

## WOOD CHIP BIOMASS SUPPLY BID

FY 2024 - 2025 Heating Season

### General Information and Bid Submission Requirements

Mount Wachusett Community College (MWCC) invites sealed bids for wood chips to burn in our BIOMASS facility. Mount Wachusett Community College is dedicated to promoting and demonstrating the role of forest biomass as a sustainable renewable energy source. The college broke ground in April 2002 for the construction of a new wood biomass heating system that came on line for the 2002-03 heating season.



All Bids must be received by 2:00 pm on (Date to be Determined) to:

Buyer, Matt Ogonowski  
College Business Office, Room H037  
Mount Wachusett Community College  
444 Green Street, Gardner, MA 01440

The bids will be opened and recorded publicly at this time at the address listed above.

- If, at the time of the scheduled bid opening, MWCC is closed due to uncontrolled events such as fire, wind, or building evacuation, the bid opening will be postponed until 12:00 noon on the next normal business day. Bids will be accepted until that date and time.
- Please submit/mail the bid in a sealed envelope clearly marked "Material Bid FY25-01 Wood Chip Supply".
- The bid must include a non-collusion form, tax compliance certificate, bid pricing sheet, and reference form. All Provided below.
- The bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

- A contract will be awarded within Ten (10) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between MWCC and the apparent lowest responsive and responsible bidder.
- Please contact the Buyer, Matt Ogonowski at 978-630-9256 or via email at [mogonowski@mwcc.mass.edu](mailto:mogonowski@mwcc.mass.edu) any questions concerning this invitation for bid.
- MWCC may cancel this IFB, or reject in whole or in part any and all bids, if MWCC determines that cancellation or rejection serves the best interests of the College.

### **Contract Award and Contract Documents**

Final Award will be determined by MWCC. This is a one year contract. An option to extend for two one-year contracts may be exercised by MWCC.

All bidders will be required to enter into a contract with MWCC. A copy of the Standard Contract Form, along with the Commonwealth Terms and Conditions has been provided with this bid. (Attachment).

### **INSURANCE COVERAGE**

The successful contractor must have the necessary public and private liability insurance as stated below:

**Public Liability Insurance:** The contractor shall maintain such insurance as will protect him against any and all claims of the public. The amount of the insurance shall be as follows:

|                            |                                   |
|----------------------------|-----------------------------------|
| Bodily injury:             | \$250,000 to                      |
| \$500,000 Property Damage: | \$100,000                         |
| Or:                        | \$1,000,000 combined single limit |

### **Owner's Liability Insurance:**

To insure the owner, MWCC, against any claims, the limits should be the same as for public liability.

The contractor agrees to assume all liability for injury or damage to the contractor, and any or all persons acting by, or through, at the invitation of, or on behalf of the contractor, and to all property and equipment of the contractor, whether owned by the contractor or not.

The contractors agree to hold MWCC harmless for any damage to any person or property as a direct or indirect consequence of any aspect of the contractor's operation, which undertaking shall survive the term of the contract.

Prior to starting work on the contract, the contractor shall deliver to the Procurement Office all certificates from insurers, clearly stating that all insurance policies mentioned and required in the above paragraphs have, in fact, been issued to the contractor. The certificate should also list MWCC as a certificate holder and be sent to Matthew Ogonowski at [mogonowski@mwcc.mass.edu](mailto:mogonowski@mwcc.mass.edu). The failure to submit proof of required insurance will result in the cancellation of this contract.

## WOOD CHIP SPECIFICATION

Size: must be a consistent size (2 1/2" x 2 1/2" X 5/8" or smaller. No more than 5% shall be smaller than 1/8". No wood flour or dust is allowed.

Blend: Wood Chips must be a green hardwood blend

Screening: must be screened for consistent sizing to prevent jamming of equipment.

Moisture: must have >30% to <50% moisture content (no ice or snow allowed to be mixed in). *Bidder must validate the average moisture content*

Cleanliness: must be delivered free from dirt, rocks, mud, snow, paint or any other foreign matter. Absolutely no demolition debris will be accepted.

Ash Content: maximum of 2%. *Bidder must identify the average ash content.*

## WOOD CHIP DELIVERY

### Delivery Vehicles

All vehicles must have a State Inspection Sticker, proof of insurance, and be DOT Certified

Chip Storage: The bunker is located behind the three doors as pictured under *General Information and Bid Submission Requirements*. The bunker is below grade (behind the doors) with a capacity of holding 100 tons of wood chips.

Unloading: Deliver chips directly into the hopper avoiding spillage outside building on ramp or apron. Driver will be responsible for any spillage and must be cleaned up by the driver.

Hours: The deliveries of wood chips must take place between 6 AM to 2:30PM (Mon-Fri). Any deliveries outside the designated times must be negotiated with the Facilities Department.

Weigh Slips: All loads must have proof of weight (for MWCC tracking purposes) and a copy must be provided to the school's facilities staff at the time of delivery.

Ordering: Acceptable methods of ordering will be by schedule, telephone or text. *If the bidder has a preferred method of ordering, please indicate that in the proposal.* The successful bidder should be able to deliver within 30 hours of an order being placed.

Price: The fixed price you submit must be applicable to deliveries made to MWCC between the heating season dates specified below. *Submit this price in cost per ton.* The fixed cost per ton submitted by each bidder must include all applicable fees, delivery and fuel charges. Wood chips will be requested to be delivered no earlier than 2 weeks prior to the heating season specified below (if applicable).

Annual wood chip volume: is estimated up to 2000 tons. The facility will operate throughout the 2024-25 heating season (Nov 15 - April 15) with weather influencing demand.

**Reference Form**

**Bidder:**

Bidder must submit a complete list of all supplies and contracts the past two (2) years of similar size and scope to this project, with contact names and telephone numbers.

Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**Bid Pricing Sheet**

**WOOD CHIP SUPPLY  
Material Bid FY25-01**

**BIDDER:**

PLEASE PROVIDE AN ALL-INCLUSIVE FIXED **PER TON PRICE** FOR ALL SERVICES NECESSARY FOR COMPLETE OPERATION AS OUTLINED IN THE SCOPE OF SERVICES.

COMPLETE **PER TON PRICE**

2024-2025 Season \$ \_\_\_\_\_

2025-2026 Season \$ \_\_\_\_\_

2026-2027 Season \$ \_\_\_\_\_

**VII. 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: \_\_\_\_\_

**VIII. 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 am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid or proposal: \_\_\_\_\_

Name of business: \_\_\_\_\_