Report form and Statement of Compliance have been attached as *Appendix H*.

### **H) Non-discrimination**

Work performed under this Contract shall comply with Executive Order 227 which sets forth the Commonwealth's non-discrimination and equal opportunity policy and civil rights laws and regulations.

### **I) Contract Term**

The Contractor's rates shall be in effect and guaranteed for the period from date of award through December 31, 2019. Contractors' performances will be evaluated in November of

2018, November of 2019, and November of 2020, at which times options to extend the contract for three-one year periods shall be at the sole discretion of the SSRC. At the time of a second and third extension, the Contractor(s) may request unit price increase(s) for the extension period. The SSRC will address price change requests by either negotiating a price change and extending the contract for the final year at the new price, renegotiating the terms of the contract, or soliciting new bids.

## **8. Submissions**

Sealed bids must be received on or before Thursday, January 11, 2018 at 1:00 PM at the address listed below. Any bids received after this time may be returned to the bidder unopened.

All issues within this Invitation must be clearly and completely addressed.

**South Shore Recycling Cooperative  
c/o Hingham DPW  
25 Bare Cove Park Dr.  
Hingham, MA 02043  
Attn: Claire Galkowski**

Bids will be opened and publicly read at the above address at 1:15 PM on Thursday, January 11, 2018. Bidders need not be present to accept the contract. The award of these contracts shall be given to the lowest responsive, responsible bidder(s). The Board reserves the right to reject any or all bids if it is in the public interest to do so, and reserves the right to waive any informalities. Contracts will be awarded within 30 days of bid opening.

**APPENDIX A-Tub Grinding  
BID FORM**

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**Bids to:**  
**South Shore Recycling Cooperative**  
**Hingham DPW**  
**25 Bare Cove Park Dr.**  
**Hingham, MA 02043**

**Bid Opening:**  
**Hingham DPW**  
**25 Bare Cove Park Dr.**  
**Hingham, MA 02043**

**Due Date: 1/11/2018**  
**Time: 1:00 PM**

**Opening Date: 1/11/2018**  
**Time: 1:15 PM**

The South Shore Recycling Cooperative, on behalf of the Member Members of Abington, Cohasset, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Middleboro, Norwell, Plymouth, Rockland, Scituate, Weymouth and Whitman, is accepting bids from qualified firms for the grinding of brush, yard waste, logs, stumps, pallets, skids and clean building materials.

“One hour” equals one hour of operating time with no more than 5 minutes of down time. “One day” equals 8 hours of operating time with no more than 30 minutes of down time. “One week” equals five days.

We, the undersigned, herewith submit a proposal for grinding services to the SSRC, per specification, at the following calculated cost:

**GRINDER:**

**Description: brand, model, year** \_\_\_\_\_

**Horsepower of grinding equipment:** \_\_\_\_\_ **HP**  
*(minimum of 400 HP)*

**Type of loader:** \_\_\_\_\_ **Capacity** \_\_\_\_\_ **CY/load**

**Rental fee for equipment with loader:** \$ \_\_\_\_\_ **per hour on site**

*(includes above fee plus loader operator,* \$ \_\_\_\_\_ **per day on site\***

*transportation; one-day minimum)* \$ \_\_\_\_\_ **per week on site**

**Fees shall be effective from date of award through 12/31/2019.**

**\* Basis of award**

Company name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**APPENDIX B-Horizontal Grinding  
BID FORM**

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**Bids to:**  
**South Shore Recycling Cooperative**  
**Hingham DPW**  
**25 Bare Cove Park Dr.**  
**Hingham, MA 02043**

**Bid Opening:**  
**Hingham DPW**  
**25 Bare Cove Park Dr.**  
**Hingham, MA 02043**

**Due Date: 1/11/2018**  
**Time: 1:00 PM**

**Opening Date: 1/11/2018**  
**Time: 1:15 PM**

The South Shore Recycling Cooperative, on behalf of the Member Members of Abington, Cohasset, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Middleboro, Norwell, Plymouth, Rockland, Scituate, Weymouth and Whitman, is accepting bids from qualified firms for the grinding of brush, yard waste, logs, stumps, pallets, skids and clean building materials.

“One hour” equals one hour of operating time with no more than 5 minutes of down time. “One day” equals 8 hours of operating time with no more than 30 minutes of down time. “One week” equals five days.

We, the undersigned, herewith submit a proposal for grinding services to the SSRC, per specification, at the following calculated cost:

**GRINDER:**

**Description: brand, model, year** \_\_\_\_\_

**Horsepower of grinding equipment:** \_\_\_\_\_ **HP**  
*(minimum of 750 HP)*

**Type of loader:** \_\_\_\_\_ **Capacity** \_\_\_\_\_ **CY/load**

**Rental fee for equipment with loader:** \$ \_\_\_\_\_ **per hour on site**

*(includes loader operator,* \$ \_\_\_\_\_ **per day on site\***

*transportation; one-day minimum)* \$ \_\_\_\_\_ **per week on site**

**Fees shall be effective from date of award through 12/31/2019.**

**\* Basis of award**

Company name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

APPENDIX C-Screening

BID FORM

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Bids to: South Shore Recycling Cooperative Hingham DPW 25 Bare Cove Park Dr. Hingham, MA 02043

Bid Opening: Hingham DPW 25 Bare Cove Park Dr. Hingham, MA 02043

Due Date: 1/11/2018 Time: 1:00 PM

Opening Date: 1/11/2018 Time: 1:15 PM

The South Shore Recycling Cooperative, on behalf of the Member Members of Abington, Cohasset, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Middleboro, Norwell, Plymouth, Rockland, Scituate, Weymouth and Whitman, is accepting bids from qualified firms for the rental of equipment for the on-site screening of finished compost with and without a loader and operator.

“One hour” equals one hour of operating time with no more than 5 minutes of down time. “One day” equals 8 hours of operating time with no more than 30 minutes of down time. “One week” equals five days.

We, the undersigned, herewith submit a proposal for screener rental to the SSRC, per specification, at the following calculated cost:

SCREENER:

Description: Brand, model, year Type (star or trommel), length of screen \*

Rental fee for this equipment: \$ per hour on site (cost includes transportation; one-day minimum) \$ per day on site \* \$ per week on site

Rental fee for equipment with loader (optional for client): \$ per hour on site (includes above fee plus loader operator, transportation; one-day minimum) \$ per day on site\* \$ per week on site

Type of loader: Capacity CY/load

Fees shall be effective from date of award through 12/31/2019.

Company name: Address: Phone:

Signature of authorized representative: Name: Title:

\* bases of awards



**Appendix D- Wood Chip and/or Compost Removal  
BID FORM**

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**Bids to:**  
**South Shore Recycling Cooperative**  
**Hingham DPW**  
**25 Bare Cove Park Dr.**  
**Hingham, MA 02043**

**Bid Opening:**  
**Hingham DPW**  
**25 Bare Cove Park Dr.**  
**Hingham, MA 02043**

**Due Date: 1/11/2018**  
**Time: 1:00 PM**

**Opening Date: 1/11/2018**  
**Time: 1:15 PM**

The South Shore Recycling Cooperative, on behalf of the Member Members of Abington, Cohasset, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Middleboro, Norwell, Plymouth, Rockland, Scituate, Weymouth and Whitman, is accepting bids from qualified firms for the removal of excess processed wood waste, unfinished and finished compost from a municipal site.

We, the undersigned, herewith submit a proposal for screener rental to the SSRC, per specification, at the following calculated cost:

**Minimum and maximum cost for removal of wood chips: \$ \_\_\_\_\_ /cubic yard**

**Minimum and maximum cost for removal of unfinished compost\*: \$ \_\_\_\_\_ /cubic yard**

**Minimum and maximum cost for removal of finished compost\*: \$ \_\_\_\_\_ /cubic yard**

\* material must conform to industry standard for land application

If awarded grinding or screening contract in this bid, pricing shall be guaranteed through 12/31/2019

Company name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Appendix E - Auxiliary**

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**Auxiliary Equipment Bids (Optional)**

**Item or Service description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Cost: \$** \_\_\_\_\_ **per** \_\_\_\_\_

**Item or Service description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Cost: \$** \_\_\_\_\_ **per** \_\_\_\_\_

**Item or Service description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Cost: \$** \_\_\_\_\_ **per** \_\_\_\_\_

**Item or Service description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Cost: \$** \_\_\_\_\_ **per** \_\_\_\_\_

Company name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**APPENDIX F  
NON-COLLUSION**

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**The undersigned certifies under penalty 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 certification, the word "person" shall mean any natural person, business, partnership, organization, entity or group of individuals.**

Company name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**APPENDIX G  
TAX COMPLIANCE**

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**Pursuant to MGL Chapter 62C, section 49A, I certify under penalty of perjury that the individual/firm listed below has filed all state tax returns and has complied with all laws of the Commonwealth of Massachusetts relating to taxes.**

\_\_\_\_\_

\_\_\_\_\_

Company name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Approval of this bid or other agreements will not be granted unless this certification clause is signed by the Bidder. The social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether all tax filings and/or payment obligations have been met.**

**APPENDIX H  
PREVAILING WAGE RATE COMPLIANCE**

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**As determined by the Commissioner under the provisions of MGL Chapter 149, sections 26 to 27H, the attached prevailing wage rates as listed under "other power driven equipment-Class II" to the loader operator.**

**WEEKLY PAYROLL RECORDS REPORT  
& STATEMENT OF COMPLIANCE**

In accordance with Massachusetts General Law c. 149, §27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided. A Payroll Form has been printed on the reverse of this page and includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract.

In addition, every contractor and subcontractor is required to submit a copy of their weekly payroll records to the awarding authority. This is required to be done on a weekly basis. Once collected, the awarding authority is also required to preserve those records for three years from the date of completion of the project.

Each such contractor or subcontractor shall furnish to the awarding authority directly within 15 days after completion of its portion of the work, a statement, executed by the contractor, subcontractor or by any authorized officer thereof who supervised the payment of wages, this form.

**STATEMENT OF COMPLIANCE**

\_\_\_\_\_, 20\_\_\_\_

I, \_\_\_\_\_,  
(Name of signatory party) (Title)

do hereby state:

That I pay or supervise the payment of the persons employed by

\_\_\_\_\_ on the \_\_\_\_\_  
(Contractor, subcontractor or public body) (Building or project)

and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty nine of the General Laws.

Signature \_\_\_\_\_  
Title \_\_\_\_\_

09/11



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF LABOR STANDARDS

Prevailing Wage Rates

As determined by the Director under the provisions of the  
Massachusetts General Laws, Chapter 149, Sections 26 to 27H

ROSALIN ACOSTA  
Secretary  
WILLIAM D MCKINNEY  
Director

**Awarding Authority:** South Shore Recycling Cooperative  
**Contract Number:** **City/Town:** SCITUATE  
**Description of Work:** Brush loading and grinding, compost loading and screening on municipal sites for any or all of our 15 member towns on an as needed basis.  
**Job Location:** Multiple

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

- This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the "Wage Request Number" on all pages of this schedule.
- An Awarding Authority must request an updated wage schedule from the Department of Labor Standards ("DLS") if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule. For CM AT RISK projects (bid pursuant to G.L. c.149A), the earlier of: (a) the execution date of the GMP Amendment, or (b) the bid for the first construction scope of work must be within 90-days of the wage schedule issuance date.
- The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. The wage schedule shall be made a part of the contract awarded for the project. The wage schedule must be posted in a conspicuous place at the work site for the life of the project in accordance with M.G.L. c. 149 § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project whether they are employed by the prime contractor, a filed sub-bidder, or any sub-contractor.
- All apprentices working on the project are required to be registered with the Massachusetts Department of Labor Standards, Division of Apprentice Standards (DLS/DAS). Apprentice must keep his/her apprentice identification card on his/her person during all work hours on the project. An apprentice registered with DAS may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **Any apprentice not registered with DLS/DAS regardless of whether or not they are registered with any other federal, state, local, or private agency must be paid the journeyworker's rate for the trade.**
- The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule.
- Every contractor or subcontractor which performs construction work on the project is required to submit weekly payroll reports and a Statement of Compliance directly to the awarding authority by mail or email and keep them on file for three years. Each weekly payroll report must contain: the employee's name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. A sample of a payroll reporting form may be obtained at <http://www.mass.gov/dols/pw>.
- Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
- Employees not receiving the prevailing wage rate set forth on the wage schedule may report the violation to the Fair Labor Division of the office of the Attorney General at (617) 727-3465.
- Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and

**Issue Date:** 11/29/2017 **Wage Request Number:** 20171129-043-13

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
BACKHOE/FRONT-END LOADER	06/01/2017	\$46.38	\$10.00	\$0.00	\$0.00	\$56.38
OPERATING ENGINEERS LOCAL 4	12/01/2017	\$46.63	\$10.50	\$0.00	\$0.00	\$57.13