START HERE

Your forms guide

On-call snow hauling for the Town of Fairhollow, Massachusetts: dump trucks with drivers, called in as needed from November 15, 2026 to April 30, 2027. (IFB p.12)

DEADLINE

October 6, 2026 1:00 p.m.

Your bid must be received and time-stamped by then. The Town's time stamp decides. Late bids are not considered. (IFB pp.3, 5, 11)

Eastern Time (EDT). The Town's papers do not state a time zone. (general fact, not from the Town's papers)

How to deliver

On paper, in a sealed envelope, by mail, courier or hand delivery, to: (IFB pp.3, 5, 9)

Director of Administration, Annex, 100 Main St., Fairhollow, MA 01999 (IFB p.11)

Mark the envelope: **IFB FH-27-014, On-Call Snow Hauling Services** (IFB p.11)

The Town's email address is given for questions and for Form 1. The documents do not list it as a way to send your bid. (IFB pp.1, 4)

What wins

The lowest price wins: the lowest responsive and responsible bidder. The optional bulldozer is not counted. One contract only. (IFB p.10)

No bid deposit, no payment bond, no performance bond. (IFB pp.4-5, 11)

Have these ready

- ☐ Proof of at least **3 continuous years** in business (IFB p.11)
- ☐ **5 customer references** for similar work in the last 5 years; at least 3 must be government bodies (IFB pp.11, 15)
- ☐ Details of each truck you offer: type, make and year, plate, markings, wheels (IFB p.17)
- ☐ A Massachusetts **Certificate of Good Standing** (Department of Revenue), dated July 8, 2026 or later, or sign Form E instead (IFB p.22)
- ☐ A **notary, or two witnesses**, for Form D (IFB p.21)
- ☐ Vehicle insurance at the Town's minimums (section 2.07). The Town requests insurance documents upon selection. (IFB pp.10, 13)

Check before you start

Form 1 says the bid package is **2 PDF documents**. This guide was made from one (26 pages). Download the full package from www.fairhollowma.gov/bids.aspx. If a second document holds more forms, ask the Town before you start. (IFB p.1)

Order of work

1. Read **page 2, Before you start**: is this contract right for you, and what happens after you bid.
2. **Email Form 1** to dpwbids@fairhollowma.gov now. It puts you on the list for changes to the bid (addenda). (IFB p.1)
3. Gather the six things in the middle column.
4. Read **Pricing it right** (page 6) and use the optional worksheet (page 7), then fill in **Form A** (your prices) and one **Equipment** block per truck. (IFB pp.11, 16-17)
5. Fill in **Forms B, C, E and F**. Form G only if it applies to you. (IFB p.15)
6. Sign **Form D** with two witnesses or a notary. (IFB p.21)
7. Check the Town's bid page for changes (addenda): www.fairhollowma.gov/bids.aspx (IFB pp.1, 3)
8. Fill in the checklist (**Form 2**), go through the last page of this guide, then seal and deliver. (IFB p.15)

How to use this guide

One page per form. Find the page whose picture matches your form.

The numbers on the picture match the numbered list beside it.

Red marks are for signatures, witnesses, notary and seal: sign by hand, in ink.

A small note like (IFB p.11) shows the page of the Town's bid document that says it.

1 a box to fill in

SIGN sign by hand, in ink

! an important note

Prepared for: [Client company name] · Client ID: [ID] · Prepared: [date] · From the Town's documents as downloaded on [date]

BEFORE YOU START

Is this contract for you, and what comes next?

Is this contract right for you?

The Town's documents ask a lot of the winner. Be sure you can do all of it:

- [ ] Trucks and drivers **on call 24/7**, holidays included, from November 15, 2026 to April 30, 2027 (IFB p.12)
- [ ] Up to **28 trucks with drivers** in a big storm, in any mix of the three sizes (IFB p.12)
- [ ] Answer calls **within 2 hours**; on site and working **within 8 hours** (IFB p.12)
- [ ] At least 3 continuous years in business, and 5 similar customers in the last 5 years (3 of them government) (IFB pp.11, 15)
- [ ] The Town may ask you to show financial stability. It will not award to a bidder without "sufficient ability, experience, and capital". (IFB p.10)
- [ ] Read all of the Town's documents: "No allowance will be made for any claim that the bid is based on incomplete information." (IFB p.7)

General advice

If you cannot do all of this, or cannot do it at a profit, do not bid. "Know your limits so you don't extend beyond what you are capable of performing." (general advice: ConstructConnect)

What happens after you bid

Oct 6, 1:00 p.m.
Bids are opened in public right after the deadline, in the Hearing Room. (IFB pp.3-4)

After the deadline
Your bid is fixed: after the submission deadline, bids may not be changed. Check every figure before you seal. (IFB p.8)

Up to 90 days
The Town reviews the bids and awards to the lowest responsive and responsible bidder. Your price must stand for 90 days. (IFB pp.5, 10)

October 2026
Award planned, with Town Manager and Town Counsel approval. The Town may change the date. (IFB pp.4-5)

If picked
The Town asks for your insurance and other documents, then emails the contract to sign and countersigns it. (IFB p.10)

Nov 15 – Apr 30
The snow season. The contract ends April 30, 2027. (IFB pp.4, 12)

If the Town picks you, have ready

- An insurance certificate listing every vehicle and naming the Town "Additional Insured for snow plowing operations" (IFB p.13)
- Copies: transporter names and ID numbers, permits when applicable, vehicle registrations, W-9 (IFB p.13)
- A list of any subcontractors, for the Town's approval (IFB p.14)
- Your operators' cell phone numbers (IFB p.14)
- The contract terms are **not negotiable**. The sample agreement is online. (IFB pp.6, 10)

Allow time for the paperwork

- The state's Certificate of Good Standing: requested through MassTaxConnect, no fee, usually mailed within 24-48 hours of an approved request. (general advice: Mass.gov)
- Form D needs a notary, or two witnesses. (IFB p.21)
- Questions close **September 28, 2026 at 5:00 p.m.**, eight days before bids are due. (IFB p.4)

Questions for the Town

Questions go in writing only, to dpwbids@fairhollowma.gov, by September 28, 2026 at 5:00 p.m., labeled "QUESTIONS – On-Call Snow Hauling Services, FH-27-014". Spoken answers do not bind the Town. (IFB pp.4, 7)

SAMPLE

Town of Fairhollow
Department of Public Works
Town Hall Annex, 100 Main Street
Fairhollow, Massachusetts 01999
Telephone (781) 555-0142

ACKNOWLEDGEMENT OF RECEIPT

Release Date	**September 17, 2026**
Bid Title	**On-Call Snow Hauling Services**
Bid Number	**FH-27-014**
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	**September 28, 2026 at 5:00pm**
Bids are Due	**October 6, 2026 at 1:00pm,** Administration Office of the Department of Public Works located at the Town Hall Annex, 100 Main St., Fairhollow, MA, 01999
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 dpwbids@fairhollowma.gov** 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 rejected as **not responsive.**	
Name of Company or Individual	1
Name / Title of Contact	2
Address	3
City/Town, State, Zip Code	3
Telephone Number	3
Fax Number	3
Email Address	4
Signature	SIGN
Date	5
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.	

FORM 1 · IFB p.1

Acknowledgement of Receipt

Do this first: email it to the Town

Returning it puts you on the Town's list to receive changes to the bid (addenda). (IFB p.1)

1. Your company's legal name (IFB p.1)
2. The person handling this bid, and their job title (IFB p.1)
3. Your business address and phone number; fax only if you have one (IFB p.1)
4. An email inbox someone reads every day: the Town emails the changes (addenda) (IFB pp.1, 7)

SIGN Sign by hand (IFB p.1)

5. The date you sign (IFB p.1)

! The Town says the package is 2 PDF documents. This guide was made from one: see the box on page 1 of this guide. (IFB p.1)

Then email it to **dpwbids@fairhollowma.gov**. The Town recommends email; its checklist also mentions fax. (IFB pp.1, 15)

Watch out

- Only companies on the Town's Distribution Register receive the changes (addenda). This form puts you on it. (IFB p.1)
- Bids that do not acknowledge the addenda may be rejected. You list them on Form 2 and Form A. (IFB p.1)

Picture: the Town's form as printed (IFB p.1), with BidValid's markers.

PART 3 – CHECKLIST AND REQUIRED FORMS FOR SUBMISSION

On-Call Snow Hauling Services
FH-27-014

Company Name: 1 _____

2 ☐ Bidder has completed and returned the **Acknowledgment of Receipt** form (via fax or email).

3 ☐ Bidder has completed, signed, and enclosed the **Bid Form A: Bid Price Form** or an exact copy, including as many completed **Equipment Submission Forms** as required.

3 ☐ Bidder has completed, signed, and enclosed the **Bid Form B: Bidder Information Response** form.

3 ☐ Bidder has completed, signed, and enclosed the **Bid Form C: Authentication Form.**

3 ☐ Bidder has completed, signed, and enclosed the **Bid Form D: Certificate of Good Faith**.

3 ☐ 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.

3 ☐ Bidder has provided at least five (5) references on the **Bid Form F: Professional Reference Form** of which at least three (3) are governmental units (municipal/county/regional district/state agency/special district).

4 ☐ 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.

5 ☐ Bidder acknowledged all addenda, if any
5 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

Picture: the Town's form as printed (IFB p.15), with BidValid's markers.

FORM 2 · IFB p.15

Checklist and Required Forms

Goes in the envelope. No signature line.

The Town's own checklist of what goes in your envelope. Fill it in last. (IFB p.15)

1. Your company's legal name (IFB p.15)
2. Check once you have returned Form 1 (by email or fax) (IFB p.15)
3. Check each box once that form is filled in, signed and in the envelope (Forms A to F) (IFB p.15)
4. Check only if someone other than the Owner/President signs the bid. Then add Form G or a corporate resolution. (IFB p.15)
5. If the Town issued changes (addenda), check this box and write the date of each one. None issued? Leave it blank. (IFB p.15)

Watch out

- A missing form, answer or document can get the bid rejected as non-responsive. (IFB p.9)
- Proof of 3 continuous years in business must go in too. There is no form for it. (IFB p.11)

Ask the Town before you fill this in

- What does the Town accept as proof of 3 continuous years in business? (IFB p.11)
- Do the documents in section 2.06 (transporter names and numbers, permits, insurance certificate, vehicle registrations, W-9) go in with the bid, or after selection? (IFB pp.10, 13)

How to ask: see page 2.

Bid Form A: Bid Sheet
On-Call Snow Hauling Services
FH-27-014

On-Call Snow Hauling Services - FH-27-014						
A	**B**	**C**	**D**	**E**	**F**	**G**
Item	**Max. Pieces Required**	**Description**	**Per Hour Rate**	**Estimated Quantity**	**Unit**	**Total Anticipated Costs (B x D x E)**
1	3	10 Cubic Yard Capacity 6 Wheel Dump Truck and Driver	$ 1	! 85	hours	$ 2
2	18	18 Cubic Yard Capacity 10 Wheel Dump Truck and Driver	$ 1	! 85	hours	$ 2
3	7	32 Cubic Yard Capacity 18 Wheel Dump Truck and Driver	$ 1	! 85	hours	$ 2
Total Estimated Value (1G+2G+3G)						**$ 3**
Optional Equipment						
4	1	D6 or > bulldozer	$ 4	! 95	hours	$ 4
Total Estimated Value with Optional Equipment (1G+2G+3G+4G)						**$ 3**

Bidder Acknowledges Addenda #: 5 _____

Company Name: 6 _____ Number of Years in Business: 6 __

Address: 6 _____

Authorized Signature: SIGN _____

Printed Name & Title: 7 _____

Picture: the Town's form as printed (IFB p.16), with BidValid's markers.

FORM A · IFB p.16

Bid Form A: Bid Sheet

Your prices

Your hourly rates (also called "Bid Price Form"). An exact copy of the form is allowed. (IFB pp.11, 15)

1. Your price per hour, for each truck with driver (column D) (IFB p.16)
2. ! **85 and 95 are HOURS, not dollars** (column E, the Town's estimate). Leave them as printed. (IFB p.16)
3. Line total (column G) = pieces (B) × your rate (D) × hours (E) (IFB p.16)
4. The totals as printed: 1G + 2G + 3G, then with the bulldozer added (4G) (IFB p.16)
5. Optional bulldozer: your hourly rate and its line total (IFB p.16)
6. The number of every addendum (change) issued. None? Leave blank. (IFB pp.11, 16)
7. Company legal name, years in business (whole years) and business address (IFB p.16)

SIGN Sign in ink: someone who can negotiate for and bind your company (IFB p.11)

8. That person's name and job title (IFB p.16)

Pricing it right: next page

Before you write any price, read the next page: Pricing it right. It lists every cost the Town's documents put on the winner.

Watch out

- Price every required item: a missing price can disqualify the bid. (IFB p.11)
- No conditions or surcharges on your price. (IFB p.11)

Ask the Town before you fill this in

- Must the optional bulldozer (item 4) be priced, or may it be left blank? (IFB pp.10-11)

How to ask: see page 2.

FORM A · YOUR PRICES

Pricing it right

Of course we want you to win this contract with the lowest price - but not at a loss, unless that is a deliberate choice (for example, to keep your crews working through the winter). Here are the costs that are easiest to forget.

BidValid does not suggest a price - these are the costs the Town's documents put on the winner, so none is forgotten.

Cost checklist

What this contract puts on the winner. Check that each one is inside your hourly rates.

Ready all season

- [ ] Trucks and drivers on call 24/7, holidays included, November 15, 2026 to April 30, 2027 (IFB p.12)
- [ ] Answer calls within 2 hours; on site and working within 8 hours (IFB p.12)
- [ ] Any mix of the three truck sizes, up to 28 trucks in a big storm (IFB p.12)
- [ ] Extra drivers to rotate in during long storms (IFB p.14)
- [ ] A contact with authority to act for you; a cell phone for every operator (call-outs come by text) (IFB pp.12, 14)
- [ ] Your trucks haul solely for Fairhollow as directed, to the Town's snow dumps (IFB pp.12-13)

When you are paid, and when you are not

- [ ] 8-hour minimum per call-out, even if sent home early, but only if you met all your obligations (IFB p.12)
- [ ] Paid from the call only if operators sign in at Snow Dispatch within 1 hour; a prepositioning call is not paid until they report (IFB p.14)
- [ ] Sign in and out at 90 Main Street for every event and rotation, no exceptions, or risk losing the pay (IFB p.14)
- [ ] No pay during extended breakdowns; trucks must arrive in good working order (IFB p.14)
- [ ] Pay can be withheld or reduced for incomplete or unacceptable work (IFB p.8)
- [ ] Hours are estimates: no claim if fewer are called; fewer trucks than the maximum may be used (IFB pp.6, 12)

Trucks and paperwork

- [ ] Steel trucks in good condition, secure covers, DOT-approved labeled containers, silt-proof trailers (IFB p.13)

Trucks and paperwork (continued)

- [ ] Valid insurance, registration, inspection and licenses for every truck and operator; the Town may inspect (IFB p.14)
- [ ] Transporter ID numbers (USEPA or MassDOT), snow-transport permits where needed, registrations, W-9 (IFB p.13)

Insurance and liability

- [ ] Vehicle liability: bodily injury $250,000 per person and $500,000 per occurrence; property damage $200,000; every vehicle listed (IFB p.13)
- [ ] The Town named "Additional Insured for snow plowing operations"; 30 days' notice of policy changes; renew 10 days before expiry (IFB pp.7, 13)
- [ ] Other insurance in the Town's contract terms (sample agreement online; BidValid has not seen it) (IFB pp.5-6)
- [ ] You defend and indemnify the Town, attorney's fees included, and repair any damage you cause (IFB pp.7-8, 13)

Price rules

- [ ] All costs inside the hourly rate: no fuel or vehicle surcharges, no price changes, all season (IFB pp.11, 14)
- [ ] Your price stands for 90 days after bid opening (IFB pp.5-6)
- [ ] No federal excise tax or Massachusetts sales tax in your price (IFB p.9)

Getting paid, staff and risk

- [ ] Net 30 days, no prepayment; itemized invoices with the Town's purchase order number (new each fiscal year) (IFB p.8)
- [ ] You do the scheduling, invoicing and hours tracking (IFB p.13)
- [ ] Employment laws: minimum wage, unemployment insurance, workers' compensation and more; prevailing wages are "RESERVED" (IFB pp.8, 13)
- [ ] The Town may end the contract at any time on written notice; payment depends on funds being available (IFB pp.6, 10)

How to build your hourly rate

General advice, not from the Town's documents

1. Work out your **true cost per hour** for each truck size, driver included; add your overhead per hour, then your profit. (general advice: Wolters Kluwer)

2. Truck: owning it (payments or depreciation, interest, insurance, storage) and running it (fuel, repairs and maintenance, tires, lubricants). (general advice: Purdue University; FEMA)

3. Driver: wages, payroll taxes, workers' compensation, benefits. Storms mean nights and long shifts: check whether federal overtime rules apply (some truck drivers are exempt). (general advice: U.S. Dept. of Labor)

4. Season costs (insurance, permits, being ready, office work) must be covered in a light winter too: spread them over a cautious number of paid hours. (general advice: Wolters Kluwer)

5. Costs rise: in 2025 truck repair costs rose 8.6% and tires 6.4%. Your price cannot change, so allow for it. (general advice: ATRI 2026)

6. Test the totals: your rates times the Town's estimated hours, and again for a light winter. Are your costs still covered? (general advice: ConstructConnect)

7. Cash flow: you pay drivers and fuel before the Town pays (net 30). Have working capital or credit ready. (general advice: USFCR)

8. Margins are thin (under 1% for truckload carriers in 2025): "in many cases, the lowest bid on a project is from a contractor that made a costly error in the estimate." (general advice: ATRI 2026; Electrical Contractor)

9. Walk away if the numbers do not work: "if you can't make a profit on a project, you have no business bidding on it." (general advice: ConstructConnect)

SAMPLE

OPTIONAL WORKSHEET · FORM A

Your cost per hour (optional)

Fill in one column for each truck size you offer, using your own figures. BidValid puts no numbers here: your rates are your decision.

Cost per hour	What to include	10 cu. yd. 6-wheel dump truck (IFB p.16)	18 cu. yd. 10-wheel dump truck (IFB p.16)	32 cu. yd. 18-wheel dump truck (IFB p.16)	D6 or larger bulldozer (optional item) (IFB p.16)
Labor	Driver or operator per hour: wages, payroll taxes, workers' compensation, benefits; overtime if federal rules apply to your drivers (general advice: U.S. Dept. of Labor; Purdue University)				
Fuel	Fuel used per working hour, allowing for price rises: no fuel surcharge is allowed (IFB p.11) (general advice: Purdue University; ATRI 2026)				
Maintenance	Repairs and maintenance, tires, lubricants; spare capacity for breakdowns (no pay while broken down) (IFB p.14) (general advice: FEMA; ATRI 2026)				
Insurance	Vehicle liability at the Town's minimums with the Town as Additional Insured, plus any other cover you carry, per hour (IFB p.13) (general advice: Purdue University)				
Depreciation	Loss of value or truck payments, plus interest, per hour (general advice: Purdue University; FEMA)				
Overhead	Office, dispatch, scheduling, invoicing, hours tracking, permits, registrations, phones; season costs spread over a cautious number of paid hours (IFB pp.13-14) (general advice: Wolters Kluwer)				
Total cost per hour	Add the six lines above				
Margin	Your profit per hour: your choice (general advice: Wolters Kluwer)				
Your hourly rate	Total cost + margin. This goes in column D of Form A. (IFB p.16)				

SAMPLE

Season check

- Your rate × the Town's estimated hours (85 for each truck type, 95 for the bulldozer) × the number of pieces = your Form A totals. (IFB p.16)
- Now try a light winter, with far fewer hours. Are your season costs still covered? If not, think again before you bid. (general advice: ConstructConnect)

General advice, not from the Town's documents. The source is named on each line.

Equipment Submission Form
On-Call Snow Hauling Services
FH-27-014

One Vehicle Description Completed Per Piece of Equipment Submitted

Vehicle Description

Type of Vehicle: (1)_____Make/Year: (2)_____ Plate: (3)_____

Vehicle Markings / Colors: (4)_____

# of Wheels: (5)_____

Hourly Rate for Plowing: $(6)_____/hour

Hourly Rate for Hauling/Removal: $(7)_____/hour

Vehicle Description

Type of Vehicle: _____Make/Year: _____ Plate: _____

Vehicle Markings / Colors: _____

# of Wheels: _____

Hourly Rate for Plowing: $_____/hour

Hourly Rate for Hauling/Removal: $_____/hour

Vehicle Description

Type of Vehicle: _____Make/Year: _____ Plate: _____

Vehicle Markings / Colors: _____

# of Wheels: _____

Hourly Rate for Plowing: $_____/hour

Hourly Rate for Hauling/Removal: $_____/hour

(Make as many copies as necessary)

This form must be completed and filed with bid submission

SAMPLE

EQUIPMENT · IFB p.17

Equipment Submission Form

One block per truck. Goes with Form A.

Describe each piece of equipment you offer: one block per vehicle. Copy the page for more blocks. (IFB pp.11, 17)

1. The vehicle type, as on Form A (for example, 10-wheel dump truck) (IFB pp.16-17)
2. Maker and model year (IFB p.17)
3. Plate number (IFB p.17)
4. Company name or lettering on the truck, and its colors (IFB p.17)
5. Number of wheels (IFB p.17)
6. Rate per hour for plowing. This is a hauling contract: see the question below. (IFB p.17)
7. Rate per hour for hauling (IFB p.17)

Blocks 2 and 3 are the same: fill every block the same way, one block per vehicle. (IFB p.17)

Watch out

- Include as many completed blocks as needed: one per piece of equipment. (IFB pp.11, 17)

Ask the Town before you fill this in

- Must we list all 28 pieces in section 2.04, or only the equipment we will provide? (IFB pp.12, 17)
- Is the plowing rate needed on this hauling contract? Must the hauling rate match column D of Form A? (IFB pp.16-17)

How to ask: see page 2.

Picture: the Town's form as printed (IFB p.17), with BidValid's markers.

Bid Form B: Bidder Information Response
On-Call Snow Hauling Services
FH-27-014

Legal Name of the Bidder: (1) _____

Company Name: (2) _____

Company Address: (3) _____

City State Zip: (3) _____

Company Web Address: (4) _____

Company Telephone: (4) _____ Company Fax Number: (4) _____

State of Incorporation (Date): (5) _____

(6) 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: (7) _____ Title: _____

Mailing Address: (7) _____

Telephone: (7) _____ Fax Number: _____

Email Address: (7) _____

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

Name: (8) _____ Title: _____

Mailing Address: (8) _____

Telephone: (8) _____ Fax Number: _____

Email Address: (8) _____

Best Times to Contact: (8) _____

Picture: the Town's form as printed (IFB p.18), with BidValid's markers.

FORM B · IFB pp.18–19 · PAGE 1 OF 2

Bid Form B: Bidder Information Response

Who you are, and who signs

Your company details and three people: who submits the bid, who to contact, who can sign the contract. (IFB pp.11, 18-19)

1. Your company's exact legal name (IFB p.18)
2. The name you trade under (often the same) (IFB p.18)
3. Business address (IFB p.18)
4. Website, phone, and fax if you have them (IFB p.18)
5. The state your company was formed in, and the date (IFB p.18)
6. Partnership: all partners' full names and addresses. Individual: home address, if different. (IFB p.18)
7. The person submitting the bid: name, title, address, phone, fax, email. This person signs Form D. (IFB p.18)
8. Only if the contact person is different from the person at 7: the same details, plus best times to contact (IFB p.18)

Form continues on the next page.

SAMPLE

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: 9 _____ Title: _____

Mailing Address: 9 _____

Telephone: 9 _____ Fax Number: _____

Email Address: 9 _____

Best Times to Contact: 9 _____

10 1. Has the bid been signed by a person legally authorized to commit the Bidder (Company) to the contract, if awarded? ☐ **Yes** ☐ **No**

10 2. Is the Bidder prepared to provide the insurances as required? ☐ **Yes** ☐ **No**

10 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**

10 4. Has the Bidder identified any and all exceptions to the Town's specifications and are they included in the submission? ☐ **Yes** ☐ **No**

10 5. Is the Bidder prepared to execute the Town's contract, if awarded? ☐ **Yes** ☐ **No**

Signature of the Bidder: SIGN _____

Printed Name and Title of Signatory: 11 _____

Date: 11 _____

This form must be completed and filed with bid submission

SAMPLE

Picture: the Town's form as printed (IFB p.19), with BidValid's markers.

FORM B · IFB pp.18–19 · PAGE 2 OF 2

Bid Form B: Bidder Information Response

Who you are, and who signs

- **9** The person who will sign the contract if you win: name, title, address, phone, fax, email, best times (IFB p.19)
- **10** Check Yes or No for each of the 5 questions. Answer truthfully. (IFB p.19)
- **SIGN** Sign in ink (IFB pp.11, 19)
- **11** The signer's name and title, and the date (IFB p.19)

Watch out

- Question 3: a Yes (conditions or restrictions) means the bid may be treated as conditional. (IFB p.19)
- Question 2 (insurance): the vehicle insurance minimums are in section 2.07. (IFB p.13)

Bid Form C: Authentication Form
On-Call Snow Hauling Services
FH-27-014

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: 1 _____

Address: 2 _____

Authorized Signature: SIGN _____

Printed Name and Title: 3 _____

Date: 4 _____ Phone Number: 4 _____

Fax Number: 5 _____ Email: 5 _____

This form must be completed and filed with bid submission

SAMPLE

Picture: the Town's form as printed (IFB p.20), with BidValid's markers.

FORM C · IFB p.20

Bid Form C: Authentication Form

Your promise to work at your bid price

You agree that, if selected, you will do the work at your bid price once the contract is signed. (IFB p.20)

1. Your company's legal name (IFB p.20)
2. Business address (IFB p.20)

SIGN Sign in ink: a person who can bind the company (IFB pp.11, 20)

3. That person's name and title (IFB p.20)
4. The date you sign, and your phone number (IFB p.20)
5. Fax if you have one, and email (IFB p.20)

Watch out

- The Town may reject bids that are not properly signed. (IFB p.8)

Bid Form D: Certificate of Good Faith
On-Call Snow Hauling Services
FH-27-014

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.

SIGN _____
Signature of individual submitting the bid or proposal

1 _____
Individual Full Name (Print/Type)

2 _____ 2 _____
Name of Business (Print/Type) (Date)

Two Witnesses or Notary

WITNESS _____ WITNESS _____
Witness One Signature Witness Two Signature

3 _____ 3 _____
Witness One Full Name (Print/Type) Witness Two Full Name (Print/Type)

3 _____ 3 _____
Witness One Primary Address Witness Two Primary Address

OR

Commonwealth of Massachusetts NOTARY 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

SAMPLE

FORM D · IFB p.21

Bid Form D: Certificate of Good Faith

Two witnesses OR a notary

A statement, under penalties of perjury, that your bid is made in good faith, without collusion or fraud. (IFB pp.11, 21)

- **SIGN** — Signed in ink by the person submitting the bid (the person at 7 on Form B) (IFB pp.18, 21)
- **1** — That person's full name (IFB p.21)
- **2** — Your company's legal name, and the date (IFB p.21)
- **WITNESS** — EITHER: two witnesses sign here (IFB p.21)
- **3** — Each witness's full name and address (IFB p.21)
- **NOTARY** — OR: a notary fills in, signs and seals this whole block. Bring identification. (IFB p.21)

Watch out

- Use ONE of the two: two witnesses OR a notary. (IFB p.21)
- The Town must receive a signed Form D with your bid. (IFB p.11)

Ask the Town before you fill this in

- Who may act as the two witnesses? For example, may they be our own employees? (IFB p.21)

How to ask: see page 2.

Picture: the Town's form as printed (IFB p.21), with BidValid's markers.

Bid Form E: Certificate of Compliance with Massachusetts Tax Laws
On-Call Snow Hauling Services
FH-27-014

! [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: SIGN _____ Date: _____

Print Name: 1 _____

Social Security Number: 2 _____

Corporation, Association, or Partnership: 3 _____

Federal Tax ID Number or Social Security Number: 4 _____

(2) By: SIGN _____ Date: _____
(Authorized Corporate Signature)

Name and Title: 5 _____

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
6 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 Fairhollow receives a signed copy of this Certification.

This form must be completed and filed with bid submission

FORM E · IFB p.22

Bid Form E: Certificate of Compliance with Massachusetts Tax Laws

Tax compliance, or send the state's certificate instead

Your company states, under penalties of perjury, that it complies with Massachusetts tax laws. (IFB p.22)

! Instead of this form you may send a Department of Revenue Certificate of Good Standing, dated July 8, 2026 or later (no earlier than 90 days before the deadline). (IFB p.22)

SIGN Sign and date at (1) OR (2), whichever applies. (2) is for an authorized corporate signature. (IFB p.22)

1 The signer's name (IFB p.22)

2 Social Security Number: see the question below first (IFB p.22)

3 Your company's legal name (IFB p.22)

4 Your Federal Tax ID Number (EIN), or a Social Security Number (IFB p.22)

5 If you signed at (2): that person's name and title (IFB p.22)

6 Mark the ONE line (1 to 4) that is true for your company (IFB p.22)

Watch out

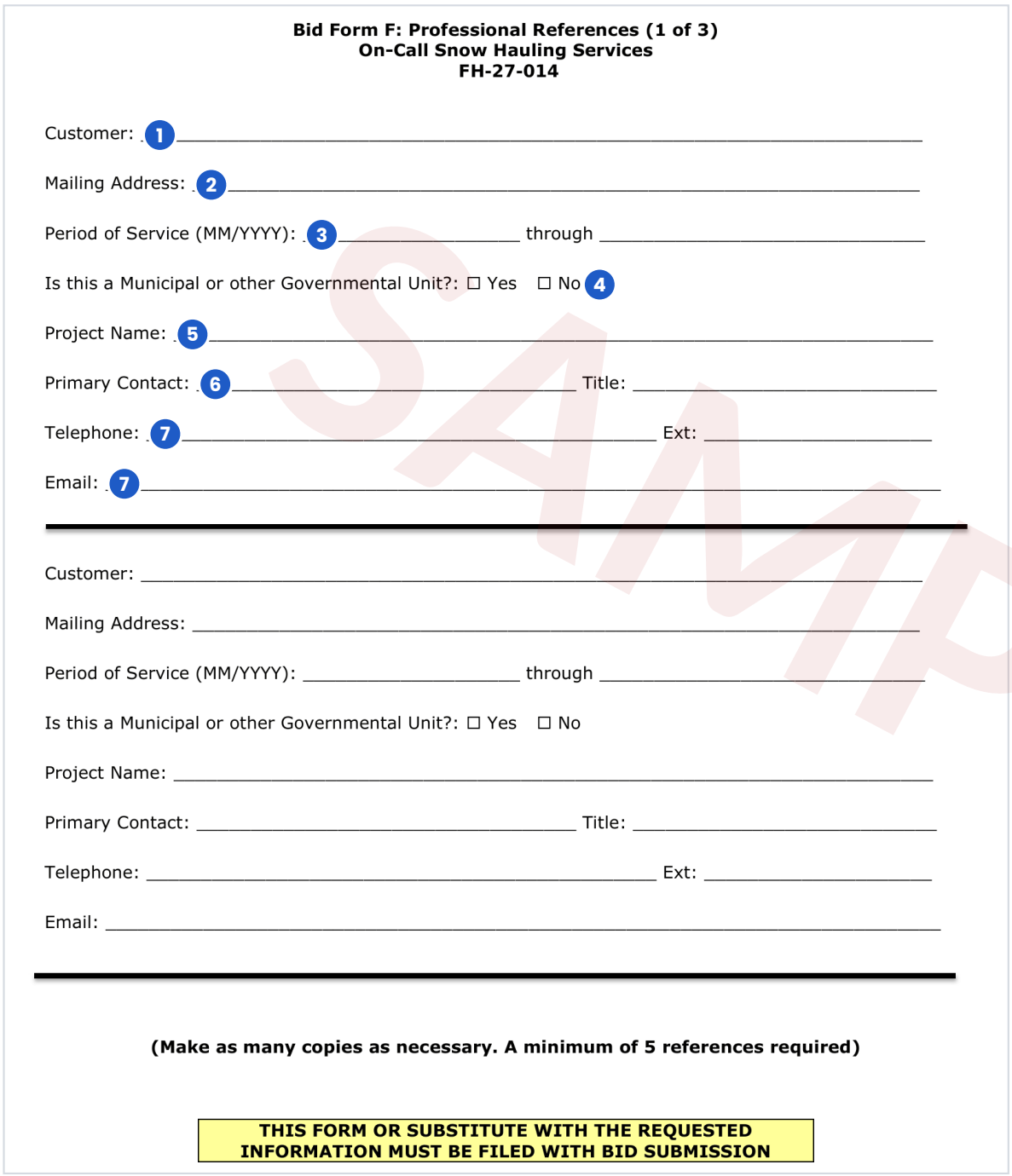
- The Town will not approve a contract until it has a signed copy of this form. (IFB p.22)
- Everything you send can be inspected by the public. (IFB p.9)

Ask the Town before you fill this in

- Must the Social Security Number line be filled when a Federal Tax ID Number is given on the line below it? (IFB p.22)

How to ask: see page 2.

Picture: the Town's form as printed (IFB p.22), with BidValid's markers.



Bid Form F: Professional References (1 of 3)
On-Call Snow Hauling Services
FH-27-014

Customer: 1 _____

Mailing Address: 2 _____

Period of Service (MM/YYYY): 3 _____ through _____

Is this a Municipal or other Governmental Unit?: ☐ Yes ☐ No 4

Project Name: 5 _____

Primary Contact: 6 _____ Title: _____

Telephone: 7 _____ Ext: _____

Email: 7 _____

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

FORM F · IFB pp.23-25

Bid Form F: Professional References

At least 5 references

At least 5 references for similar work in the last 5 years. At least 3 must be government bodies. (IFB pp.11, 15, 23)

1. The customer's name (IFB p.23)
2. The customer's mailing address (IFB p.23)
3. Start and end month of the work, as MM/YYYY (IFB p.23)
4. Yes for a town, city, county, regional district, state agency or special district (IFB pp.15, 23)
5. The name of the job (IFB p.23)
6. Your contact at the customer, and their job title (IFB p.23)
7. Their phone, extension and email (IFB p.23)

This page holds 2 blocks; pages 24 and 25 hold 3 more. Fill every block the same way; you may copy the pages. (IFB pp.23-25)

Watch out

- This form, or a substitute with the same information, must go in with your bid. (IFB p.23)

Ask the Town before you fill this in

- Section 1.22 asks for a brief description of the services for each reference, but Form F has no box for it. Where should it go? (IFB pp.11, 23)

How to ask: see page 2.

Picture: the Town's form as printed (IFB p.23), with BidValid's markers.

Bid Form G: Certificate of Authority
On-Call Snow Hauling Services
FH-27-014

Complete Only If Applicable

1. I hereby certify that I am the Clerk/Secretary of _1_____
(insert full name of Corporation)

2. corporation, and that _2_____
(insert the name of officer who signed the contract and bonds.)

3. is the duly elected _3_____
(insert the title of the officer in line 2)

4. of said corporation, and that on _4_____
(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. _5_____ the _5_____
(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: _SIGN_____ AFFIX CORPORATE SEAL
(Signature of Clerk or Secretary)* SEAL HERE

7. Name: _7_____
(Please print or type name in line 6)*

8. Date: _8_____
(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.

Picture: the Town's form as printed (IFB p.26), with BidValid's markers.

FORM G · IFB p.26

Bid Form G: Certificate of Authority

Only if it applies to you

Needed only if someone other than the Owner/President signs the bid. You may send a valid corporate resolution instead. (IFB pp.15, 26)

1. Full name of the corporation (IFB p.26)
2. Name of the officer who signed (IFB p.26)
3. That officer's title (IFB p.26)
4. Date of the board vote: ON OR BEFORE the date the officer signed (IFB p.26)
5. The name from line 2 and the title from line 3, again (IFB p.26)

SIGN Line 6: the Clerk or Secretary of the corporation signs here (IFB p.26)

SEAL Your corporate seal (IFB p.26)

7. The Clerk's or Secretary's printed name (IFB p.26)
8. A date ON OR AFTER the date the officer signed (IFB p.26)

Watch out

- Lines 6 and 7 must be the Clerk or Secretary of the corporation. (IFB p.26)

Ask the Town before you fill this in

- Our company has no Clerk or Secretary. What should we send instead of Form G? (IFB pp.15, 26)

How to ask: see page 2.

LAST STEP

Before you seal the envelope

- [ ] **Form 1** Acknowledgement: emailed (or faxed) to the Town (IFB pp.1, 15)
- [ ] **Form 2** Checklist: filled in (IFB p.15)
- [ ] **Form A** Bid Sheet: every rate and total, addenda numbers, signed in ink (IFB pp.11, 16)
- [ ] **Equipment** form: one block per vehicle (IFB p.17)
- [ ] **Form B**: both pages, all 5 questions answered, signed (IFB pp.18-19)
- [ ] **Form C**: signed (IFB p.20)
- [ ] **Form D**: signed, plus two witnesses OR a notary (IFB p.21)
- [ ] **Form E** signed with one line marked, OR the Certificate of Good Standing (dated July 8, 2026 or later) (IFB p.22)
- [ ] **Form F**: at least 5 references, at least 3 government (IFB pp.15, 23)
- [ ] **Form G** or a corporate resolution: only if someone other than the Owner/President signed (IFB p.15)
- [ ] **Proof** of 3 continuous years in business (IFB p.11)
- [ ] Changes (addenda) checked on www.fairhollowma.gov/bids.aspx and listed on Forms 2 and A (IFB pp.1, 11)
- [ ] A full copy of everything kept for your records

DELIVER

Seal it. Address it to: **Director of Administration, Annex, 100 Main St., Fairhollow, MA 01999** (IFB pp.3, 11)

Mark it: **IFB FH-27-014, On-Call Snow Hauling Services** (IFB p.11)

Received and time-stamped by **1:00 p.m., October 6, 2026**. Allow for mail and courier delays. (IFB pp.3, 9, 11)

Ask the Town if unsure

How many copies? The documents do not say. Ask the Town if you are unsure.

What stays your responsibility

You check what you submit: every form, figure and signature is yours.

BidValid uses AI and checks every fact against the Town's documents, but cannot promise this guide is free of mistakes. Where they differ, the Town's documents win.

Check the Town's bid page for changes (addenda) until the deadline: www.fairhollowma.gov/bids.aspx

This guide is not legal advice.

SAMPLE