

City of Everett

Procurement Office

484 Broadway ▪ Everett, MA 02149



**INVITATION FOR BID
NO. 25-17
FURNISH AND DELIVER CHRISTMAS WREATHS**

The City of Everett invites qualified bidders to submit bids for the furnish and deliver Christmas Wreaths.

I. GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS.

Bids can be obtained from and will be accepted at the City of Everett, Procurement Office, 484 Broadway, Everett, MA 02149, by **October 21, 2024, at 1:00 p.m.** and will be publicly opened in accordance with M.G.L. c 30B.

One (1) Original and one (1) copy of the bid are required. The bid envelope must be sealed and clearly marked:

25-17 Bid to Furnish and deliver Christmas Wreaths

- 1) Award date. Award will be made within thirty (30) days after bid opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All bids submitted shall be valid for a minimum period of thirty (30) calendar days following the date established for acceptance.
- 2) If any changes are made to this IFB, an addendum will be issued. Addenda will be posted to all bidders on record as having requested the IFB. Each responder shall acknowledge receipt of any and all addendum issues by submitting acknowledgement forms provided with any Addenda. **Failure to do so shall be cause to reject the submittal as being unresponsive.**
- 3) Questions concerning this IFB must be submitted in writing to: Chief Procurement Officer, 484 Broadway, Everett, MA 02149. Questions may be emailed to allison.jenkins@ci.everett.ma.us by or before **October 16, 2024, at 2:00 p.m.** Written responses will be posted on the City website in the form of an Addendum and posted to all bidders on record as having requested the IFB.
- 4) Bids may be modified, corrected or withdrawn only by written correspondence received by the City of Everett prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___" and must reference the original IFB.
- 5) After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the City of Everett 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 bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid, but the intended correct bid is not similarly evident.
- 6) The City of Everett reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in its best interest.

- 7) The City of Everett will not be responsible for any expenses incurred in preparing and submitting bids. All bids shall become the property of the City of Everett.
- 8) The bid, and any subsequent contract for the services, is hereby issued in accordance with applicable Massachusetts General Laws. The selected bidder shall be expected to comply with all applicable state and federal laws in performance of service.
- 9) Bids received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.
- 10) Any bids received after the advertised date and time for opening will be returned to the responder unopened.
- 11) Purchases by the City of Everett are exempt from federal, state and municipal sales and/or excise taxes.
- 12) The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the bid response. The bid must be signed by the authorized individual(s).
- 13) Unexpected closures. If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the bid opening will be postponed until 1:00 p.m. on the next normal business day. Bids will be accepted until that date and time.
- 14) The City of Everett is an Affirmative Action/Equal Opportunity Employer. The City encourages bids from qualified MBE/DBE/WBE firms.
- 15) Provide operating instructions to the Owner's designated representatives with respect to operating functions and maintenance procedures for all equipment and systems supplied.

II. SCOPE OF SERVICES.

The city seeks to purchase between 1 to 200 Christmas Wreaths annually. The wreaths must meet the following specifications:

48" Side Mounted for a Pole.

Double sided jewel tone

Mini led minimum 100-150 lights

Two (2) 24" Gold Bows with a 6' lead cord

Slight Twinkle (Starlight)

Hardware for Decorative pole mount included

Price shall be inclusive of all charges including any delivery charges.

The City of Everett is tax exempt, no taxes should be included with the bid.

NOTE: THE SPECIFIED QUANTITIES ARE ESTIMATES OF REQUIREMENTS FOR USE IN COMPARING BIDS: THE CITY OF EVERETT DOES NOT GUARANTEE THAT THESE QUANTITIES WILL ULTIMATELY BE REQUIRED.

END OF SECTION

IFB – Furnish & Deliver Christmas Wreaths

A. DELIVERY SPECIFICATIONS

- a. All deliveries shall conform in every respect with all applicable laws of the Federal Government and/or the Commonwealth of Massachusetts and/or the City.
- b. The contractor must upon notice of the City or other Authorized Municipal Officer make prompt, and without charge, replacements of any Product furnished which fails to conform to specifications.
- c. In case any school or municipal property is damaged in the process of the delivery of product, the damage shall be the responsibility of the contractor and must be repaired or replaced to the satisfaction of the City.
- d. The expectation is the wreath(s) should be **delivered by Dec 1st each year after** receipt of the order, except as otherwise provided for in this invitation for bids.
- e. Deliveries made to the City of Everett or other political subdivision shall be in the presence of an authorized agent of that governmental entity. Deliveries shall be made between the hours of 8:00 a.m. and 4:00 p.m. Signed delivery slips are to be forwarded to the purchaser with invoices.
- f. The building (548 Broadway Rear Everett MA 02149) receiving the delivery has a loading dock.
- g. Minimum Warranty required 1 Yr

III. QUALITY REQUIREMENTS

1. Bidders must be able to provide all of the items described in Section II and comply with all of the bid submission requirements listed in Section I.
2. Bidder must have been in the business Furnish and deliver CHRISTMAS WREATHS for a minimum of one (1) year.
3. The Bidder shall submit the names and phone numbers for those individuals involved in direct customer service aspects of this contract. These contacts will be used for communication of routine or emergency information with contractor.

IV. REFERENCES

Bidders must provide a list of for whom it supplied Christmas Wreaths in the past three years. Reference information must include Company Name, Contact Person, Phone Number, Fax Number and date of purchases.

Poor references may be a basis for determining that a bidder is not responsible. Reference questions will include but may not be limited to quality of equipment, timely delivery, customer service and general customer satisfaction.

V. RULE FOR AWARD

One contract may be awarded to the responsible and responsive offering the total lowest price per wreath including delivery.

In the event of a tie the City will conduct a coin toss to determine the contract award.

**FORM OF GENERAL BID
CONTRACT NO. 25-17**

To - The City of Everett, acting by the mayor, as Awarding Authority.

- A. The undersigned proposes to furnish all materials and equipment
- B. The undersigned declares that no person in the employ of said City has any pecuniary interest in this bid or in the contract for the work he proposes to do and that he understands and agrees that the City, its agents and employees, are not to be in any manner held responsible for the accuracy of, or bound by, any estimates or plans relating to the work and that if any have been given or made they are to be considered solely as a base for filling out and comparing the several bids.
- C. The undersigned agrees that he will within seven (7) days, Sundays and holidays excluded, after receipt of a notice of award by the City, execute the contract and furnish the required insurance certificates .

This Bid Includes Addenda Through No. _____ :

PRICING PER WREATH *(Price includes all costs including shipping and delivery)*

Price per Christmas Wreath

_____ \$ _____
(written) (figures)

Name of Firm: _____

By: _____
(Signed Name) (Title) (Date)

(Printed Name)

Business Address: _____

City, State, Zip Code: _____

Tel. No: _____

Email
Address: _____

CERTIFICATIONS

TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

NON-COLLUSION

The undersigned certifies under the 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 subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

COMPLETE AND SIGN BELOW:

Authorized Person's Signature

Date

Print Name & Title of Signatory

Name of Contractor

