

# **TRI TOWN BOARD**

**300 King Hill Drive  
Braintree, MA 02184**

**Invitation for Bids (IFB)  
Custodial Services – Water Treatment Building**

**Due: June 24 12:00 PM**

**Contact:**

Lou Dutton, Operations Manager  
Tri Town Water Treatment Plant  
300 King Hill Drive  
Braintree, MA 02184  
[ldutton@braintreema.gov](mailto:ldutton@braintreema.gov)

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**I. Legal Ad**

**Legal Advertisement**

**TRI TOWN BOARD  
INVITATION FOR BIDS (IFB)  
Custodial Services – Water Treatment Building**

The Tri Town Board, pursuant to M.G.L. 30B, invites bids for Custodial Services – Water Treatment Building. The Invitation for Bids (IFB) may be obtained from Projectdog at <http://www.projectdog.com> (code #874925) on June 8, 2026. Bids are due on June 24, 2026 no later than 12:00 PM via [www.projectdog.com](http://www.projectdog.com). Bids that are not prepared as required will be considered non-responsive. The Tri Town Board reserves the right to cancel all or part of this solicitation and to reject in whole or part any and all bids.

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Advertisements placed as follows:

Patriot Ledger Published:	June 8, 2026
COMMBUYS Published:	June 8, 2026
Goods and Services Bulletin Published:	June 8, 2026

## II. Community Profile

The Tri-Town Water District is a Massachusetts public water supply district established by a 2019 legislative act, serves as a public water supply district in Massachusetts. It's primary purpose is to provide wholesale water services to the communities of Braintree, Holbrook, and Randolph. The Tri-Town Water mission revolves around ensuring the safe supply, treatment, and transmission of potable water to member communities, with a focus on health, sustainability, and community well-being.

## III. General Information

- A. **Overview:** This is an Invitation for Bids (IFB) issued by the Tri Town Board for the purchase of Custodial Services – Water Treatment Building.
- B. **Bid Documents Available:** Bid documents may be obtained from Projectdog at <http://www.projectdog.com> (code #874925) on June 8, 2026. This site is the only site for prospective bidders to obtain digital copies of official Tri Town Board bid documents.

The Tri Town Board does not warrant, represent, or guarantee the accuracy or completeness of any bid documents and/or information retrieved from any third party source. The Tri Town Board is not responsible for any loss or damage including, but not limited to, time, money, or goodwill arising from errors, inaccuracies or omissions in any third party bid documents and/or information.

Be advised that the information contained on this website may change over time and without notice to prospective bidders. It is the responsibility of each prospective bidder to check this website regularly through the close of bids for any applicable addenda or updates.

- C. **Pre-Bid Conference:** A non-mandatory site visit will be held at Monday June 15, 2026 at 10:00 AM at the Tri Town Water Treatment Plant, 300 King Hill Drive, Braintree MA 02184.
- D. **Questions:** Bidders are not to base their bids on verbal interpretation by any employee of Tri Town Board. Bidders are requested to immediately and thoroughly review the IFB and specifications and promptly notify the Tri Town Board of any ambiguity, inconsistency, or error which they may discover. No inquiries will be accepted within three business days prior to the bid opening. Response to inquiries that affect all bidders will be issued as addenda. The Tri Town Board will not provide, authorize or honor any alleged oral interpretations.

The Tri Town Board reserves the right to disqualify any proposer that it believes to be interfering with this procurement by raising irrelevant, nuisance, or diversionary issues in order to delay or render the procurement invalid, whether timely or not.

**E. Addenda:** If necessary to maintain a fair and equal bidding environment, the Tri Town Board will issue addenda to all Bidders who have downloaded IFB packages. Addenda will be e-mailed to all Contractors on record as having downloaded the IFB, as well as being posted to Projectdog at <http://www.projectdog.com> (code #874925). Nevertheless, Bidders shall be responsible for ensuring that all addenda are in receipt prior to the bid deadline. The Tri Town Board will require acknowledgement of any addenda on Projectdog.

**F. Bid Modifications and Withdrawals:** A bidder may correct, modify, or withdraw a bid by written notice received by the Tri Town Board prior to the due date and time.

After the bid due date, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Tri Town Board or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing.

**G. Governed by Law:** The Bidder's attention is directed to the fact that all applicable federal and state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over municipal finance shall apply to the contract throughout, and they shall be deemed to be included in the contract the same as though herein written out in full.

**H. Non-Collusion:** It is understood that the Bidder has submitted the bid in good faith and has not colluded with any other individuals, firms, or corporations in creating the bid to subvert the market process.

**I. Bid Costs:** All costs involved in preparing the bid will be borne by the bidder. The Tri Town Board or any Department, Division, employee or section of the Tri Town Board will not be liable for any costs associated with the formation of the bid.

**J. Incomplete Bids:** Any Bid which is not according to prescribed form, incomplete, not properly signed, or contrary to the instructions and requirements contained in the IFB may be rejected by the Tri Town Board. Conditional bids will not be accepted.

**K. Late Bids:** Any bid received after the date and time stated in the Legal Advertisement will be deemed “non-eligible.”

**L. Right to Cancel:** The Chief Procurement Officer may cancel this IFB, or reject in whole or in part any and all bids, if the Tri Town Board determines that the cancellation or rejection services the best interests of the Tri Town Board.

#### **IV. General Requirements**

**A. Insurance:** Vendor shall maintain the following insurance coverage throughout the term of the contract:

- A. General Comprehensive Liability in the amount of
- B. \$1,000,000 for each occurrence and \$3,000,000 in the aggregate;
- C. Automobile Liability (applicable for any vendor/consultant who has an automobile operating exposure) in the amount of \$1,000,000 for bodily injury and property damage per accident;
- D. Workers' Compensation and Employer's Liability in the amount as may be required by Massachusetts General Laws Chapter 152.

The parties acknowledge that the types of insurance and coverage limits listed herein are the minimum necessary for the Vendor/Consultant to be awarded this contract. The types of insurance and coverage limits stated herein are not intended in any way to limit the Vendor/Consultant's liability for any damages arising from the Vendor's performance of services under this contract.

**B. Bid Submittal:** This project is being Electronical Bid (E-Bid). All bids shall be submitted online at [www.projectdog.com](http://www.projectdog.com). Hard copy bids WILL NOT be accepted by the Awarding Authority. Tutorials and instructions are included with the project's Division 00 specifications as well as online at [www.projectdog.com](http://www.projectdog.com). For assistance call Projectdog, Inc. at 978-499-9014.

Bid Forms and Contract Documents are available online at [www.projectdog.com](http://www.projectdog.com). Enter Project Code #874925 in the search box and select “Acquire Documents” to download documents. Alternatively, a free CD-ROM may be requested by contacting Projectdog. Non-refundable Shipping and handling charges will apply. All plan holders must have an active online account on [www.projectdog.com](http://www.projectdog.com) to acquire documents, receive project notifications and to submit bids electronically.

Please submit only the listed required forms and documents and in the order requested. Do not include copies of the IFB and addenda.

**C. Compliance with IFB:** Bidders must comply with all requirements of this IFB in order to be eligible for contract award. The respondent's submission of a proposal in

response to the IFB shall constitute acceptance by the respondent of the terms and conditions of this IFB, terms of which shall be incorporated by reference in any contract executed pursuant to this IFB.

Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake in a bid is evident and the intended bid is clear on the face of the Bid Price Form, the mistake will be corrected to reflect the intended correct bid and the bidder will be notified in writing. The bidder may not withdraw such a bid. The Tri Town Board may reject or a bidder may withdraw a bid if a mistake is clearly evident on the face of the Bid Price Form, yet the intended correct bid is not similarly evident.

**D. Bid Opening:** E-Bids will be accepted at [www.projectdog.com](http://www.projectdog.com) until June 24, 2026 at 12:00 PM.

Emailed, faxed submissions or hard copies will not be accepted. Late bids will not be accepted. It is the sole responsibility of the vendor to ensure its bid is submitted by the deadline. It is strongly encouraged that bids submitted in advance of the due date and time. No individual extensions of this deadline will be granted.

## **V. Award and Contract**

**A. Rule of Award:** An award will be made as follows: An award will be made based on the Bid Price Form to the responsive<sup>1</sup> and responsible<sup>2</sup> bidder offering the lowest price for year one.

**B. Tie Breaker:** In the event of a tie, the low bidder shall be the bidder who wins a coin toss to take place immediately after the bid opening.

**C. Timeframe for Award:** All bid prices submitted in response to this IFB must remain firm for 60 (sixty) days following the bid opening or until a contract is executed, whichever occurs first.

**D. Reserved Rights:** The Tri Town Board reserves the right to:

Cancel this IFB at any time, with or without notice to prospective bidders.  
Reasonable efforts will be made to give timely notice.

Accept or reject, in whole or in part, any and all bids as permitted by law.

Award contracts as it deems best serves the interests of the Tri Town Board

Act as its own reference and make such investigation as it deems necessary to determine the ability of the Bidder to perform prior to execution of the contract.

Waive or adjust non-statutory bid requirements before or after bids are opened in

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<sup>1</sup> Bidders who comply with all requirements for submittal of bids will be considered "Responsive."

<sup>2</sup> Bidders whose references are satisfactory to the Town shall be considered "Responsible."

whatever ways it deems best serves the interests of the Tri Town Board, while also being non-prejudicial to the interests of fair competition.

- E. **Contract**: A signed contract will result from this IFB, and will remain in effect for one (1) year, with the option to extend up to two additional years.

## VI. Bidder Qualification Requirements

- A. **Performance Capabilities**: Bidders must be capable of providing the specified services on schedule and in a professional manner.

Time of performance is critical to this IFB. Bidders must reassure the Board of their capacity to perform within the timeframe set out in this IFB.

- B. **Experience**: Bidders must demonstrate competency in the business of providing the goods and/or services specified in this IFB by conformance with the following criteria:

Bidders must be authorized sellers of Custodial Services.

In business for a minimum of 3 years.

Provision of the specified goods and/or services is consistent with normal lines of business.

Receive favorable ratings from references.

Bidders that do not meet these minimum qualifications will not be considered.

- C. **References**: Bidders must provide the following contact information for a minimum of 5 references that the bidder has sold to within the last 3 years, 2 of which must be government customers. A minimum of 3 of these references must have been active within the 12 months prior to this IFB's bid opening date. Use a separate sheet(s) clearly marked "REFERENCES" to provide the following information for each reference.

1. Customer Name
2. Years as a customer
3. Street
4. City, State, Zip
5. Contact Person
6. Telephone number

Poor references may be used as a basis for determining that a **VENDOR** is not a responsible bidder.

- D. **Subcontractors**: The use of subcontractors with specialties in the areas referenced in Section 19 is acceptable. If the Vendor intends to perform any or all work related to this contract through subcontractor(s), said subcontractor(s) names, business affiliations, and addresses must be attached with the bid and referenced to the



appropriate work to be performed. Bidders agree to be responsible to ensure the legal and contractual compliance of named subcontractor(s). Use of subcontractor(s) not named in the Bidder's bid is prohibited.

## **VII. Service and Performance Terms**

- A. Quality Requirements:** All products must be new and fully serviceable, and suited to their intended use consistent with the manufacturers' specifications and representations, and any representations made by selected vendor(s). Used and previously opened items will not be accepted.
- B. “Or Equal”:** An item at least equal to one or more that are named or described in the Specifications may be offered by a Bidder.

The naming of any commercial name, trademark, or other identification shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition, but shall establish a standard of quality only. An item equal to one or more that are named or described in the Specifications may be offered by a vendor. An item shall be considered equal to the item so named or described if (1) it is at least equal in quality, durability, appearance, strength and design, (2) it will perform at least equally the function imposed by the general design for the use intended, and (3) it conforms substantially to the requirements of the specifications with only minor deviations immaterial to the requirements of the preceding conditions (1) and (2). The name and manufacturer's published product specifications establishing product equality must accompany “Or Equal” Bids. Acceptance of “Or Equal” Bids shall be at the sole discretion of the Tri Town Board whose decision shall be final.

- C. Invoicing:** Selected Vendor must direct all invoices on a monthly basis presented at the completion of the month being billed for to:

Lou Dutton  
Tri Town Board  
300 King Hill Drive  
Braintree, MA 02184

The Tri Town Board is tax-exempt. Sales taxes and finance charges will not be paid, terms are Net 45.

## Appendix A – Services & Specifications

### GENERAL PRODUCT DESCRIPTION

It is the intention of this specification to arrange for the procurement of the following: Custodial Services – Water Treatment Building. This bid will be awarded to the responsive and responsible bidder offering the lowest total price for all specified goods.

The specifications listed below as part of this IFB are intended to reflect minimum standards required by the IFB. Should the Respondent's current specifications exceed these, they shall be considered minimum and furnished.

### GENERAL SPECIFICATIONS<sup>3</sup>

#### Location:

Square feet of interior: 4,877  
Water Treatment Building  
300 King Hill Drive  
Braintree, MA 02184

This location is an active water treatment plant, no access is given to mechanical areas or water processing areas.

#### Supplies:

All paper products, trash bags, and cleaning chemicals for daily use will be provided. Vendor should inform the Operations Manager in advance what is needed and as supply is exhausted. Adequate notice shall be defined as one week before they are needed.

#### Hours:

Within the hours of 8:00 AM – 12:00 PM M-F  
No Weekends or State Holidays

Cleaning is performed during operating hours. The Operations Manager may observe or verify that services are being adequately provided.

#### Custodial Services:

Location	
Task	Frequency

<sup>3</sup> The naming of any commercial name, trademark, or other identification shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition, but shall establish a standard of quality only. An item equal to one or more that are named or described in the Specifications may be offered by a vendor. An item shall be considered equal to the item so named or described if (1) it is at least equal in quality, durability, appearance, strength and design, (2) it will perform at least equally the function imposed by the general design for the use intended, and (3) it conforms substantially to the requirements of the specifications with only minor deviations immaterial to the requirements of the preceding conditions (1) and (2).

<b>Offices</b>	
Empty Trash	Daily
Vacuum	Daily
Interior Windows	Monthly
Sill	Weekly
<b>Bathrooms</b>	
Clean Toilets	Daily
Clean Sinks	Daily
Clean Mirrors	Daily
Empty Trash	Daily
Restock Supplies	As Needed
Showers	Weekly
Mop Floors	Daily
Wipe Down Stalls	Weekly
<b>Conference Room</b>	
Vacuum	Daily
Empty Trash	Daily
Clean Credenza	Weekly
Clean Conference Table	Daily
Interior Windows	Monthly
Sill	Weekly
<b>Control Room</b>	
Empty Trash	Daily
Mop Floors	Daily
Wipe Down Surfaces	Daily
Interior Windows	Monthly
<b>Lab Office</b>	
Empty Trash	Daily
Mop Floors	Daily
<b>Hallways, Doors, Windows</b>	
Mop Floors	Daily
Interior Glass	Monthly
Exterior Glass (for all windows in	Yearly

<b>which the interior glass is cleaned)</b>	
<b>Break Room</b>	
Empty Trash	Daily
Mop Floors	Daily
Vacuum	Daily
Clean Tables	Daily
Clean Counter	Daily
Clean Interior Windows	Weekly
Clean Sills	Weekly
Clean Sink	Daily
Clean Refrigerator	Monthly
Clean Microwave	Daily

## **Appendix B – Required Forms**

The following forms are required for submitting a bid.

## Form A - General Bid Form

The accompanying **Statement of Competency** and **Bid Price Form** are hereby submitted in response to the IFB cited above. All information, statements and prices are true, accurate and binding representations of its intentions and commitments in responding to this IFB.

This bid applies to the category(s) of goods and/or services marked with an “X” below.



### Custodial Services – Water Treatment Building

Vendor Name:			
Street:			
City:	State:	Zip:	
Phone:	e-mail:		
Web Address:			

### Non-Collusion Statement

The undersigned certifies under 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 certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

### Taxes Paid 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/my company is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and VENDORS, and withholding and remitting child support.

For the Bidder:

X \_\_\_\_\_

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

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

Date: \_\_\_\_\_

**Attach certificate of corporate vote  
(if required by Section III)**

## Form B - Statement of Competency

I hereby certify that the Bidder meets or exceeds the competency criteria set out in this IFB.

I further attest to the following assertions:

1. The Bidder has been in business for a minimum of 3 years.
2. Provision of the items specified in this IFB is consistent with the Bidder's normal lines of business.
3. The Bidder is incorporated, and if required licensed, to do business in Massachusetts.
4. The Bidder will receive favorable ratings from the following references.  
  

☐ \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_

☐ \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_

☐ \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_

☐ \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_

☐ \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_
5. The Bidder has sold to the customers listed above within the past 3 years and to the "checked" customers within the past 12 months.

For the Bidder:

X \_\_\_\_\_

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

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

Date: \_\_\_\_\_

**Form C - Bid Price Form**

**Custodial Services – Water Treatment Building**

The Bidder proposes to provide the following services (as described in detail in **Appendix A, Product Specifications** of the IFB):

**Custodial Services – Water Treatment Building**

YEAR ONE BID PRICE IN NUMBERS

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YEAR ONE AMOUNT IN WORDS:

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YEAR TWO BID PRICE IN NUMBERS

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YEAR TWO AMOUNT IN WORDS:

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YEAR THREE BID PRICE IN NUMBERS

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YEAR THREE AMOUNT IN WORDS:

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For Custodial Services – Water Treatment Building

Bidder: \_\_\_\_\_

Initials: \_\_\_\_\_



**CONTRACT BETWEEN THE TOWN OF BRAINTREE**  
**AND**  
**VENDOR**

This Contract is made on the last date of signature between the Town of Braintree, acting by and through its duly elected Mayor (hereinafter, the "Town"), and Vendor (hereinafter, the "Vendor"), whereby the parties contract for services under the terms and conditions set forth herein.

**I. PARTIES**

The parties to this contract are the Town of Braintree, acting by and through its duly elected Mayor, and Vendor. The Town of Braintree is a municipal corporation of the Commonwealth of Massachusetts having a principal place of business at One J. F. K. Memorial Drive, Braintree, MA 02184, and Vendor is a (corporation/sole proprietorship/limited liability company/ partnership) with a principal place of business at \_\_\_\_\_.

**II. DESIGNATED REPRESENTATIVES**

The Town designates \_\_\_\_\_ (name and title), and Vendor designates \_\_\_\_\_ (fill in name and title), as their authorized representatives to provide approvals, directives, and permissions, including changes, and to receive notices or other communications under this Contract at the addresses stated above.

**III. CONTRACT DOCUMENTS**

The contract documents shall consist of the following:

- 1) This Contract;
- 2) Town's Specifications, dated \_\_\_\_\_;
- 3) Vendor's proposal, dated \_\_\_\_\_;
- 4) Vendor's Certificate of Non-Collusion;
- 5) Vendor's Certificate of Tax Compliance;
- 6) Vendor's Certificate of Authorization;
- 7) Vendor's Performance & Payment Bonds, if applicable;
- 8) Vendor's Certificate of Insurance;
- 9) Vendor's Additional Insured Endorsement Page; and
- 10) Prevailing Wage Schedule, if applicable.

Such contract documents are incorporated herein by reference and made a part of this Contract, which represents the entire agreement and understanding between the Parties. This contract is subject to the laws of the Commonwealth of Massachusetts. All pertinent laws and regulations are applicable as if fully written out in this document. If the terms of any of the documents are in conflict, the terms of this Contract shall prevail.

**IV. SERVICES**

The scope of services to be provided by Vendor is as follows:  
(Insert description of services to be rendered. If services are detailed in the Town's Specifications, attach copy of the specifications and insert here: "The services to be performed by Vendor are fully described in the Town's Specifications, which are attached hereto and incorporated herein by reference." If the services are procured through the State bid list or through a consortium bid, please insert name and reference number to such bid.)

**V. CHANGE ORDERS AND ADJUSTMENTS**

The Town shall approve change orders and is not obligated to pay for change orders that are not approved in writing. M.G.L. c. 44, § 31C; M.G.L. c. 30, § 39I.

**VI. QUALITY OF WORK**

Vendor represents that it will perform services for the Town using that degree of care and skill ordinarily exercised by and consistent with the standards applicable to persons performing similar services under similar conditions in the same locality. Vendor shall be liable for its services rendered under this Contract.

**VII. COMPENSATION**

On a monthly basis, Vendor shall submit invoices to the Town with any reasonable supporting documentation requested by the Town, reflecting the services performed during said month. Upon satisfactory review of said invoices and documentation, the Town shall remit payment to Vendor. The Town shall not pay any interest or late fees. Total compensation to be paid to Vendor pursuant to this contract shall not exceed \$ \_\_\_\_.

**VIII. TIME FOR PERFORMANCE**

All services to be performed pursuant to this contract shall be completed by Vendor by \_\_\_\_\_. There will be no automatic renewals. Continuation of the service will require a new contract executed between the parties.

**IX. SUBJECT TO APPROPRIATION**

Notwithstanding anything in the contract documents to the contrary, any and all payments which the Town is required to make under this contract shall be subject to appropriation or other availability of funds, as certified by the Town Accountant.

**X. ENFORCEABILITY OF CONTRACT**

This contract is binding upon and enforceable against the Town if this contract is signed by the Mayor, endorsed by the Town Accountant as to appropriation or availability of funds, and endorsed as to form by the Town Solicitor. This contract is binding and enforceable against Vendor if signed by their authorized representative.

**XI. ASSIGNMENT**

Vendor shall not delegate, assign or transfer its duties or interest in this Contract without the express written consent of the Town. If approved by the Town, this contract shall be binding upon Vendor's assigns, transferees and/or successors in interest.

## **XII. PREVAILING STATUTORY AUTHORITY**

The validity, interpretation and performance of this Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. All legal proceedings under this Contract or related to the Project shall only be brought in the courts of the Commonwealth of Massachusetts.

## **XIII. CONFLICT OF INTEREST**

Both the Town and Vendor stipulate to the applicability of Massachusetts General Law Chapter 268A, the Conflict of Interest Statute. The Parties further stipulate that the terms and conditions of this contract expressly prohibit any activity which constitutes a violation of this statute. By executing this contract, Vendor certifies that neither it nor any of its agents, employers or subcontractors is in violation of Massachusetts General Laws Chapter 268A.

## **XIV. INSURANCE**

Vendor shall maintain the insurance coverage listed below. With the exception of Workers' Compensation and Professional Errors and Omissions insurance coverage, Vendor is required by this agreement to name the Town of Braintree as an additional insured and to provide the Town with certificates of insurance coverage indicating that the Town of Braintree has been added as an additional insured under all insurance coverages required by this contract. Further, Vendor is required to provide the Town of Braintree with a copy of the current additional insured endorsement page, reflecting that the Town of Braintree has been listed as an additional insured, for each insurance policy to which the Town of Braintree has been added. **If Subcontractors are used, all of the provisions of this section apply to the Subcontractor(s).**

- A. General Comprehensive Liability in the amount of \$1,000,000 for each occurrence and \$3,000,000 in the aggregate;
- B. Automobile Liability (applicable for any vendor/consultant who has an automobile operating exposure) in the amount of \$1,000,000 for bodily injury and property damage per accident;
- C. Professional Errors and Omissions Liability (applicable for any vendor/consultant providing design, architectural, engineering, financial advising or similar services) in the amount of \$1,000,000 for each occurrence and \$3,000,000 in the aggregate;
- D. Pollution Liability (applicable for any vendor/consultant who has pollution exposure) in the amount of \$3,000,000 for each occurrence and \$3,000,000 in the aggregate;
- E. Umbrella Liability of \$2,000,000 for each occurrence and \$2,000,000 in the aggregate; and
- F. Workers' Compensation and Employer's Liability in the amount as may be required by Massachusetts General Laws Chapter 152.

The parties acknowledge that the types of insurance and coverage limits listed herein are the minimum necessary for the Vendor to be awarded this contract. The types of insurance and coverage limits stated herein are not intended in any way to limit the Vendor's liability for any damages arising from the Vendor's performance of services under this contract.

The Vendor is required to maintain the above-referenced insurance coverage throughout the duration of this contract. If, at any time while this contract is in effect, any of the above insurance coverages should lapse, the Vendor shall immediately notify the Town of Braintree, and within thirty (30) days of said lapse, the Vendor shall provide the Town of Braintree with a new certificate of insurance coverage.

#### **XV. INDEMNIFICATION**

Vendor shall indemnify, defend, protect and hold the Town free and harmless from and against any and all claims, or threatened claims, for bodily injury or property damage that may arise out of Vendor's performance of its obligations under this contract by itself or a subcontractor, officer, agent or employee.

#### **XVI. TERMINATION**

This contract may be terminated by either party upon receipt of thirty (30) days advance written notice by certified mail to the Designated Representative identified in Paragraph II. In case of such written notice of termination, all services under this contract shall cease with the exception of such work as may be necessary to bring the work in progress to a reasonable and safe condition. Vendor shall then submit a final bill based on work actually performed. There shall be no penalty for termination for the convenience of the Town.

#### **XVII. BREACH OF CONTRACT**

Failure of Vendor to comply with any of the terms or conditions of the contract shall be deemed a material breach of contract, and the Town shall have all the rights and remedies provided in the contract documents, including the right to terminate or suspend the contract and to pursue its rights in any and all actions of law or equity or other proceedings with respect to a breach of contract.

In the event that a breach of contract may occur, this contract may be deemed null and void upon fourteen (14) days written notice by certified mail to the Designated Representative identified in Paragraph II, and the Town may pursue any remedies deemed necessary to secure the interests of the Town, provided, however, that this contract shall be and remain in full force and effect, and no action shall be taken by the Town if Vendor cures said breach within the fourteen day period.

#### **XVIII. CERTIFICATION OF TAX COMPLIANCE**

This contract shall include a certification by Vendor that Vendor is in full compliance with all laws of the Commonwealth of Massachusetts relating to taxes, as required by Massachusetts General Laws Chapter 62C, §49A. Said Certification is attached hereto.

**XIX. WORKFORCE PARTICIPATION**

If funding for this Project is provided by the Commonwealth of Massachusetts, in whole or in part (such as reimbursements, grants and the like), then the awarded Vendor shall endeavor to meet Workforce Participation Goal Requirements under M.G.L. c. 149, § 44A(2)(G) which are currently 6.9% for women and 15.3% for minorities. For more information, see <https://www.mass.gov/administrative-bulletin/equal-opportunity-and-non-discrimination-on-state-and-state-assisted>.

At any point during the contract period, the Town may require of the Contractor a report of the projected or current makeup of the Vendor's workforce per M.G.L. c. 149, § 44A(2)(G). Failure to submit this report when requested could result in penalties as enumerated in the statute.

Reductions or waivers of these goals may be permitted by the Town where the size, nature or location of the project makes achieving such levels of workforce participation unfeasible.

**XX. PREVAILING WAGE RATES** (applicable to any public works or public building project, including tree removal)

Vendor represents that it shall comply with the provisions for prevailing wages as governed by M.G.L.c.149, §§26-27, and as established by the Department of Labor, Division of Occupational Safety. Vendor shall furnish the Town a copy of Vendor's certified weekly payroll records throughout the duration of this Agreement.

In addition, Vendor shall be responsible for ensuring that it, and any of its subcontractors, furnish the Department of Labor and Workforce Development/Division of Occupational Safety a Statement of Compliance with the provisions of M.G.L.c.149, §§26-27 upon completion of the services performed under this Agreement.

For Vendor:

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

For the Town of Braintree:

\_\_\_\_\_  
Mayor Erin V. Joyce, PE  
Date: \_\_\_\_\_

Recommended By:

\_\_\_\_\_  
(Signature and Title of Department Director)

Vendor: Vendor Name  
Nature of Contract: \_\_\_\_\_  
Page | 6

Approved as to form:

\_\_\_\_\_  
Kenneth J. Rossetti  
Town Solicitor

Approved as to Available Funds:

\_\_\_\_\_  
Mark Lin, Town Accountant  
Account No.: \_\_\_\_\_

**NON-COLLUSION STATEMENT:**

I state that I am the \_\_\_\_\_ of \_\_\_\_\_ and  
(Title) (Name of Company)

that I am authorized to make this affidavit on behalf of my firm, its owners and directors.

I state that:

- (1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other Contractor or potential Proposer.
- (2) Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before the proposal opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

**TAX ATTESTATION:**

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A (b), I certify under the penalties of perjury that \_\_\_\_\_ to the best of my knowledge and belief, has filed all Massachusetts State Tax Returns and paid all Massachusetts State taxes as required by law.

I state that \_\_\_\_\_ understands and acknowledges that the above representations are material and important, and will be relied on by the Town of Braintree in awarding the contract for which this Proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Town of Braintree the true facts relating to the submission of this Proposal.

Signed under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Print Name and Title

Date: \_\_\_\_\_

Certificate of Authorization

(NOTE: A certified vote of the corporation may be substituted for this form.)

The Vendor, \_\_\_\_\_ is: (CHECK ONE)  
(Name of Company/Consultant/Corporation)

\_\_\_\_\_ A. a corporation formed and existing under the laws of the state of \_\_\_\_\_, and pursuant to the corporate by-laws,

\_\_\_\_\_  
(Insert Name and Title of Person Signing Proposal/Contract)

is authorized to execute contracts in the name of said corporation. Such execution of any contract or obligation in this corporation's name on its behalf by such duly authorized individual shall be valid and binding upon the corporation.

\_\_\_\_\_ B. a limited liability company or a partnership formed and existing under the laws of the state of \_\_\_\_\_, and pursuant to the limited liability company agreement or partnership agreement,

\_\_\_\_\_  
(Insert Name and Title of Authorized Representative)

is authorized to execute contracts in the name of said company or partnership. Such execution of any contract or obligation in this company or partnership's name on its behalf by such duly authorized individual shall be valid and binding upon the company or partnership.

\_\_\_\_\_ C. is a sole proprietorship owned and operated exclusively by the undersigned.

\_\_\_\_\_  
(Insert Name and Title of Authorized Representative)

Execution of any contract or obligation in this sole proprietorship's name by such duly authorized individual shall be valid and binding.

\_\_\_\_\_  
Signature:  
**(Must be signed by Corporate Officer, Partner,  
or Sole Proprietor)**

\_\_\_\_\_  
Print Name of Above

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# Projectdog, Inc

## Supplemental Instructions to Bidders for Electronic Bid Projects (E-Bid)

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## Sign Up

Every user of [Projectdog.com](http://Projectdog.com) has a unique username and password for their account. **MANDATORY:**  
**All users must keep usernames and passwords PRIVATE and SECURE. Do not share accounts.**

1. Go to [www.Projectdog.com](http://www.Projectdog.com).
2. Select the “Sign Up” (Fig 1).
3. Complete all required form fields and press Submit.  
An automatic email will be sent to the registered email.
4. Select the confirmation link in the email to complete the registration.

## Login

1. Go to [www.Projectdog.com](http://www.Projectdog.com).
2. Enter a registered email address and password (Fig 1).
3. Press Login.

## Logoff

1. Hover over Home (Fig 2).
2. Select “Logoff”.

## Forgotten Password


1. Select “Forgot your password?” (Fig 3).
2. Enter the e-mail address.
3. Select “Send Info”. An automated e-mail will be sent with the password.

## Account Information

View and edit user contact information. To change an email address, users must register a new account. Call Projectdog to have the old account removed.

1. Hover over Home (Fig 4).
2. Click “My Information”.
3. Edit information as needed.
4. Click “Save” to finalize edits.

Fig 1



Email:

Password:

[Sign Up](#) [Forgot your password?](#) [Login](#)

**Customer Support 978-499-9014**

Fig 2



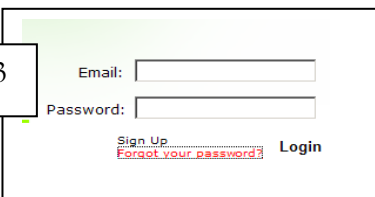
**Projectdog**

[Home](#) [Project Central](#) [Company](#)

[My Information](#)

[Logoff](#)

Fig 3

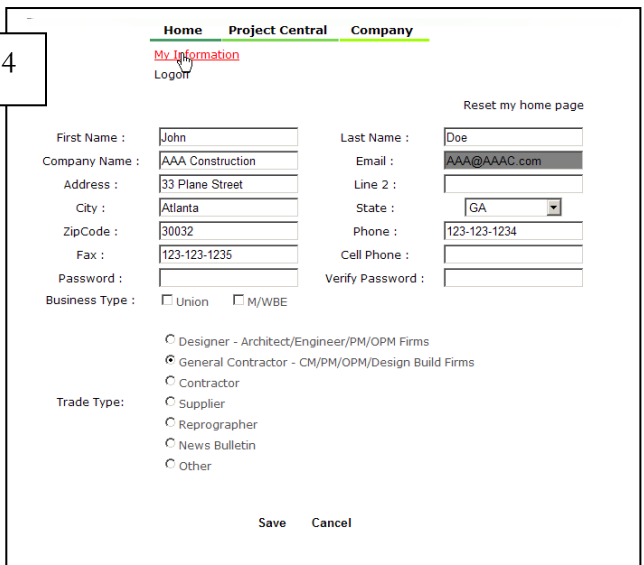


Email:

Password:

[Sign Up](#) [Forgot your password?](#) [Login](#)

Fig 4



[Home](#) [Project Central](#) [Company](#)

[My Information](#)

[Logoff](#)

Reset my home page

First Name :  Last Name :

Company Name :  Email :

Address :  Line 2 :

City :  State :

ZipCode :  Phone :

Fax :  Cell Phone :

Password :  Verify Password :

Business Type : ☐ Union ☐ M/WBE

Trade Type :

☐ Designer - Architect/Engineer/PM/OPM Firms

☒ General Contractor - CM/PM/OPM/Design Build Firms

☐ Contractor

☐ Supplier

☐ Reprographer

☐ News Bulletin

☐ Other

[Save](#) [Cancel](#)

# Project Details

Utilize the search page (Fig 5) or enter a Project Code (Fig 6) to view a project's "Project Details" page (Fig 7).

Fig 5

Fig 6

Fig 7

## Acquire Documents

Download all project documents.

1. Click "Acquire Documents" link found on a project's "Project Details" page (Fig 7).
2. Respond to the Legal Notice after reviewing.
3. Click on any file description to open, review, or save a document (Fig 8).

Users are automatically added to the project's "Document Recipients" list to receive update notifications upon viewing any document online.

Fig 8

## Document Recipients

Review all plan holders who have acquired documents.

1. Click "Document Recipients" link found on a project's "Project Details" page (Fig 7).
2. All potential bidders are listed and sorted by company type (Fig 9). Click on a column title to sort alphabetically.

Fig 9

# Electronic Bid (E-Bid)

This project is being **Electronically Bid** at [www.Projectdog.com](http://www.Projectdog.com). Hard copy bids will not be accepted by the Awarding Authority. Go to [www.Projectdog.com](http://www.Projectdog.com) and Login with an existing account or click [Sign Up](#) to register for free. Enter a project code or search by keyword to access the “Project Details” page. Select “Acquire Documents” to download all bidding documents.

**Projectdog**

Enter Project Code  GO

[Home](#) [Project Central](#) [Company](#)

[Add to my Project Calendar](#)

**Project Details**

Code: 799090  
Project Title: Ebid  
Location: Newburyport, MA

**Timeline**  
Plans/ Specifications Available: 05/22/13 10:00 AM  
General Bid Deadline: 06/21/13 04:00 PM  
Sub Bid Deadline: 06/19/13 04:00 PM  
Estimated Cost: Negotiated

**Project Owner**  
Sales Department  
Projectdog  
18 Graf Road  
Suite 8  
Newburyport MA US, 01950  
Phone: 978-499-9014  
Fax: 978-499-9014  
Email: sales@projectdog.com

**Document Manager**  
Online Orders  
Projectdog  
18 Graf Road, Suite 8  
Newburyport MA US, 01950  
Phone: 978-499-9014  
Fax: 978-499-9016  
Email: orders@projectdog.com

**Contract Information**  
Project:  
Ebid Test Demo for Sales Department.  
Additional Information:  
THIS PROJECT IS BEING ELECTRONICALLY BID AND HARD COPY BIDS WILL NOT BE ACCEPTED. The bids are to be prepared and submitted at [www.Projectdog.com](http://www.Projectdog.com). Tutorials and instructions on how to complete the electronic bid documents are available online along with all project documentation.

**Project Documents**  
[Acquire Documents](#)  
[Document Recipients](#)  
[GC E-Bid](#)  
[Sub E-Bid](#)

## How to Submit an E-Bid

Complete and save all required forms as PDF files. Please be sure to sign all required signatures either digitally or manually.

1. Select the **GC E-Bid** or **Sub E-Bid** link located on the “Project Details” page.

Subcontractors select a bidding trade;

General Contractors will not be able to submit an E-Bid until the official sub bid tabulation is released by the Awarding Authority.

2. Answer / enter / upload all required areas. Enter all dollar value amounts as a whole dollar values only.
3. Select “Submit My E-Bid.” Review the submitted bid package via the “View My Bid Package” link.

**It's that simple!**

Bidding Trades			
Please select trade(s) you are bidding.			
Section#	Description	Status	Bidding
220000	Plumbing	Incomplete	GO
230000	HVAC	Incomplete	GO
260000	Electrical	Incomplete	GO

You will not be able to Submit your bid unless all mandatory fields are complete. Please allow yourself sufficient time to upload all information. You will receive an automated email once completed. Please save this for your records.

DHCD 016128 Roof Replacement & Vinyl Siding, Project #811541

Acknowledge Addendum 0, ☐ Yes ☐ No

Bid Price (Whole Dollar)  00

Form for General Bid (Signature page) [Add File -](#)

Bid Bond [Add File -](#)

Bidders Reference Form [Add File -](#)

Item 2 Sub-bids as follows:

There are no Sub bids for this project.

**Bid Closes in:**  
**0 Days 2 Hours 20 Minutes 20 Seconds.**

[Save](#) [Submit my E-Bid](#) [Close](#)

You will not be able to Submit your bid unless all mandatory fields are complete. Please allow yourself sufficient time to upload all information. You will receive an automated email once completed. Please save this for your records.

DHCD 016128 Roof Replacement & Vinyl Siding, Project #811541

Acknowledge Addendum 0,1, ☒ Yes ☐ No 4/6/2016

Bid Price (Whole Dollar)  25000.00 twenty-five thousand Dollars.

Form for General Bid (Signature page) [View File](#)

Bid Bond [View File](#)

Bidders Reference Form [View File](#)

Item 2 Sub-bids as follows:

There are no Sub bids for this project.

**Bid Closes in:**  
**0 Days 2 Hours 11 Minutes 20 Seconds.**

[Retract](#) [View My Bid Package](#) [Close](#)

<https://www.projectdog.com/UploadAssistGCEBid.aspx?Description=Form%20fc>

### Form for General Bid Upload Assistant

Form for General Bid

File:  No file chosen

Type: PDF ▼

Size:

### Add File

Click “Add File” on the E-Bid page to open the Upload Assistant window. Then click “Browse” or “Choose File” to upload a PDF file.

You will not be able to Submit your bid unless all mandatory fields are complete. Please allow yourself sufficient time to upload all information. You will receive an automated email once completed. Please save this for your records.

DHCD 016128 Roof Replacement & Vinyl Siding, Project #811541

**Warning: Your Bid is not complete.**

Please complete:

- Acknowledge Addendum 0,1,
- Bid Price (Whole Dollar) Invalid, numeric values only.
- Bid Bond
- Bidders Reference Form

**Please complete all mandatory areas then Submit your E-Bid.**

Acknowledge Addendum 0,1, ☐ Yes ☐ No

Bid Price (Whole Dollar)

Form for General Bid (Signature page)

Bid Bond

Bidders Reference Form

Item 2 Sub-bids as follows:

There are no Sub bids for this project.

**Bid Closes in:**  
**0 Days 2 Hours 20 Minutes 20 Seconds.**

### Warning

E-Bids cannot be submitted unless all areas are complete.

Save before adding files or closing the window or E-Bid data may need to be re-entered.

Projectdog.com server time is set to industry standards at time-a.nist.gov. Bidders are encouraged to update their computer clock.

Bidders may save, submit or modify an Electronic Bid (E-Bid) at any time prior to bid close. Once submitted, a bid cannot be edited. To modify a bid the bidder must retract the bid, make any necessary changes, and then submit the bid again. Upon submitting or retracting the bidder will receive a convenience email for informational purposes only. **Bidder shall contact Projectdog if an email is not received.**

It is the bidder’s responsibility to review and confirm online that a bid has been submitted and/or retracted and that the bid is 100% true, complete and accurate. All bidders are required to review their submitted E-Bid via the “[View My Bid Package](#)” link.

If a bid is submitted prior to an addendum being issued the bidder will receive an automated email for informational purposes only stating the bidder must review the addendum, retract the bid, acknowledge all addenda, and submit the bid again. If a bidder fails to acknowledge addenda their bid may be rejected by the Awarding Authority.

Once the bid deadline has closed the E-Bid links are no longer available. All E-Bids are compiled in real time upon bid close and published forthwith on the “Project Details” page titled as “List of Bids Received”. Official bid tabulations are posted at the discretion of the Awarding Authority.

For additional assistance, call Projectdog at (978) 499-9014 (M-F, 9AM-5PM).