

**IPSWICH PUBLIC SCHOOLS
TOWN OF IPSWICH, MA**

**INVITATION FOR BIDS (IFB)
FOR THE INSTALLATION OF A SEWER SERVICE
JACK WELCH MEMORIAL STADIUM
IPSWICH MIDDLE/HIGH SCHOOL
134 HIGH STREET, IPSWICH, MA 01938**

I. PROJECT INFORMATION/PROJECT NUMBER: IPS PROJECT 25.04.08.100

- a) **Project Title:** Sewer Service Installation
 Jack Welch Memorial Stadium
- b) **Project Location:** Proposed Field House, Jack Welch Memorial Stadium
 Ipswich Middle/High School campus
 134 High Street, Ipswich, MA 01938
- c) **Project Overview:**
The installation of sewer service for the proposed field house at the Jack Welch Memorial Stadium is required as part of a larger project upgrading the functionality of the facilities and its capacity to support student athletes, teams, parent boosters and event attendees with water and sewer service.
- d) **Project Scope of Work:**
Install 66 lineal feet of 4" gravity sewer to a grinder pump station. Install an 827 lineal foot forced main sewer system from the grinder pump station at the site of a proposed field house at the stadium to an existing gravity sewer system at the existing High School. Also included is the installation of a 2" water main from the proposed field house location to existing water main in School Street.

All disturbances to pavement and grass shall be returned to its existing grades and appearance. All work shall conform to the plans prepared by and attached to this Invitation for Bid (IFB) by Graham Associates, Inc. dated March 27, 2025.
- e) **Project Timeline:**
Upon award of contract to successful bidder, the work is to commence after June 18, 2025 and to be completed by August 30, 2025.
- f) **Project Budget:**
Project budget to be provided by each bidder including all expenses for said project expected to be paid for by the Ipswich Public Schools to the contractor for any and all elements of advancing and completing the job.

g) **Project Design Documents:**

Permit Plan of Sewer Service for the Proposed Field House, dated March 27, 2025 as prepared by Graham Associates, Inc. Civil Engineers, are included as a part of this IFB, available electronically as a PDF, and hard copy upon request of the schools' business office.

II. INVITATION FOR BID (IFB) INFORMATION

a) **IFB Title:** IPS Project 25.04.08.100
Sewer Service at Jack Welch Stadium

b) **IFB Purpose:**
Ipswich Public Schools is seeking proposals/bids from qualified, responsive and responsible contractors to fully execute the installation of sewer service at the Jack Welch Stadium on the campus of the Ipswich Middle/High School, in conformity with the design and engineering plan specifications of this IFB.

c) **Submission Deadline:**
The deadline for submission of all required bid components is **May 2, 2025 at 12:00Noon**. Any missing or incomplete required bid components may be cause for the submission to be deemed ineligible as nonresponsive.

d) **Bid Opening and Announcement of Anticipated Contract Awardee:**
The bid documents for all responses to this IFB submitted by the deadline will be opened at **12:15pm on Friday, May 2, 2025** at the Ipswich Public Schools Central Office, 1 Lord Square, Ipswich, MA and reviewed by the Director of Finance & Operations. At this time, it is anticipated that the Director will only assess the completion of the submittals and announce the bidders who have provided a complete bid package. The Bid Evaluation Committee will meet over the next four business days for the purpose of evaluation and scoring of bid proposals with a goal of awarding the contract by **Friday, May 9, 2025**.

e) **Submission Instructions:**
Submission of all required bid components are due either via email or hand-delivered not later than **12:00Noon on Friday, May 2, 2025**.

If via email, bid documents to be submitted as PDFs to: tmarkham@ipsk12.net

If to be hand-delivered: Ipswich Public Schools
Office of Finance & Operations
1 Lord Square, Ipswich, MA 01938
ATTN: Thomas Markham, Director

f) **Required Components for a Complete Submission:**

- () Written acknowledgment, on company letterhead, of understanding the expectation of the scope of work, including the project completion date, and payment of Massachusetts Prevailing Wage rates
- () Completed Estimate Form, Alternate "P" (*form enclosed in this IFB*)
- () Bid cost proposal for all expenses to be charged (*on company letterhead*)
- () Non-collision form (*form enclosed in this IFB*)
- () Tax compliance form (*form enclosed in this IFB*)
- () Performance/Professional Reference form (*form enclosed in this IFB*)
- () Bid deposit in the form of a certified check, payable to Ipswich Public Schools, for 5% of the value of the total bid

g) **Contact Information:**

Any bidder with questions or clarifications may contact the school district's procurement officer in writing or via email:

Thomas Markham, Director of Finance & Operations
Ipswich Public Schools
1 Lord Square
Ipswich, MA 01938

or via email at tmarkham@ipsk12.net

NOTE 1: Any such questions or requests for clarifications and any related answers shall be public information and automatically shared with all known potential bidders and, upon request, with any member of the public

NOTE 2: Answers to questions or clarifications shall be provided within 24 hours of request; accordingly no questions shall be entertained after 3pm on Tuesday, April 29, 2025

h) **Site Walk-Through, Question and Answer Session:**

A site walk-through and Q&A session will be held on **Monday, April 14, 2025 at 10:00am** meeting at the entrance to the Jack Welch Memorial Stadium. Attendance at this walk-through is optional and not a requirement of this IFB.

III. EVALUATION CRITERIA. This section identifies how Ipswich Public Schools will evaluate IFB bids.

OVERVIEW. Ipswich Public Schools will evaluate bids for this IFB as described below.

- a) Bidder responsiveness, specification, price factors and responsibility, will be evaluated based on the process described herein.
- b) Bidders whose bids are determined to be non-responsive will be rejected and will be notified of the reasons for this rejection.
- c) Ipswich Public Schools reserves the right to: (1) Waive any informality; (2) Reject any or all bids, or portions thereof; (3) Accept any portion of the items bid unless the bidder stipulates all or nothing in their bid; (4) Cancel an IFB and re-solicit bids; and/or

(5) Negotiate with the lowest responsive and responsible bidder to determine if that bid can be improved.

d) Ipswich Public Schools will use the following process and evaluation criteria for an award of a Contract:

- *Step 1: Responsiveness. (Pass/Fail)*
- *Step 2: Contractor Quality Requirements Evaluation. (Pass/Fail)*
- *Step 3: Pricing Evaluation.*
- *Step 4: Responsibility Analysis, Performance References. (Pass/Fail)*

- i. **RESPONSIVENESS (STEP 1).** Ipswich Public Schools will review bids – on a pass/fail basis – to determine whether the bid is ‘responsive’ to this IFB. This means that Ipswich Public Schools will review each bid to determine whether the bid is complete – i.e., does the bid include each of the required bid submittals, are the submittals complete, signed, legible. Ipswich Public Schools reserves the right – in its sole discretion – to determine whether a bid is responsive. (Components referenced above in II.d - Submission Instructions)
- ii. **CONTRACTOR QUALITY REQUIREMENTS EVALUATION (STEP 2).** Ipswich Public Schools will evaluate each bid on a pass/fail basis to ensure that each bidder has met the Quality Requirements. Ipswich Public Schools reserves the right to request additional information or perform tests and measurements before selecting the Apparent Successful Bidder (“ASB”). A bidder’s failure to provide requested information to Ipswich Public Schools within ten (10) business days may result in disqualification.
- iii. **BID PRICING EVALUATION (STEP 3).** Ipswich Public Schools will evaluate bid prices – to identify the lowest evaluation total – by reviewing and comparing the submitted bid prices provided from among all responsive and responsible bidders.
 1. Only those bidders that are within 25% of the lowest total bid provided in response to this IFB will be further determined to be responsive and responsible bidders
 2. Ipswich Public Schools reserves the right to request clarification and justification of Bidder’s prices if they significantly vary from industry norm/standard and other Bidders. Ipswich Public Schools further reserves the right to not award a particular line item(s) if pricing significantly varies from industry norm/standard and other Bidders.

- iv. **RESPONSIBILITY ANALYSIS AND PERFORMANCE REFERENCES (STEP 4).** For responsive bids, Ipswich Public Schools will make reasonable inquiry to determine the responsibility of any bidder. Further, Ipswich Public Schools reserves the right to use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and timeliness. Any negative or unsatisfactory reference can be reason for rejecting a proposer as non-responsible. Determination of responsibility will be made on a pass/fail basis.

IV. RULE FOR AWARD. The contract will be awarded to the responsive and responsible bidder offering the lowest total overall price for all required services.

- Following the award and execution of the Contract, the submission of required engagement documents, if any, and the issuance of an IPS Purchase Order, all bidders will receive a Notice of Award, usually through an email to the bidder's email address provided in the bidder's bid.
- **ADDITIONAL AWARDS.** Ipswich Public Schools reserves the right, during the resulting Contract term, if, in the best interest of the Ipswich Public Schools and the progress of the project, to make additional Contract awards to any responsive, responsible bidders who are not awarded the Contract. Such awards would be on the same or substantially similar terms and conditions and would be designed to address unforeseen circumstances or work conditions, subsequently agreed upon contractor limitations, a contractor vacancy (e.g., a Contractor is terminated or goes out of business), or to respond to other school district needs, or be in the best interest of the Town of Ipswich, MA.

V. ADDITIONAL REQUIREMENTS IN EXECUTING THE CONTRACT AWARD

- a) **Insurance Requirements:** Issuance of Certificate of Insurance for general liability and indemnification of Ipswich Public Schools, the Town of Ipswich, its officials, employees and agents
- b) **Admissibility of contractor's employees and agents on school grounds:** Employees and agents of the contractor and any sub-contractors must meet required standards for being present on school grounds, including submission to CORI background checks and successful results
- c) **Terms of Payment:** Upon the issuance and acceptance of a contract and purchase order, the contractor agrees to payment terms, including the submission of timely invoices and certifications of prevailing wage rates, and the general acknowledgement that payment will not be advanced until completion of the project or phased components of the project mutually agreed upon as progress payments
- d) **Change Order Process:** Change order processes, including approvals, to be mutually agreed upon at the execution of the contract award

VI. AUTHORIZATION

This Invitation for Bid (IFB) is being submitted on behalf of the Ipswich Public Schools, Town of Ipswich, upon authorization by the Ipswich School Committee and the Superintendent of Schools, with funding secured through Paine Grant Awards for FY2025 or earlier.

Signed:



Thomas F Markham III

Director of Finance & Operations, School Business Administrator/Procurement Officer

Ipswich Public Schools

1 Lord Square

Ipswich, MA 01938

Date:

April 8, 2025

Attachment 1:

Project Design Plan & Specifications

See accompanying PDF of the Permit Plan of Sewer Service for the Proposed Field House at Ipswich Middle/High School, Jack Welch Memorial Stadium. Dated March 27, 2025.

A hard copy upon request to the schools' business office located at 1 Lord Square, Ipswich, MA 01938

Prepared by: Graham Associates, Inc.
Civil Engineers
Two Central Street
Ipswich, MA 01938
978-356-2756

Attachment 2:**Estimate Form, Alternate "P" (Pressure Sewer)**

Quantity	Description	Depth	Unit Estimate Cost	Total Estimate Cost
1	Gravity sewer clean out	3 feet		
1	Grinder Pump Station – Eone Model DH 152	n/a		
5	Force Main clean outs	3 feet – 6 feet		
827 L.F.	1.5 inch HDPE Force Main	3 feet – 6 feet		
66 L.F.	4 inch SDR 35 PVC	3 feet – 4 feet		
1 tie-in	San. Sewer Manhole No. B (see design plans	6 feet		
125 L.F.	2 inch HDPE Waterline	4 feet		
		TOTAL ESTIMATED COSTS		

Signed by Bidder:

Date: _____

CERTIFICATE OF NON-COLLUSION

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 bid or proposal

Name of business

Date**TAX COMPLIANCE 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 and the business I am representing are in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of individual submitting bid or proposal

Name of business

Date

Attachment 4:**Performance/Professional Reference Form***Attach additional sheets if necessary.*

Bidder Name: _____

IFB Title: _____

Bidder must share at least three (3) past or present customers able to provide a professional reference for quality of work performance. References should be able to speak to contracted work performed within the past two (2) years of similar size and scope to this contract; or all current contracts where the vendor's equipment has been operational for at least two (2) years; or other requirements that may help define an appropriate reference pool.

Reference Company Name 1: _____

Contact person name: _____

Address: _____

Phone: _____ Email: _____

Description and date(s) of supplies or services provided to this reference:

_____**Reference Company Name 2:** _____

Contact person name: _____

Address: _____

Phone: _____ Email: _____

Description and date(s) of supplies or services provided to this reference:

_____**Reference Company Name 3:** _____

Contact person name: _____

Address: _____

Phone: _____ Email: _____

Description and date(s) of supplies or services provided to this reference:

