

Town of Needham
Department of Public Works
 Public Services Administration Building, 500 Dedham Avenue
 Needham, Massachusetts 02492
 Telephone (781) 455-7550

ACKNOWLEDGEMENT OF RECEIPT

Release Date	May 5, 2022
Bid Title	Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application, and Knowledge-Based Services
Bid Number	22DPW278G
Number of Documents	The Bid Package consists of 2 PDF documents. Returning this form confirms receipt of all the documents.
Pre-Bid Meeting	N/A
Questions Due	May 17, 2022 @ 5:00pm
Bids are Due	May 26, 2022 @ 12:30pm , Administration Office of the Department of Public Works located at the Public Services Administration Building, 500 Dedham Ave., Needham, MA, 02492
Please provide the requested information below as acknowledgment that you have received our bid package noted above. It is recommended that interested bidders complete this acknowledgment and return via email to dpwadmin@needhamma.gov or fax to the Department of Public Works at (781) 449-9023. Only by doing this, will the Town be able to provide notification of any addenda or answered questions relating to this bid. Only those companies or individuals shown on the Distribution Register will receive addenda to this bid. By completing and returning this acknowledgement will ensure you are recorded on the Distribution Register. Proposals from companies or individuals not acknowledging the addenda may be <u>rejected</u> as not responsive .	
Name of Company or Individual	
Name / Title of Contact	
Address	
City/Town, State, Zip Code	
Telephone Number	
Fax Number	
Email Address	
Signature	
Date	
Addenda will be posted to the Town's website. Please check the website for addenda before submitting your bid to the Town. Bidders who access the bid package from the Town's website are responsible for checking the website periodically for any addenda that may be issued by the Town.	

**Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G**



Release Date	May 5, 2022
Pre-Bid Conference	N/A
Deadline for Questions	May 17, 2022 @ 5:00pm
Bids Due	May 26, 2022 @ 12:30pm Director of Finance and Administration PSAB 500 Dedham Ave. Needham, MA 02492

(Advertised in the Hometown Weekly issue of Thursday, May 5, 2022)
(Advertised on the MNPA's website, Thursday, May 5, 2022)
(Published in Goods & Services issue of Monday, May 2, 2022)
(Advertised in CommBuys on Thursday, May 5, 2022)

LEGAL NOTICE

Town of Needham
Invitation for Bid (IFB)
Bid # 22DPW278G
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services

The Town of Needham is accepting sealed bids for **Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application, and Knowledge-Based Services**. Copies of the Invitation for Bid (IFB) package will be available beginning **May 5, 2022** at the Administration Office of the Public Works Department, 500 Dedham Ave., Needham, MA 02492 Monday through Friday during normal business hours, or from the Town's web site www.needhamma.gov/bids.aspx and will be available until the submission deadline.

Sealed bids must be submitted no later than **12:30pm, May 26, 2022** to the Administration Office of the Public Works Department, Town of Needham, 500 Dedham Ave., Needham, MA 02492. LATE BIDS WILL NOT BE CONSIDERED. Bids will be publicly opened after the submission deadline on May 26, 2022 at 12:30pm. The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

Kate Fitzpatrick
Town Manager
May 5, 2022

**IFB 22DPW278G
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
Procurement in Brief**

Primary Procurement Contact	Tyler Gabrielski, Administrative Analyst 781-455-7550 x345
Contract Manager	Edward Olsen, Superintendent of Parks & Forestry
Bid Package Available	May 5, 2022 - Information and details of bidding requirements may be obtained at the Administration Office DPW, PSAB, 500 Dedham Ave., Needham, MA 02492, or online at the Town's web site http://www.needhamma.gov/bids.aspx
Pre-Bid Meeting	N/A
Bid Deposit	N/A
Deadline for Written Questions	May 17, 2022 @ 5:00pm By Mail: DPW - 500 Dedham Ave., Needham, MA 02492 By Email: dpwadmin@needhamma.gov By Fax: 781-449-9023 Questions are to be clearly labeled as: QUESTIONS – Turf Seed, Soil Amendments, and Fertilizer, 22DPW278G
Addenda	If any changes are made to this bid, an addendum will be issued. Addenda will be posted on the Town's webpage and emailed to all bidders on record as having received the bid package.
When and where bids are due	12:30pm, May 26, 2022, Administration Office DPW, PSAB, 500 Dedham Ave., Needham, MA 02492. LATE BIDS WILL NOT BE CONSIDERED
Where bids will be opened	Charles River Room, Public Service Administration Building, 500 Dedham Avenue, Needham, MA 02492 (immediately following submission deadline)
Contract Award	June 2022 Approval of Town Manager and Town Counsel is REQUIRED
Contract Length	This Agreement shall be for a term commencing on July 1, 2022 and ending December 31, 2022. This agreement may be renewed or extended for up to 2 years, in one-year terms, at the sole discretion of the Town.

Upon Award of Contract	
Payment Bond	Will NOT be Required
Performance Bond	Will NOT be Required
Insurance	Refer to Contract Terms
<p>* Facsimile transmissions for written inquiries must be sent prior to the above date and time deadlines. Any hand delivery or facsimile received after the due date and time will not be addressed. The time/date stamp machine located in the receiving office will govern for the date and time requirements mentioned in the table above and throughout this document. Please allow enough time for hand delivery or facsimile transmissions.</p> <p>** The time for award may be extended by the Town. The Town reserves the right to change, delay, cancel, or expedite the contract award date. The Bidder agrees that the offer is effective for (a) at least ninety (90) calendar days from the opening date of the bids (b) a contract is executed, or (c) this bid is cancelled, whichever of (a), (b) or (C) occurs first. The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.</p>	

PART 1 – GENERAL CONDITIONS AND SUBMISSION REQUIREMENTS

1.01 About Needham

The Town of Needham is located in Norfolk County, 10 miles southwest of Boston. It is bordered on the west and northwest by the Town of Wellesley, on the north and northeast by the City of Newton, on the east by the West Roxbury section of the City of Boston, on the southeast by the Town of Dedham, and on the south by the Towns of Westwood and Dover. Needham has a population of 28,886 (2010 Federal Census) and occupies a land area of approximately 12.75 square miles. Established as a town in 1711, Needham is governed by a representative form of town meeting and a five-member Board of Selectmen. The day-to-day management is under the direction of a Town Manager. School affairs are administered by a seven-member School Committee and a Superintendent of Schools. The Town is classified as an economically developed suburb with above average wealth levels and higher education attainment. The Town has an "AAA" credit rating from Standard and Poor's.

The Town provides a full range of governmental services including police and fire protection, emergency medical services, collection, disposal, and recycling of solid waste, sewers, streets, water services, health and human services, town library, and recreation. The Town also provides public education in grades kindergarten through twelve. The Town operates 1 pre-school, 5 elementary schools (K – 5), 1 sixth-grade center, 1 middle school (7 - 8), and a senior high school (9 – 12). Technical education is offered to grades nine through twelve by the Minuteman Regional Vocational Technical School District. The total expenditures in the most recent fiscal year exceeded \$160 million.

1.02 Intent

The Town of Needham is circulating this Invitation for Bids (IFB) with the intention of acquiring bids for Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application, and Knowledge-Based Services. All bids are subject to the provisions of M.G.L. Chapter 30B. The Town will award the contract to the lowest responsive and responsible bidder. The Town of Needham reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities. Such actions will be deemed to be in the best interests of the Town. Unless sooner rejected or accepted, all bid proposals must be firm and continue in effect for ninety calendar days (90) following the date of bid opening.

1.03 Quantities

Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. Any quantities indicated on the Bid Price Form or elsewhere in the bid package are estimates only and are given solely as a basis for the comparison of bids. The Vendor shall have no claim for additional compensation, or refuse to do the work called for, or provide the requested items, by reason of the actual quantities involved being greater or lesser by any amount than those called for in the bid.

1.04 General Contract Terms

The successful Bidder must enter into the Form Agreement prepared by Town Counsel (Sample Available Online). In accordance with Massachusetts General Laws, the contract continuation beyond first year is subject to annual appropriation and/or availability of funding.

The Town may terminate the Contract at any time upon written notice for any reason including its own convenience or for cause, including but not limited to, failure to perform the work required under the contract, failure to document satisfactorily to the Town amounts being charged, failure to have any necessary local, State or Federal licenses and/or permits, failure to pay any and all required taxes, failure to comply with any local, State or Federal regulations pertaining to services to be provided, failure to promptly correct any performance or lack of performance which conflicts with the Town's use, and failure for satisfactory behavior of all staff and management. In the case of a termination for cause, the Town shall give the Contractor a written notice as provided in the Agreement.

1.05 Questions Regarding Bid

The Bidder shall be satisfied as to the requirements to enable intelligent preparation of your bid. The Bidder shall be familiar with all the Bid material requirements and documents before submitting the bid in order that no misunderstanding shall exist. Bidders shall promptly raise the issue of any ambiguity, inconsistency, or error, which they may discover upon examination of the bid documents, specifications, services, work site or any other conditions which may apply. No allowance will be made for any claim that the bid is based on incomplete information.

Inquiries concerning any part of this Bid shall be directed to the individual(s) listed under the **Procurement in Brief**. Bidders should note that **oral communications are not binding on the Town and only written responses by the Town will be considered**. All requests/questions must be submitted in writing. Questions may be delivered by hand, fax or email as referenced under the **Procurement in Brief** by the deadline. Questions that may be asked during any pre-bid conference should also be sent in writing in order to receive an official response. Requests properly presented that in the opinion of the Town require interpretation, correction, or change in the Bid Documents will result in an issuance of an Addendum to the Bid Documents. Such Addendum shall subsequently become part of the contract. The Town will forward responses to all persons who are on record as receiving the bid package. Questions received after the due date will not be responded to unless the Town determines it is necessary. Bidders, please allow enough time for hand delivery or facsimile transmissions.

1.06 Information About Changes to the Bid (Addenda)

In the event that changes/additions are made to this bid, an addendum will be issued to every person (entity) on record as receiving the bid package. Addenda will be emailed, if an email address was not provided, then it will be faxed. If a fax number was not provided, then the addenda will be mailed. **Addenda will also be posted to the website.** Please check back on the website for addendums before submitting your bid to the Town. Bidders may not be notified individually of Addendums.

1.07 Bid Deposits, Bonds, Insurance, and Indemnification

Refer to the Procurement in Brief section to see whether bid deposits, surety, payment and/or performance bonds are required.

1.07.01 Insurance

Bidder awarded a contract under this bid must provide proof of insurances in at least the minimum amounts required in the contract and when requested shall name the Town of Needham as an additional insured for the amounts written.

The Bidder awarded a contract shall deposit with the Town Certificates of Insurance for the coverage required, in form and substance satisfactory to the Town, and shall deliver to the Town new policies and certificates thereof for any insurance about to expire at least ten (10) days before such expiration. All such insurance policies shall contain an endorsement requiring thirty (30) days written notice to the Town prior to cancellation of change in coverage, scope or amount of any such policy or policies. Compliance by the Bidder with the insurance requirement, however, shall not relieve the Bidder from liability under the indemnity provisions.

1.07.02 Indemnification

The Bidder shall indemnify, defend, and save harmless the Town and all of the Town's officers, agents and employees from and against all suits and claims of liability of every name and nature, including costs of defending any action, for or on account of any injuries to persons or damage to property of the Town or any person, Contractor, corporation or association arising out of or resulting from any negligent act, omission, or negligence of the Bidder, its subcontractors and its and their agents or employees in the performance of the work covered by the Contract and/or failure to comply with terms and conditions of the Contract, but only in respect of such injuries or damages sustained during the performance and prior

to the completion and acceptance of the work covered by the Contract and to the extent such injuries or damages are not covered by the Town's insurance. The foregoing provisions shall not be deemed to be released, waived, or modified in any respect by reason of any surety or insurance provided by the Bidder under the Contract.

1.08 Prevailing Wages

The state prevailing wage law, MGL Chapter 149, Section 27B requires contractors and subcontractors to submit certified payroll records to the Town. Contractors and subcontractors must submit weekly payroll records either by (1) first class mail, or (2) electronic mail. Furthermore, every weekly submittal of payroll records must contain a signed statement by the employer that indicates (1) that the records are correct, and (2) the rate of wages that each worker receives. Please feel free to contact the Department of Labor Standards at (617) 626-6953 if you have any questions. Questions about enforcement of the prevailing wage law may be directed to the Attorney General's Fair Labor and Business Practices Division at (617) 727-3465.

1.09 Payment and Discount Terms, Adjustments for Incomplete or Unacceptable Work

1.09.01 Payment and Discount Terms

Payment terms for the Town of Needham are net 30 days. Indicate discounts, if any, for payments made less than 30 days. The Prompt Payment Discount "Clock" begins at the date of receipt of the invoice, or the date of the receipt of the product or service, whichever occurs later.

The unit bid price shall be the basis for payment for purchased items or services. Payment shall be based on the items or services purchased. Invoicing may be performed after delivery, work has been completed, or monthly, for items or services that have been fulfilled.

Invoices are to itemize charges for labor, equipment, and supplies. The Town will not be responsible for payment of any charges not itemized to the Town's satisfaction. Pre-payment is NOT allowed. Invoices must include the Town's purchase order number. The Purchase Order number will change with each fiscal year.

Invoices for additional services must include the date and times of the work, the type of the services performed, the number of hours or units to be charged, and the name of the person who authorized the work. They are to be sent in duplicate directly to the Town's designee for processing and are not to be included on the regular monthly invoice.

1.09.02 Adjustments for Incomplete or Unacceptable Work

The Town reserves the right to withhold payment for incomplete or unacceptable work, as outlined in this IFB. The Town shall provide notice of any work that is deemed to be incomplete or unacceptable, for which the Vendor shall rectify that condition to the satisfaction of Town. The Town will also reduce the bill for any services deemed unsatisfactory. At no time will penalty assessment be recoverable by the Vendor.

The Vendor shall take all proper precautions to protect Town and private property from damage and/or loss. Should any damage to, and/or loss of, property be caused by the Vendor, the Vendor will be required to make repairs and/or restitution immediately at its expense.

1.10 Bid Modifications or Withdrawals

Bids may be corrected, modified, or withdrawn prior to the submission deadline; requests to do so must be received in writing to the Town Manager. After the submission deadline, bids may not be changed. Minor mistakes may be waived by the Town.

1.11 Premature Opening of a Bid

The Town will not be responsible for the premature opening of any bid not properly identified. The Town may reject bids which are incomplete, not properly endorsed, or signed, or which otherwise are contrary to these instructions.

1.12 Unexpected Closure or Delays

If, at the time of the scheduled bid submission deadline, the designated location for delivery of the bid is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation or other the deadline will be postponed until **the same time** on the next normal business day. Bids will be accepted at the same location until that date and time.

1.13 Late Submissions

The Town assumes no responsibility for late submissions due to mail, courier, or delivery problems. LATE BIDS WILL NOT BE CONSIDERED.

1.14 Rejection of Bids

The bid must satisfy all the requirements in order to be considered for award. Failure to complete the required forms, answer any questions, or provide the required documentation will be deemed NON-RESPONSIVE and result in rejection of the bid unless the Town determines that such failure constitutes a minor informality that can be corrected without prejudice to other Bidders. A bid may be rejected if the Bidder:

- Fails to adhere to one or more of the provisions established in the bid package
- Fails to submit its bid by the time or in the format specified herein or to supply the minimum information requested herein
- Fails to submit its bid to the required address on or before the specified submission deadline
- Misrepresents its service or provides demonstrably false information in its bid or fails to provide material information

1.15 Taxes

Purchases made by the Town are exempt from the payment of all Federal excise tax and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the bid prices. If requested, the Town will provide the awarded bidder with a copy of the Certificate of Exemption.

1.16 Public Records

Under the Massachusetts General Laws, the Town cannot assure the confidentiality of any materials or information that may be submitted by a contractor in response to this Bid. Thus, contractors who choose to submit confidential information do so at their own risk. All bids or other materials submitted by the contractor in response to this Bid will be open for inspection by any person and in accordance with Massachusetts General Laws, Chapter 66 (Public Records Law). Any statements reserving any confidentiality or privacy rights in the submitted responses or otherwise inconsistent with these statutes will be void and disregarded.

1.17 Conflict of Interest

By execution of a contract with the Town of Needham, the Bidder acknowledges that the Town of Needham is a municipality for the purposes of Massachusetts General Laws, Chapter 268A (the Massachusetts conflict of interest statute), and agrees, as circumstances require, to take actions and to forbear from taking actions so as to be in compliance at all times with the obligations of the contractor based on said statute.

1.18 Other Notices

The consideration of all bids and subsequent selection of the successful applicant shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.

The Bidder shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth (Massachusetts General Laws, Chapter 151B).

The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful Bidder may receive or award as a result of this contract.

Any services provided by the Bidder shall be rendered through a professional services contract; the Bidder will not be considered an employee of the Town and will not receive any benefits of an employee.

The Bidder shall comply with Massachusetts General Laws, Chapter 66A if the Bidder becomes a "holder" of "personal data". The Bidder shall also protect the physical security and restrict any access to personal or other Town data in the Bidder's possession, or used by the Bidder in the performance of the Contract, which shall include, but is not limited to the Town's public records, documents, files, software, equipment or systems.

1.19 Pre-Bid Conference

Refer to Procurement in Brief for details, if any.

1.20 Tie Bid

In the event that there is a **tie bid** between two (2) responsive and responsible bidders, the award of the contract will be determined by a coin toss. The bidder's whose submission was received earliest shall be assigned "Heads" in the coin toss. In the event that there is a **tie bid** with three (3) or more responsive and responsible bidders, the award shall be made by a draw by lot limited to those bidders. The coin toss/draw by lot shall be scheduled within two (2) business days from when it was determined by the Town to be a tie bid. The bidders involved shall be given an opportunity to attend. The coin toss/drawing shall be witnessed by at least three (3) Town officials. The tie breaker event shall be held at the Needham Town Hall during regular business hours.

1.21 Contract Award

The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

The contract will be awarded to the responsive and responsible bidder offering the lowest price for Year One. There will be only one contract awarded under this bid.

The Town herein declares its express purpose not to award the contract to any Bidder unable to furnish evidence, satisfactory to the Town, that it has sufficient ability, experience, and capital to execute and complete the work in accordance with the contract. If requested, any Bidder may be required to demonstrate financial stability satisfactory to the Town.

The Town Manager is the awarding authority for the contract. Further the contract will not be binding until it has been approved as to form by Town Counsel. Award, payment and performance obligations shall depend on the availability and appropriation of funds.

The Town reserves a period up to ninety (90) calendar days following the opening of the bids in which to evaluate and award the contract.

Upon bidder selection, the Town of Needham will request required documents, including any insurances and bonds, then email the contract package to be signed by the Bidder. The Town of Needham will then

counter sign the contracts and will return one complete contract to the Bidder. Unless otherwise noted by the Town, the terms and conditions contained therein are **NOT** negotiable.

1.22 Submission Requirements

1.22.01 Quality Requirements

- ✓ **All bidders must furnish proof of a minimum of three (3) continuous years in business.**
- ✓ **All bidders must provide owner contact information for five (5) projects of similar nature and scope completed within the last five (5) years.**
- ✓ The bidder shall submit their proposal upon the bid forms supplied within these specifications. The bidder shall specify the unit prices as requested for each bid item. All bids shall be signed correctly with ink; in order to qualify, the bidder must provide bids for each required item within a section.

1.22.02 Submission Requirements

1. The bid is to be submitted and addressed as follows: Director of Finance and Administration, PSAB, 500 Dedham Ave., Needham, MA 02492.
2. The bid is to be clearly marked IFB 22DPW278G, Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application, and Knowledge-Based Services.
3. Bidder must acknowledge all addenda related to this IFB, if any.
4. Bidder must submit a completed **Bid Form A: Bid Form** or an exact copy, signed by an individual authorized to negotiate for and contractually bind the Bidder. All prices must be reflective of all costs for delivery. No price adjustments will be allowed. Fuel surcharges or vehicle surcharges or adjustments will not be allowed.
5. Bidder must submit a completed **Bid Form B: Bidder Information Response** form.
6. Bidder must submit a completed **Bid Form C: Authentication Form**.
7. Bidder must submit a signed **Bid Form D: Certificate of Good Faith**.
8. Bidder must submit a completed **Bid Form E: Certificate of Compliance with Massachusetts Tax Laws** or Certificate of Good Standing issued by the Massachusetts Department of Revenue.
9. Bidder must provide the required number of references. For each, provide the following: a contact person and title, customer's name, address, telephone number, email, and a brief description of the actual services provided (sample format included in bid package as **Bid Form F**).
10. Bidder must submit a completed **Bid Form G: Certificate of Authority** or **Corporate Resolution**; if applicable.
11. Bids must be received and time stamped no later than the deadline stated in the **Procurement Schedule** (Where and When Bids are Due). LATE BIDS WILL NOT BE CONSIDERED.
12. A **Bid Deposit** is **NOT** required.
13. Any additional requirements as required in the Scope of Service.

The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

PART 2 – SCOPE OF SERVICES

2.01 General

The Town of Needham is seeking the services of an on-call supplier of turf seed, soil amendments, fertilizers, and plant protectants, as well as support with regulatory compliance, agronomic data management, and other knowledge-based services.

The actual quantities of each item to be purchased for each contract term will be based on the Parks & Forestry Division's need. However, for bidding purposes the Town is requesting a per unit price based on estimated quantities. Seed, soil amendments, and turf fertilizers must be packaged in 50 lbs. bags unless stated otherwise. Safety data sheets and label information must be provided for all products contained in the bidder's submission.

The Vendor must provide references from 5 municipal clients with similar scopes of service and acreage maintained.

2.02 Client Representative Requirements

The Vendor must be able to provide a primary representative with a minimum of 5 years' experience in sales of athletic turf products and support in parks and grounds management. In addition, the sales representative must have a minimum of 5 years' experience working with municipalities of the same size and scope. The representative must be college-educated in turf grass, plant and soil science, or a related field. The Vendor must also provide a secondary representative (that can serve in the primary representative's absence) with a degree in turf grass, plant and soil science, or a related field. Both the primary and secondary representative must demonstrate competence in:

- Facilitating the development of turfgrass management programs and any associated financial/budget data.
- MA nutrient/pesticide regulations and their compliance requirements, along with generating yearly compliance reports.
- Turfgrass identification and selection on sites with various environmental and logistical conditions.
- Weed/disease/insect identification and control on athletic fields and lawns.
- Assisting clients with shipping, scheduling, and product application needs.
- Educating clients about product innovation and technology from green industry manufacturers.
- Continual follow-up training and role playing with clients to support and reinforce their training programs.
- Collecting, shipping, and interpreting soil, paste, water, physical, ISTRC, and performance quality standards (PQS) tests. Testing is to be performed on all sites annually.
- Training clients in the effective use of a cloud-based agronomic planner. The planner training is to occur during site visits by the Vendor's representative(s).
- Answering accounting, data handling and general questions. The representative must be available during normal business hours (7:00 AM – 3:30 PM).
- Assisting clients in accessing advisors for consulting in athletic field design/renovation/construction, irrigation audit and design, sustainability planning, groundsmanship training, MA environmental law, and regulatory compliance.

- Assisting clients with generating year end reports to comply with NPDES requirements.

Representatives are expected to commit up to 8 hours per month to the Town of Needham in order to help evaluate and improve upon the turf management program.

2.03 Operational Efficiencies, Deliveries, and Additional Services

1. Any requested product is to be shipped within two weeks of order. The Vendor must own a shipping fleet. Third-party bulk shipping will not be accepted. Custom deliveries are to be made to as many as 5 sites per application.
2. The Vendor must supply a Spider forklift for deliveries, when necessary, with qualified operators that can assist with product placement and inventory management.
3. The Vendor must have a warehouse within forty-five (45) miles driving radius from the Town in the event that Needham DPW needs to pick up materials. The Vendor must then provide a service representative on site to assist in product selection and loading of vehicle.
4. The Vendor is responsible for the spreading of any granular or sprayable product (see Equipment Requirements below). The applicator is to bring a backpack blower and blow fertilizer off of any hard surfaces back onto the turfgrass areas.

2.04 Product Specifications

All items included by specific product name may be substituted with an equivalent product. Please specify on the bid form and provide cut sheets for any submitted bid item that is intended as an equivalent product. Equivalencies will be determined at the sole discretion of the Town.

Item 1 — Turf Seed: High Performance 50/50 Blue/Rye Mixture

A combination of two elite Ryegrass varieties and three Kentucky bluegrass varieties specifically for the overseeding of highly trafficked irrigated areas on athletic fields and commons. 50lb bags consisting of the following varieties:

- 17% Wicked Perennial Ryegrass
- 17% Karma Perennial Ryegrass
- 16% Fiesta Cinco Perennial Ryegrass
- 16% Armada Kentucky Bluegrass
- 16% Sombrero Kentucky Bluegrass
- 18% Jackrabbit Kentucky Bluegrass

Item 2 — Turf Seed: High Performance 80/20 Blue/Rye Mixture

A combination of Kentucky Bluegrass and Perennial Ryegrass with varieties specifically for improving the resilience of existing turf on athletic fields. This mixture contains aggressive, fast germinating/establishing varieties with historical success across New England. 50lb bags consisting of the following varieties:

- 20% Sombrero Kentucky Bluegrass
- 20% Mercury Kentucky Bluegrass
- 20% Fielder Kentucky Bluegrass
- 20% Jackrabbit Kentucky Bluegrass
- 15% Karma Perennial Ryegrass
- 5% Fiesta 4 Perennial Ryegrass

Item 3 — Turf Seed: High Performance Perennial Ryegrass Blend

Chosen for rapid germination and establishment on highly trafficked soccer fields, lacrosse fields, football

fields, etc. These varieties are specifically selected for an industry-best disease resistance, high tillering, high wear tolerance, dark green color, and excellent spring green up. 50lb bags consisting of the following varieties:

- 34% Karma Perennial Ryegrass
- 33% Wicked Perennial Ryegrass
- 33% Fiesta 4 Perennial Ryegrass

Item 4 — Turf Seed: General Purpose High Traffic Parks Overseeding Mixture

Custom seed mix with TWCA (Turfgrass Water Conservation Alliance) approved varieties. It produces a dense, lush turf with greatly reduced irrigation needs and a higher salt tolerance on higher trafficked park areas. 50lb bags consisting of the following varieties:

- 30% Falcon IV Tall Fescue
- 30% Renegade H2O Tall Fescue
- 20% Mazama Kentucky Bluegrass
- 13% Malala Perennial Ryegrass
- 7% Double Time GLS Tetraploid Perennial Ryegrass

Item 5 — Turf Seed: Low Maintenance/Low Traffic Seed Mixture

Custom coated seed mix with TWCA (Turfgrass Water Conservation Alliance) approved varieties. Coated with Nitro-NP seed coating technology. Produces a quality turf in low traffic and low maintenance non-irrigated parks and green spaces. 50lb bag consisting of the following varieties:

- 25% Falcon IV Tall Fescue
- 20% Ambrose Chewings Fescue
- 20% Diva Kentucky Bluegrass
- 20% Viking H2O Hard Fescue
- 8% Malala Perennial Ryegrass
- 7% Double Time GLS Tetraploid Perennial Ryegrass

Item 6 — Organic Soil Recovery Amendment

Organic soil recovery amendment for rapid Goal Mouth Repair, sod establishment, and seed establishment. It shall consist of a minimum 50% zeolite mineral and a 50% combination of dry kelp, poultry compost, and minerals including hard and soft rock phosphate, potassium silicate, sul-po-mag (sulfate of potash magnesium), and humate. All materials must be evenly mixed together into a 50lb bag.

Item 7 — Turf Fertilizer: Bridged Carbon/Organic and Synthetic Fertilizer with Compost, Ammonium Sulfate, Methylene Urea and Sulfate of Potash (16-0-5)

Bridged organic fertilizer that provides a foundation of carbon, minerals, and fertility to help sustain resilient turf on athletic fields and park spaces. The organic portion of the product is derived from poultry layer compost and ammonium sulfate, blended with methylene urea. The particles must be easy to spread with common fertilization equipment. 50lb bags with the following analysis:

- 1.8% Ammoniacal Nitrogen
- 9.6% Water Insoluble Nitrogen
- 4.6% Water Soluble Nitrogen
- Potassium 5% (Sulfate of Potash)
- Calcium 4.40%
- Sulfur 4%
- Carbon 40% (derived from composted poultry manure)

Item 8 — Turf Fertilizer: Organic Fertilizer from Poultry Layer Compost (5-4-5)

Organic fertilizer that provides a foundation of carbon, mineral, and fertility to help sustain resilient turf on athletic fields and park spaces. The organic portion of the product is derived from poultry layer compost. The particles must be easy to spread with common fertilization equipment. SGN 200. 50lb bags with the following analysis:

- 1.30% Ammoniacal Nitrogen
- 2.70% Water Insoluble Nitrogen
- 1% Water Soluble Nitrogen
- Available Phosphate (P₂O₅) 4%
- Potassium 5% (Sulfate of Potash)
- Calcium 6%
- Sulfur 3%
- Organic matter from poultry layer compost 77% (Nonplant food ingredient)

Item 9 — Organic Microbial Soil Inoculant (3-3-3)

Mycorrhizal inoculant for the establishment of roots on turfgrass, trees, shrubs, and other ornamentals. It is used in Goal Mouth Repair, sod establishment, and seed establishment. The inoculant is derived from endo-mycorrhizal fungi (750 Propagules per lb) and ecto-mycorrhizal fungi (2,750,000 propagules per lb). The plant nutrients are derived from composted poultry manure. 40lb bags with the following analysis:

- Nitrogen 3%
- Phosphorous 3% (Rock Phosphate)
- Potassium (Sulfate of Potash)
- Calcium 6%
- Iron 0.2%

Item 10 — Hybrid Organic/Synthetic Blend Fertilizer (28-0-10)

A slow-release nitrogen and sulfate of potash fertilizer combined with a humic acid and calcium filler, which feeds both plant and soil. Derived from ammonium sulfate, methylene urea, potassium sulfate, urea, calcium carbonate, and humic acid. It is for influencing turf recovery on athletic fields and on any other turfgrass sites where a balanced general-purpose fertilizer with an 8–10 week release rate is desired. SGN 200. 50lb bags with the following analysis:

- 14.5% Urea Nitrogen
- 6% Water Insoluble Nitrogen
- 5.4% Other Water Insoluble Nitrogen
- 2.1% Ammoniacal Nitrogen
- 10% Potassium (derived from sulfate of potash)
- 3.4% Calcium
- 5.1% Sulfur
- Carbon Based Organic matter (derived from Humic Acids)

Item 11 — Starter Fertilizer with Calcium and Humic Acids (16-24-10)

A complete starter fertilizer with plant and soil health benefits. It has blended nutrient sources to promote the rapid establishment and development of new seedlings. Derived from ammonium phosphate, polymer-coated sulfur-coated urea, potassium sulfate, calcium carbonate, humic acid, and carboxylic acid. SGN 200. 50lb bags with the following analysis:

- 9.4% Ammoniacal Nitrogen
- 6.6% Urea Nitrogen
- Available Phosphate (P₂O₅) 24%
- Soluble Potash (K₂O) 10%

- Sulfur (S) 4%
- Calcium (Ca) 4.7%

Items 12 and 13 — Calcium Silicate Fertilizer/Soil Amendment

Part of an environmentally sound, holistic approach to managing high use turfgrass areas on athletic fields and park greens. It is for developing plant/soil resilience and resistance in turfgrass to wear, heat, drought, insects, and fungi. This is to be a homogenous particle fertilizer that spreads evenly with standard fertilizer spreading equipment, SGN 200. The product must not contain sodium. Both 2000lb "Super Sacks" (Item 12) and 50lb bags (Item 13) with the following analysis:

- 29% Silicon
- 23% Calcium
- 3% Magnesium
- 6% Sulfur

Item 14 — Gypsum and Humic Acid Soil Amendment with Micro and Macro Nutrients (0-0-12)

A soil amendment for addressing specific deficiencies in soils with high sand content and for providing excellent plant and soil health with minimal top growth. Derived from calcium carbonate, magnesium carbonate, calcium sulfate, potassium sulfate, coated potassium sulfate, copper sucrate, iron sucrate, manganese sucrate, zinc sucrate, calcium borate, sodium molybdenate, humic acid, carboxylic acid, and magnesium sucrate. SGN 145. 50lb bags with the following analysis:

- Calcium 12%
- Potassium 12%
- Sulfur 9.4%
- Magnesium 8.6%
- Manganese 2.8%
- Iron 1.5%
- Zinc .29%
- Molybdenum .0024%

Item 15 — Granular Hydration Surfactant

A soil surfactant/limestone soil amendment blend combining dolomitic lime with 1 infiltration surfactant and 1 hydration surfactant. Greatly increases the efficacy of applied irrigation water or rainfall and extends re-watering intervals, thus conserving water resources. Delivers water through thatch and other barriers of entry to the rootzone, where robust hydration is achieved by occupation of soil micropores. 50lb bags.

Item 16 — Penetrating/Flushing Surfactant with Sulfur and Potash

A reacted soil surfactant combined with gypsum and sulfate of potash (0-0-20) that reduces demand for continual irrigation and maximizes rainwater efficacy. Delivers firm, fast playing conditions due to combination infiltration and hydration chemistries designed to move water off of the playing surface and into the soil profile. SGN 145 or less. 50lb bags.

Item 17 — Infiltration/Hydration Surfactant with Sulfur and Potash

A soil surfactant/fertilizer blend combining gypsum and sulfate of potash with two infiltration surfactants and two hydration surfactants (0-0-20). Increases the efficiency of applied irrigation water/rainfall and extends re-watering intervals, thus conserving water resources. Delivers water through thatch and other barriers of entry to the rootzone, where targeted hydration is achieved by the occupation of soil micropores. SGN 145 or less. 50lb bags.

Item 18 — Water/Moisture Management Product for Infield Clays

A proprietary blend of surfactants on a sulfate of potash and gypsum particle (0-0-20). Increases percolation and water movement throughout the profile of infield materials. Its use results in reduced drifting of infield material after rainfall, quicker access to infields after heavy or prolonged rainfall, improved cleating and ball bounce consistency, and balanced moisture/reduction in dust. SGN 145 or less. 50lb bags.

Item 19 — Biological Insecticide for Control of White Grubs (Grub Gone G)

Represents a state of the art, environmentally sound insecticide. It is a granulated formulation which delivers *Bacillus Thuringiensis* ssp. *Galleriae* and other specific ingredients to effectively control white grub populations with no harmful effects to soil, groundwater, or non-target species. 40lb bags.

Item 20 — Product Application Services

Provide bulk spreading of fertilizer on fields throughout the Town of Needham as identified in Written Notices to Proceed by the Parks and Forestry Superintendent.

1. All fertilizer is to be brought at the time of application. The Town of Needham will not store product for the Vendor. The Vendor will need to supply, deliver, and unload all products at each field location at the time of application and dispose of all empty bags.
2. The service will involve at least six (6) spreading applications at eighteen (18) separate Town-wide locations per year, over forty (40) acres each time. Several of these application jobs will include spreading up to 3 products at a single stop.
3. The Vendor is responsible for having correctly calibrated equipment, as required per the product application rate.
4. Any skips, misses, or malfunction that occurs during the spreading of product will be rectified at the Vendor's expense.
5. The Vendor will be responsible for providing an electronic application accountability report within 24 hours of each spreading application. Each report shall contain the following information at minimum: Applicator name, date, weather conditions, time, location, product, rate, and total amount of product.

Contractor Equipment Requirements

- PTO driven pendulum broadcast spreader with 1,100lb capacity
- Galaxy type turf tires on tractor, pulling spreader for low impact and light footprint
- Foam marker
- Ability to apply as much as 800lbs of product per acre
- Must provide 2 machines and 2 MA licensed applicators for each application
- Must use double overlap method for product application

Item 21 — Cloud-Based Agronomic Planner

Provide web accessible planning software to assist in the development and record keeping for Needham DPW's turf management program. This will be priced per year of planner subscription.

The planning software must have the following capabilities:

- Ability to record dates, rates, and types of applications being performed on specific sites/management units, with inventory needs for each site.

- Ability to produce printable PDFs of management programs for each unit with MSDS and labels for all specified products.
- Generation of monthly/yearly budget data, sortable by individual sites/management units and product categories.
- Generation of product applicator technician sheets for the reporting of all fertilizer and pesticide applications.
- Generation of MA state compliant pesticide and fertilizer usage reports.
- Generation of printable application and budget reports.
- Cloud based data storage.
- Document folder for storing documents, photos, and other pertinent information.

Item 22 — Educational Opportunities: Soil Testing and Agronomic Principles

Provide the Superintendent of Parks and Forestry and their designees educational opportunities and pesticide license contact hours in the following area:

- Soil testing and analysis, proper nutrition/fertilization, and holistic approaches to turf management

It is expected that the client representative demonstrate competence in this area and offer ongoing support to DPW by helping reinforce the principles taught at all educational sessions. Priced per attendee, per session.

Item 23 — Educational Opportunities: Product Innovation

Provide the Superintendent of Parks and Forestry and their designees educational opportunities and pesticide license contact hours in the following area:

- New product innovation with regard to environmentally favorable technologies

It is expected that the client representative demonstrate competence in this area and offer ongoing support to DPW by helping reinforce the principles taught at all educational sessions. Priced per attendee, per session.

Item 24 — Soil Test Analysis

Collect annual soil samples and packaging and sending them to a laboratory approved by the Superintendent of Parks and Forestry. The vendor representative must help interpret soil test results and make any recommendations according to those results. This will be priced per site, annually. Required tests include the following:

- Mehlich 3 Extraction Soil Test
- Saturated Paste Extract Test
- Soluble Silicon Test
- Modified Morgan Test

Item 25 — Irrigation Water Test

Provide water test collection, shipping, testing, and analysis as needed by Needham DPW. The vendor representative must help interpret water test results and make any recommendations according to those results. Priced per test.

Item 26 — ISTRC Soil Profile Testing

Vendor representative helps collect, package, and ship soil profile samples for testing. The vendor representative must help interpret soil test results and make any recommendations according to those results. Priced per 4" sample.

Items 27 and 28 — Performance Quality Standards (PQS) Assessment

Perform Performance Quality Standards (PQS) assessments on Town fields. A PQS assessment is the primary tool used for analyzing sports fields, measuring a field against objective and defensible standards that relate to the field's performance and fitness for purpose. A PQS for natural turf includes an evaluation of 34 separate criteria. Each of these criteria tests is repeated in multiple strategic locations across the surface, taking over 400 readings. A PQS for synthetic turf includes an evaluation of 22 criteria, taking over 230 readings. The assessment results allow us to address immediate action items and to formulate a plan for longer-term field health and vitality. Priced per assessment and per field for artificial turf (Item 26) and natural turf (Item 27).

Item 29 — Monthly Site Visits

Monthly site visits to provide assessments and guidance. Vendor representatives must commit a minimum of eight (8) hours per month to the Town of Needham for this purpose. Objectives during these visits and contacts are as follows: Help facilitate the ongoing evaluation and improvement of the turf management program, deliver training on planning software, collect laboratory samples, identify biotic/abiotic stress issues, interpret test data, etc. The representative's professional qualifications must be as stated under 2.02 Client Representative Requirements. Priced per contact hour.

Purposefully left blank

PART 3 – CHECKLIST AND REQUIRED FORMS FOR SUBMISSION

**Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G**

Company Name: _____

- Bidder has completed and returned the **Acknowledgment of Receipt** form (via fax or email).
- Bidder has completed, signed, and enclosed the **Bid Form A: Bid Price Form** or an exact copy.
- Bidder has completed, signed, and enclosed the **Bid Form B: Bidder Information Response** form.
- Bidder has completed, signed, and enclosed the **Bid Form C: Authentication Form**.
- Bidder has completed, signed, and enclosed the **Bid Form D: Certificate of Good Faith**.
- Bidder has completed, signed, and enclosed the **Bid Form E: Certificate of Compliance with Massachusetts Tax Laws** or Certificate of Good Standing issued by the Massachusetts Department of Revenue.
- Bidder has provided at least five (5) references on the **Bid Form F: Professional Reference Form** at least five (5) of which is a governmental unit (municipal/county/regional district/state agency/special district).
- If the bid submission is signed by someone other than the Owner/President of the company, a completed **Bid Form G: Certificate of Authority of Corporate Resolution** for the person who signed the proposal or a valid Corporate Resolution stating the individual has the authority to submit the proposal on behalf of the Company and can bind the Company to the contract if awarded.
- Bidder acknowledged all addenda, if any
Addendum Number 1 dated _____
Addendum Number 2 dated _____
Addendum Number 3 dated _____
Addendum Number 4 dated _____
Addendum Number 5 dated _____

This form must be completed and filed with bid submission

Bid Form A: Bid Sheet (1 of 6)
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G

Year One (July 1, 2022 - December 31, 2022)							
Item #	Description	Size	Unit Price	Unit Type	Estimated Quantity	Total Anticipated Cost	
Turf Seed							
1	50/50 Blue/Rye Mixture	(50 lb.)		bag	X 55		
2	80/20 Blue/Rye Mixture	(50 lb.)		bag	X 40		
3	High Performance Perennial Ryegrass Blend	(50 lb.)		bag	X 145		
4	General Purpose High Traffic Blend	(50 lb.)		bag	X 40		
5	Low Maintenance/ Low Traffic Seed Mixture	(50 lb.)		bag	X 15		
Amendments, Fertilizer, and Application							
6	Organic Soil Recovery Amendment	(50 lb.)		bag	X 20		
7	Bridged Carbon/Organic and Synthetic Fertilizer with Compost, Ammonium Sulfate, Methylene Urea and Sulfate of Potash (16-0-5)	(50 lb.)		bag	X 150		
8	Organic Fertilizer from Poultry Layer Compost (5-4-5)	(50 lb.)		bag	X 448		
9	Organic Microbial Soil Inoculant (3-3-3)	(40 lb.)		bag	X 20		
10	Hybrid Organic/Synthetic Blend Fertilizer (28-0-10)	(50 lb.)		bag	X 100		
11	Starter Fertilizer with Calcium and Humic Acids (16-24-10)	(50 lb.)		bag	X 25		
12	Calcium Silicate Fertilizer/Soil Amendment	(2000 lb.)		Super Sack	X 26		
13	Calcium Silicate Fertilizer/Soil Amendment	(50 lb.)		bag	X 10		

Company Name: _____

This form must be completed and filed with bid submission

Bid Form A: Bid Sheet (2 of 6)
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G

14	Gypsum and Humic Acid Soil Amendment w/ Micro and Macro Nutrients (0-0-12)	(50 lb.)		bag	X	35	
15	Granular Hydration Surfactant	(50 lb.)		bag	X	75	
16	Penetrating/Flushing Surfactant with Sulfur and Potash	(50 lb.)		bag	X	4	
17	Infiltration/Hydration Surfactant with Sulfur and Potash	(50 lb.)		bag	X	116	
18	Water/Moisture Management Product for Infield Clays	(50 lb.)		bag	X	20	
19	Biological Insecticide for Control of White Grubs (Grub Gone G)	(40 lb.)		bag	X	0	
20	Product Application Services	N/A		AC	X	200	
Knowledge-Based Services							
21	Cloud-Based Agronomic Planner	N/A		EA	X	1	
22	Educational Opportunities: Soil Testing and Agronomic Principles	N/A		EA	X	6	
23	Educational Opportunities: Product Innovation	N/A		EA	X	6	
24	Soil Test Analysis	N/A		EA	X	21	
25	Irrigation Test Analysis	N/A		EA	X	1	
26	ISTRC Soil Profile testing	N/A		EA	X	1	
27	Performance Quality Standards (PQS) Assessment (Artificial Turf)	N/A		EA	X	1	
28	Performance Quality Standards (PQS) Assessment (Natural Turf)	N/A		EA	X	1	
29	Monthly Site Visits	N/A		Month	X	12	
Total Year One Estimated Cost (Sum of Items 1:29)							

Company Name: _____

This form must be completed and filed with bid submission

Bid Form A: Bid Sheet (3 of 6)
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G

Year Two (January 1, 2023 - December 31, 2023)							
Item #	Description	Size	Unit Price	Unit Type	Estimated Quantity	Total Anticipated Cost	
Turf Seed							
1	50/50 Blue/Rye Mixture	(50 lb.)		bag	X	40	
2	80/20 Blue/Rye Mixture	(50 lb.)		bag	X	60	
3	High Performance Perennial Ryegrass Blend	(50 lb.)		bag	X	185	
4	General Purpose High Traffic Blend	(50 lb.)		bag	X	60	
5	Low Maintenance/ Low Traffic Seed Mixture	(50 lb.)		bag	X	20	
Amendments, Fertilizer, and Application							
6	Organic Soil Recovery Amendment	(50 lb.)		bag	X	55	
7	Bridged Carbon/Organic and Synthetic Fertilizer with Compost, Ammonium Sulfate, Methylene Urea and Sulfate of Potash (16-0-5)	(50 lb.)		bag	X	525	
8	Organic Fertilizer from Poultry Layer Compost (5-4-5)	(50 lb.)		bag	X	495	
9	Organic Microbial Soil Inoculant (3-3-3)	(40 lb.)		bag	X	50	
10	Hybrid Organic/Synthetic Blend Fertilizer (28-0-10)	(50 lb.)		bag	X	100	
11	Starter Fertilizer with Calcium and Humic Acids (16-24-10)	(50 lb.)		bag	X	25	
12	Calcium Silicate Fertilizer/Soil Amendment	(2000 lb.)		Super Sack	X	26	
13	Calcium Silicate Fertilizer/Soil Amendment	(50 lb.)		bag	X	20	

Company Name: _____

This form must be completed and filed with bid submission

Bid Form A: Bid Sheet (4 of 6)
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G

14	Gypsum and Humic Acid Soil Amendment w/ Micro and Macro Nutrients (0-0-12)	(50 lb.)		bag	X	35	
15	Granular Hydration Surfactant	(50 lb.)		bag	X	75	
16	Penetrating/Flushing Surfactant with Sulfur and Potash	(50 lb.)		bag	X	175	
17	Infiltration/Hydration Surfactant with Sulfur and Potash	(50 lb.)		bag	X	232	
18	Water/Moisture Management Product for Infield Clays	(50 lb.)		bag	X	20	
19	Biological Insecticide for Control of White Grubs (Grub Gone G)	(40 lb.)		bag	X	130	
20	Product Application Services	N/A		AC	X	450	
Knowledge-Based Services							
21	Cloud-Based Agronomic Planner	N/A		EA	X	1	
22	Educational Opportunities: Soil Testing and Agronomic Principles	N/A		EA	X	6	
23	Educational Opportunities: Product Innovation	N/A		EA	X	6	
24	Soil Test Analysis	N/A		EA	X	21	
25	Irrigation Test Analysis	N/A		EA	X	1	
26	ISTRC Soil Profile testing	N/A		EA	X	1	
27	Performance Quality Standards (PQS) Assessment (Artificial Turf)	N/A		EA	X	1	
28	Performance Quality Standards (PQS) Assessment (Natural Turf)	N/A		EA	X	1	
29	Monthly Site Visits	N/A		Month	X	12	
Total Year Two Estimated Cost (Sum of Items 1:29)							

Company Name: _____

This form must be completed and filed with bid submission

Bid Form A: Bid Sheet (5 of 6)
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G

Year Three (January 1, 2024 - December 31, 2024)							
Item #	Description	Size	Unit Price	Unit Type	Estimated Quantity	Total Anticipated Cost	
Turf Seed							
1	50/50 Blue/Rye Mixture	(50 lb.)		bag	X 40		
2	80/20 Blue/Rye Mixture	(50 lb.)		bag	X 60		
3	High Performance Perennial Ryegrass Blend	(50 lb.)		bag	X 185		
4	General Purpose High Traffic Blend	(50 lb.)		bag	X 60		
5	Low Maintenance/ Low Traffic Seed Mixture	(50 lb.)		bag	X 20		
Amendments, Fertilizer, and Application							
6	Organic Soil Recovery Amendment	(50 lb.)		bag	X 55		
7	Bridged Carbon/Organic and Synthetic Fertilizer with Compost, Ammonium Sulfate, Methylene Urea and Sulfate of Potash (16-0-5)	(50 lb.)		bag	X 525		
8	Organic Fertilizer from Poultry Layer Compost (5-4-5)	(50 lb.)		bag	X 495		
9	Organic Microbial Soil Inoculant (3-3-3)	(40 lb.)		bag	X 50		
10	Hybrid Organic/Synthetic Blend Fertilizer (28-0-10)	(50 lb.)		bag	X 100		
11	Starter Fertilizer with Calcium and Humic Acids (16-24-10)	(50 lb.)		bag	X 25		
12	Calcium Silicate Fertilizer/Soil Amendment	(2000 lb.)		Super Sack	X 26		
13	Calcium Silicate Fertilizer/Soil Amendment	(50 lb.)		bag	X 20		

Company Name: _____

This form must be completed and filed with bid submission

Bid Form A: Bid Sheet (6 of 6)
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G

14	Gypsum and Humic Acid Soil Amendment w/ Micro and Macro Nutrients (0-0-12)	(50 lb.)		bag	X	35	
15	Granular Hydration Surfactant	(50 lb.)		bag	X	75	
16	Penetrating/Flushing Surfactant with Sulfur and Potash	(50 lb.)		bag	X	175	
17	Infiltration/Hydration Surfactant with Sulfur and Potash	(50 lb.)		bag	X	232	
18	Water/Moisture Management Product for Infield Clays	(50 lb.)		bag	X	20	
19	Biological Insecticide for Control of White Grubs (Grub Gone G)	(40 lb.)		bag	X	130	
20	Product Application Services	N/A		AC	X	450	
Knowledge-Based Services							
21	Cloud-Based Agronomic Planner	N/A		EA	X	1	
22	Educational Opportunities: Soil Testing and Agronomic Principles	N/A		EA	X	6	
23	Educational Opportunities: Product Innovation	N/A		EA	X	6	
24	Soil Test Analysis	N/A		EA	X	21	
25	Irrigation Test Analysis	N/A		EA	X	1	
26	ISTRC Soil Profile testing	N/A		EA	X	1	
27	Performance Quality Standards (PQS) Assessment (Artificial Turf)	N/A		EA	X	1	
28	Performance Quality Standards (PQS) Assessment (Natural Turf)	N/A		EA	X	1	
29	Monthly Site Visits	N/A		Month	X	12	
Total Year Three Estimated Cost (Sum of Items 1:29)							

Bidder Acknowledges Addenda #: _____

Company Name: _____ Number of Years in Business: _____

Address: _____

Authorized Signature: _____

Printed Name & Title: _____

This form must be completed and filed with bid submission

Bid Form B: Bidder Information Response
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G

Legal Name of the Bidder: _____

Company Name: _____

Company Address: _____

City State Zip: _____

Company Web Address: _____

Company Telephone: _____ Company Fax Number: _____

State of Incorporation (Date): _____

If the bidder is a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address.

Company Contacts – Required

Individual submitting the bid: (This is the individual who should sign the Certificate of Good Faith)

Name: _____ Title: _____

Mailing Address: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Individual to be contacted about the bid: (If different from the individual submitting the bid)

Name: _____ Title: _____

Mailing Address: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Best Times to Contact: _____

Individual authorized to contractually bind the company: (This will be the individual whose name and title will appear in the contract documents and will execute the contract if the contract is awarded to the company)

Name: _____ Title: _____

Mailing Address: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Best Times to Contact: _____

1. Has the bid been signed by a person legally authorized to commit the Bidder (Company) to the contract, if awarded? **Yes** **No**
2. Is the Bidder prepared to provide the insurances as required? **Yes** **No**
3. Has the Bidder placed any conditions or restrictions with its bid to the Town which conflict with the Scope of Services? (If yes, the bid may be deemed conditional.) **Yes** **No**
4. Has the Bidder identified any and all exceptions to the Town's specifications and are they included in the submission? **Yes** **No**
5. Is the Bidder prepared to execute the Town's contract, if awarded? **Yes** **No**

Signature of the Bidder: _____

Printed Name and Title of Signatory: _____

Date: _____

This form must be completed and filed with bid submission

Bid Form C: Authentication Form
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G

The undersigned agrees that, if selected as the contractor for any or all of the above bid items, the contractor shall be obligated to provide those services in accordance with the terms of these specifications at the bid price upon receipt of a fully executed contract.

Name of Bidder: _____

Address: _____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____ Phone Number: _____

Fax Number: _____ Email: _____

This form must be completed and filed with bid submission

**Bid Form D: Certificate of Good Faith
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G**

CERTIFICATE OF GOOD FAITH

The undersigned hereby certifies that s/he will comply with all laws and regulations applicable to awards made subject to Massachusetts General Laws, Chapter 30B.

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 the bid or proposal

Individual Full Name (Print/Type)

Name of Business (Print/Type)

(Date)

Two Witnesses or Notary

Witness One Signature

Witness Two Signature

Witness One Full Name (Print/Type)

Witness Two Full Name (Print/Type)

Witness One Primary Address

Witness Two Primary Address

OR

Commonwealth of Massachusetts

County of _____

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____ (name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

- as partner for _____, a partnership.
- as _____ for _____, a corporation.
- as attorney in fact for _____, the principal.
- as _____ for _____, (a) (the) _____.

(official signature and seal of notary)

My commission expires: _____

This form must be completed and filed with bid submission

**Bid Form E: Certificate of Compliance with Massachusetts Tax Laws
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G**

[Certificate of Good Standing issued by the Massachusetts Department of Revenue dated no earlier than 90 days before the bid submission deadline may be submitted in place of this certificate.]

Pursuant to M.G.L. c.62C, §49A , the undersigned acting on behalf of the Contractor* certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.**

(1) Contractor: _____ Date: _____

Print Name: _____

Social Security Number: _____

Corporation, Association, or Partnership: _____

Federal Tax ID Number or Social Security Number: _____

(2) By: _____ Date: _____

(Authorized Corporate Signature)

Name and Title: _____

Note to Contractor***: Please sign at (1) or (2), whichever applies.

In order to comply with all laws of the Commonwealth relating to taxes, the undersigned certifies that Contractor (check applicable item):

1. _____ has filed all tax returns and paid all taxes required by law; or
2. _____ has filed a pending application for abatement of such tax; or
3. _____ has a pending petition before the appellate tax board contesting such tax; or
4. _____ does not derive taxable income from Massachusetts Sources such that it is subject to taxation by the Commonwealth

* As used in this certification, the word "Contractor" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

** The provision in this Certification relating to child support applies only when the Contractor is an individual.

*** Approval of a contract or other agreement will not be granted until the Town of Needham receives a signed copy of this Certification.

This form must be completed and filed with bid submission

**Bid Form F: Professional References
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G**

Customer: _____

Mailing Address: _____

Period of Service (MM/YYYY): _____ through _____

Is this a Municipal or other Governmental Unit?: Yes No

Project Name: _____

Primary Contact: _____ Title: _____

Telephone: _____ Ext: _____

Email: _____

Customer: _____

Mailing Address: _____

Period of Service (MM/YYYY): _____ through _____

Is this a Municipal or other Governmental Unit?: Yes No

Project Name: _____

Primary Contact: _____ Title: _____

Telephone: _____ Ext: _____

Email: _____

(Make as many copies as necessary. A minimum of 5 references required)

**THIS FORM OR SUBSTITUTE WITH THE REQUESTED
INFORMATION MUST BE FILED WITH BID SUBMISSION**

**Bid Form G: Certificate of Authority
Turf Seed, Soil Amendments, and Fertilizer: Supplies, Application,
and Knowledge-Based Services
22DPW278G**

Complete Only If Applicable

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)
2. corporation, and that _____
(insert the name of officer who signed the contract and bonds.)
3. is the duly elected _____
(insert the title of the officer in line 2)
4. of said corporation, and that on _____
(insert a date that is **ON OR BEFORE** the date the officer signed the
contract and bonds.)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert name from line 2) (insert title from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ AFFIX CORPORATE
(Signature of Clerk or Secretary)* SEAL HERE
7. Name: _____
(Please print or type name in line 6)*
8. Date: _____
(insert a date that is **ON OR AFTER** the date the
officer signed the **contract and bonds.**)

The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.