

Southeastern Regional Services Group

Bids Due 10:00 AM  
Tuesday, April 29, 2025

# Invitation for Bids for Paper

for the period  
July 1, 2025 - June 30, 2026

Michael Kelly, Procurement Officer

[SERSG@townofsharon.org](mailto:SERSG@townofsharon.org)

[www.sersg.org](http://www.sersg.org)

90 S. Main Street Sharon, MA 02067 781-784-1543

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## LEGAL NOTICE

The Southeastern Regional Services Group (SERSG) invites bids for printer, computer, and copier paper for the Cities of Brockton and Taunton and the Towns of Abington, Bellingham, Bridgewater, Canton, Dighton, East Bridgewater, Easton, Foxborough, Hanson, Lakeville, Mansfield, Medfield, Middleborough, Milton, Norfolk, North Attleborough, Norton, Raynham, Sharon, Somerset, Stoughton, Swansea, West Bridgewater and Wrentham as well as for the Southeastern Regional Services Group for a one-year period commencing July 1, 2025.

The bid package will be available 12:00PM Monday March 24, 2025 and may be requested from Procurement Officer Michael Kelly at [SERSG@townofsharon.org](mailto:SERSG@townofsharon.org). The bid package will be emailed.

Sealed bids will be received until **10:00 AM Tuesday, April 29, 2025** at Sharon Town Hall 90 South Main Street Sharon, MA 02067. The SERSG Board of Directors will evaluate the bids and reserves the right to waive any informality or reject any or all bids.

Individual contracts between the vendor and each participating municipality will be awarded to that responsible and responsive bidder who offers the lowest overall price package for paper supplies. The Awarding Authority will be the Select Board/Board of Selectmen, Town Administrator/Manager, Mayor, or Chief Procurement Officer of each city or town.

## INSTRUCTIONS TO BIDDERS

The Southeastern Regional Services Group (SERSG) invites bids for printer, computer, and copier paper for the Cities of Brockton and Taunton and the Towns of Abington, Bellingham, Bridgewater, Canton, Dighton, East Bridgewater, Easton, Foxborough, Hanson, Lakeville, Mansfield, Medfield, Middleborough, Milton, Norfolk, North Attleborough, Norton, Raynham, Sharon, Somerset, Stoughton, Swansea, West Bridgewater and Wrentham as well as for the Southeastern Regional Services Group for a one-year period commencing July 1, 2025. A list of Paper items being procured is at <https://sersg.org/bids/>.

All bidding shall be in strict accordance with the requirements of M.G.L. Chapter 30B. Work to be performed under the contract to be awarded shall comply with Executive Order 227 that sets forth the Commonwealth's non-discrimination and equal opportunity policy and the Commonwealth's civil rights laws and regulations.

### Quantities and Deliveries

The quantities of computer and copier paper needed by the municipalities are estimated as shown in this IFB. Such quantities are given solely for the purpose of bid comparison. The Cities and Towns reserve the right to increase or decrease actual quantities ordered in accordance with the City or Town's needs during the contract period. The Contractor will be responsible for providing the paper as it is ordered by the City or Town during the contract period. Bid prices must include desktop delivery to the destinations listed. There is a minimum delivery of one (1) carton. The bid prices quoted must be the same for all municipalities listed. Taxes should not be included in bid prices because municipalities are tax-exempt. SERSG Service Corp. is not exempt from Sales Tax and should be billed accordingly. Deliveries of items must be made within two working days of the receipt of the order.

### Inquiries

Inquiries concerning this procurement prior to bid opening shall be made in writing to the Procurement Officer Michael Kelly by email to [SERSG@townofsharon.org](mailto:SERSG@townofsharon.org). The deadline for questions is Friday, April 18, 2025 at 12:00 noon. After the deadline, bidders will have to use the existing information to develop their best bid.

### Addenda

Addenda will be issued by e-mail to all known bid recipients so please assure you check your email throughout the availability of the bid. No addenda will be issued after three (3) work days prior to the date of bid opening, except an addendum, which withdraws or otherwise postpones the date of the bid opening. Amendments to this procurement, should there be any, must be acknowledged on the Bid Quotation Sheet or the bid will be held to be non-responsive.

### Bids to be held Open Sixty (60) Days

The Southeastern Regional Services Group may hold bids for a period of sixty (60) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidders prior to awarding the contract. Bidders

may not withdraw their bids during this period.

#### Requirements of the Bid

A complete bid will consist of all the following completed and **originally signed** documents and certifications:

- Appendix A (signed Bid Quotation Form)
- Appendix B (References)
- Appendix C or D as appropriate
- Appendix E (Non-Collusion certificate)
- Acknowledgement of any and all Addenda issued

#### Bid Opening

Sealed bids with the bidder's name and "**FY26 Paper bid**" will be received until **10:00 AM by the Sharon Town Clerk office clock on Tuesday, April 29, 2025** at the Sharon Town Hall 90 South Main Street Sharon, MA 02067. Faxed or emailed bids will not be accepted. Late bids, or those with photocopied signatures, will not be considered. Bids will be opened and read aloud in the 2<sup>nd</sup> floor conference room at Sharon Town Hall. All interested parties may attend. A Bid Tally will be available within 5 business days after opening.

Late bids will not be considered. Bids delivered to the wrong address or office will be considered late. The clock in the Sharon Town Clerks Office will be definitive.

Bidders may amend, modify or withdraw their bids if such amendment, modification or withdrawal is sent in a sealed envelope that contains the bidder's name and is marked "**Amendment, Modification or Withdrawal of SERSG Paper Supply Bid for FY25**", and is received at the Sharon Town Hall Office by 10:00AM on April 29, 2025. No late amendments, modifications or withdrawals will be considered.

#### Awarding Authority

The Awarding Authority will be the Mayor, Select Board/Board of Selectmen, Town Manager, Town Administrator or Chief Procurement Officer of each city or town participating in this procurement. The SERSG Board of Directors representing the municipalities participating in this procurement will receive and evaluate bids to determine responsiveness of the bids, the responsibility of the bidder and the lowest price. The SERSG Directors will then recommend to the Awarding Authorities that a contract be awarded to the lowest responsible and responsive bidder. This procurement is governed by the provisions of Chapter 30B. The SERSG Directors reserve the right to waive any informality in a bid or reject any or all bids.

#### Determination of the Lowest Bid Price

The bidder offering the lowest grand total of prices for all the paper supplies listed on Appendix A (virgin and recycled paper) will be recommended for contract award. The estimated quantity will be multiplied by the bid price for each sub item to compute a total bid price for that sub-item. Then all of the sub-items will be totaled to compute the Grand Total for that bidder. Each bidder's Grand Total will then be compared to the other Grand Totals. The bidder submitting the lowest Grand Total will be considered the bidder submitting the lowest bid. Bidders must enter a unit bid price for each item both

in numerals and in writing. In case of ambiguity between the written and numerical price, the written form will prevail. Bids that contain specifications or the number of sheets of paper per carton that differ from those listed in this IFB will be rejected as non-responsive.

#### BRAND NAME or EQUAL

Unless otherwise specified in this IFB, any reference to a particular trademark, trade name, patent, design, type, specification, producer or supplier is not intended to restrict this IFB to any manufacturer or proprietor or to constitute an endorsement of any commodity or service, and the department may consider clearly identified offers of substantially equivalent commodities and services submitted in response to such reference.

#### Vendor Qualification

Each bidder shall demonstrate to the satisfaction of the SERSG Directors that it has the experience to perform any contract awarded and to produce invoices and quarterly reports of the paper supplies delivered that correctly reflect the contract prices charged, the quantity delivered and the date of delivery. The bidder must also be able to demonstrate that it can fill orders from municipal departments within the time periods required by the contract. This can be shown by the successful past completion of at least six contracts with municipalities that involve multiple deliveries of paper to multiple destinations.

#### Samples

Bidders may be required by the procurement officer to submit samples of their paper to establish conformance with the specifications prior to contract awards.

#### Paper Specifications

Recycled paper must contain a minimum of 30% post-consumer recovered material (i.e. products generated by a business or consumer which have served their intended end uses and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition). All paper (virgin or recycled) must meet ANSI/NISO Z39,48-1992 specs for archival quality paper, have a minimum brightness of 84, a minimum opacity of 86, meet industry standards for smoothness, and be acid-free.

#### Execution of the Contract

Within ten days of receipt of notification of contract award, the successful bidder must sign and return individual contracts for each municipality participating in this procurement in the form contained in Appendix G of the Bid Package along with individual Certificates of Insurance with the coverages required by the contract and with the name of each municipality as an additional insured.

#### Liquidated Damages

Failure or refusal of the successful bidder to provide the Certificates of Insurance or to execute and deliver the contracts within ten days after notice of contract award will result in the contract being awarded to the next lowest bidder or the IFB re-advertised as the SERSG Directors may elect.



MULTIPURPOSE PAPER QUANTITY ESTIMATES FY26	Norfolk	No. Attleborough	Norton	Plainville	Raynham	Sharon	SERSG	Stoughton	Somerset	Swansea	Taunton	W. Bridgewater	Wrentham
<b>92 BRIGHTNESS</b>													
20 lb. White, 8 1/2" x 11" LETTER	305		1141	370	65	1000		500	200	200	330	200	
20 lb. White, 8 1/2" x 11" LETTER WITH 3-HOLE PUNCHES	2	2	25	3		1			1	1			
20 lb. White, 8 1/2" x 11" LETTER RECYCLED	50	204				50	2		25	35	20		72
20 lb. White, 8 1/2" x 14" LEGAL	4		8	2	2	8		8	8		30	4	
20 lb. White, 8 1/2" x 14" LEGAL RECYCLED	4	3				2	1		1		10		2
20 lb. White, 11" x 17" LEDGER (Carton- 2500 Sheets)	2		5	2		5		4	2	2	30		
20 lb. White, 11" x 17" LEDGER RECYCLED (Carton- 2500 Sheets)	2					0	1		3		10		2
60 lb., 8 1/2" x 11" LIGHT CARDSTOCK						2			10		30		
<b>96 BRIGHTNESS</b>													
20 lb. White, 8 1/2" x 11"			2			5			3		5		
24 lb. White, 8 1/2" x 14"						7			5		5	2	
24 lb. White, 11" x 17"						0			2		5	2	
<b>98 BRIGHTNESS</b>													
20 lb. White, 8 1/2" x 11"			6		1	25			5		10		
<b>20 Lb. - Bond Paper</b>													
25% Cotton or Similar, 8 1/2" x 11"	2		2			0			5		10		
<b>COLORED PAPER</b>													
20 lb.-One Color- 8 1/2" x 11"	7	5	40			50			5		10	8	
20 lb.- Assorted colors- 8 1/2" x 11"				20		5	1		5		10		

DELIVERY POINTS IN TOWN/CITY

Each participating municipality has multiple departments that will place orders, each of which must receive desktop delivery under the resulting contract that will be awarded. The following **list is complete and verified at the time this invitation for bids is available**, and will be subject to change over time. The successful bidder will be expected to accommodate reasonable changes to departmental delivery points (moves, consolidations, name changes etc.) when those changes are formally communicated by the municipalities to the designated contract manager.

**Town of Abington**

<b><u>Town Hall</u></b>	<b><u>500 Gliniewicz Way</u></b>
Assessor	
Board of Health	
Board of Selectmen / Town Manager	
Building Inspector	
Conservation Commission	
Council on Aging (mailbox)	
Planning Board / Town Planner	
Plumbing / Gas Inspector	
Town Clerk	
Town Accountant	
Treasurer / Collector	
Veterans Agent	
Wiring Inspector	
Zoning Board of Appeals	
<b><u>Abington High &amp; Middle Schools</u></b>	<b><u>200 Gliniewicz Way</u></b>
Council on Aging (physical address)	441 Summer Street
Early Childhood Center	7 Ralph Hamlin Lane
Fire Dept.	1040 Bedford Street
Frolio Junior High School	1071 Washington Street
Highway and Park & Rec Dept.	225 Central Street
Joint Abington/Rockland Water Dept.	96 E. Water St., Rockland
Library	600 Gliniewicz Way
Police Dept.	215 Central St.
Sewer Dept.	350 Summer St.
Woodsdale School	Chestnut Street

**Town of Bellingham**

Municipal Center – all depts	10 Mechanic Street
Public Works – all depts	26 Blackstone Street
Fire	28 Blackstone Street
Police	30 Blackstone Street
COA/Senior Center	40 Blackstone Street

**Town of Bridgewater**

<u>Memorial Bldg.</u>	<u>25 South Street</u>
<u>Academy Building</u>	<u>66 Central Square</u>
Accounting	
Assessors	
Board of Health	
Building Inspector	
Community Development	
Conservation Comm.	
Emergency Operations Center	
Information Systems	
Sewer	
Tax Collector	
Town Clerk	
Town Manager	
Treasurer	
Water	
Fire Dept.	22 School Street
Senior Center & Veterans services	10 Wally Krueger Way
Highway Dept.	151 High Street
Public Library	15 South Street
Police Department	220 Pleasant Street
Fire Department (Location #2) Substation	774 Plymouth Street
Recreation Department	90 Cottage Street
Old Scotland Links Golf Course	690 Pine Street

<b>City of Brockton</b>	
<u>City Hall – All departments</u>	<u>45 School Street</u>
Tax Collector	
Assessors	
Mayor's Office	
Solicitors Office	
City Clerk	
Registrar of Voters/Elections Comm.	
Finance Office	
Auditors Office	
Personnel Department	
Treasurer's Office	
Building Department	
Department of Public Works	
Planning Office	
Conservation Commission	
Engineering Department	
Planning Board	
Procurement Department	
Weights and Measures	
Traffic Commission	
License Commission	
Board of Health	60 Crescent Street
Council on Aging	10 Father Kenney Way
Brockton 21st Century (B21), Building a Better Brockton (BBB)	60 School Street
Brockton Redevelopment Authority	60 School Street
Fire Department	560 West Street
Highway Department	301 Oak Hill Way
Brockton Public Library	304 Main Street
Library West Branch	540 Forest Avenue
East Branch	54 Kingman Street
Water Commission	39 Montauk Road
Water/Sewer Department	39 Montauk Road
Parks Department	44 Meadow Lane

<b>(Brockton, continued)</b> Police Department	7 Commercial Street
ITC	470 Forest Avenue
Melrose Cemetery	88 North Pearl Street
Parking Authority	60 School Street
Public Property	69 Plain Street
Animal Control	446 Court Street
Retirement Board	1322 Belmont St., Suite #101
Fire Alarm	42 Pleasant Street
School Administration	43 Crescent Street
School Department Warehouse	91 Foster Street
Adult Learning Center	211 Crescent Street
Ashfield School	225 Coe Road
Barrett Russell School	45 Oakdale Street
Brockton Champion School	175 Warren Avenue
Brockton High School	470 Forest Ave.
North Junior High School	108 Oak Street
South Junior High School	1-5 Keith Avenue Ext.
East Junior High School	464 Centre Street
West Junior High School	271 West Street
Angelo School	472 Main Street
Arnone School	135 Belmont Street
Baker School	45 Quincy Street
Brookfield School	135 Jon Drive
Davis School	380 Plain Street
Downey School	55 Electric Avenue
Edison Academy	470 Forest Avenue
George School	180 Colonel Bell Dr.
Gilmore School/Gilmore Academy	150 Clinton Street
Goddard School	20 Union Street
Hancock School	125 Pearl Street
Huntington School	1121 Warren Avenue
Kennedy School	900 Ash Street
Plouffe School	250 Crescent Street
Raymond School	125 Oak Street
Parent Information Center	60 Crescent Street
Veterans Affairs	156 W. Elm Street
BEMA (Emergency Mgt.)	156 W. Elm Street

<b>Town of Canton</b>	
<b><u>Town Hall</u></b>	<b><u>801 Washington St.</u></b>
Assessing	
Building Department	
DPW Administrative Offices	
DPW Engineering Offices	
DPW Water & Sewer	
DPW Cemetery	
Emergency Management	
Finance Department – Accounting	
Finance Department – Collections/Treasurer	
Finance Department – Director of Finance	
Finance Department – Management Info. Systems	
Human Resources	
Planning Board	
Planning Department	
Select Board	
Town Clerk	
Zoning Department	
<b><u>DPW Public Safety Facility/Town Garage</u></b>	<b><u>160 Bolivar Street</u></b>
Animal Control	
DPW – Highway Department	
<b><u>Elliot Building</u></b>	<b><u>1492 Washington St.</u></b>
Police Department - Administration	
Fire Department - Administration	99 Revere Street
Council on Aging	500 Pleasant Street
Library	786 Washington Street
<b><u>Pequitside Farm</u></b>	<b><u>79 Pleasant Street</u></b>
Buildings and Property Maintenance Dept.	
Board of Health	
Conservation Commission	
William J. Armando Recreation Center/Williams Estate	<b><u>92 Pleasant Street</u></b>
Recreation Department	
Veterans Dept	<b><u>660 Washington St.</u></b>
DPW Water Dept. Office	<b><u>50 Pine Street</u></b>

<b><u>Town of Dighton</u></b>	
<b>Town Hall</b>	<b><u>979 Somerset Ave</u></b>
Town Clerk	
Treasurer/Collector	
Assessors	
Selectmen	
Town Accountant	
Town Administrator	
Conservation Commission	<b>979 Somerset Ave, Lower Level</b>
Planning Board	
Sewer Department	
Zoning Board of Appeals	
<b>PrimeTime, Senior Center</b>	1059 Somerset Avenue
<b>Old Town Hall</b>	1111 Somerset Avenue
Board of Health	
Building Department	
Veterans Services Officer	
<b>Police Station</b>	1458 Somerset Avenue
<b>Fire Station</b>	300 Main Street
<b>Dighton Public Library</b>	395 Main Street
<b>Highway Department</b>	2011 County Street
<b>Transfer Station</b>	865 Tremont Street
<b>Council on Aging</b>	300 Lincoln Avenue
<b>Dighton Water District</b>	192 Williams Street

**Town of East Bridgewater**

<b><u>Town Office Building</u></b>	<b><u>175 Central St.</u></b>
Board of Assessor	
Board of Health	
Board of Selectmen	
Conservation Commission	
Planning/Building Dept	
Town Accountant	
Town Clerk Office	
Treasurer/Collector	
Veterans' Services	
Police Department	153 Central Street
Council on Aging/Elder Affairs	355 Plymouth Street
Fire Department	268 Bedford Street
Water Department	49 Dean Place
Highway Department	49 Dean Place
Public Library	32 Union Street

<b>Town of Easton</b>	
<b>Town Hall Departments</b>	<b>All at 136 Elm Street</b>
Town Clerk	
Select Board/Town Administrator	
Collector/Treasurer	
Assessor	
Planning and Zoning	
Conservation	
Town Accountant	
Board of Health	
Building Dept.	
Land Use & Permitting	
Zoning Board of Appeals	
Data Processing	
Dept of Public Works	130 Center Street
Water Dept.	417 Bay Road
Oliver Ames High School	100 Lothrop Street
Easton Middle High School	98 Columbus Avenue
Parkview Elementary	50 Spooner Street
Moreau Hall School	360 Washington Street
Center School	Depot Street
Richardson Olmsted School	101 Lothrop Street
Police Station	46 Lothrop Street
Fire Station	413 Bay Road
Ames Free Library	53 Main Street
Council on Aging	15 Barrows Street
Recreation	15 Barrows Street

### Town of Foxborough

Administration	40 South Street
Collector/Treasurer	40 South Street
Finance	40 South Street
Assessors	40 South Street
GIS	70 Elm Street
Town Clerk	40 South Street
Election/Registration	40 South Street
Conservation Commission	40 South Street
Planning Board	40 South Street
Police Dept.	8 Chestnut Street
Fire Dept.	8 Chestnut Street
Inspection	40 South Street
Highway Department	70 Elm Street
Water/Sewer Dept.	70 Elm Street
Health Dept.	40 South Street
Council on Aging	75 Central Street
Veterans Agent	40 South Street
Boyden Library	10 Bird Street
Recreation Dept.	80 South Street
Historical Commission	40 South Street
Burrell Elementary School	16 Morse Street
Igo Elementary School	70 Carpenter Street
Taylor Elementary School	196 South Street
Ahern Middle School	111 Mechanic Street
Foxborough High School	120 South Street

**Town of Hanson**

Town Hall – all depts	542 Liberty Street
Highway	797 Indian Head Street
Fire	505 Liberty Street
Police	775 Main Street
Recreation Dept	542 Liberty Street
Water Dept	1073 W. Washington St

**Town of Lakeville**

<b>Town Hall – all depts</b>	346 Bedford Street
Animal Control	8 Montgomery Street
Council On Aging	1 Dear Crossing
Dept of Public Works	6 Montgomery Street
Lakeville Public Library	4 Precinct Street
Police	323 Bedford Street
Transfer Station	100 Kenneth Welch Dr
Veteran's Services	1 Dear Crossing

**Town of Mansfield**

<b><u>Town Hall</u></b>	<b><u>6 Park Row</u></b>
Accounting	
Assessors	
Board of Selectmen	
Building Inspector	
Conservation	
Department of Public Works (DPW)	
Engineering	
Health	
MIS	
Municipal Building Committee	
Parks and Recreation	
Planning	
Social Services	
Town Clerk	
Town Manager	
Treasurer	
Veterans Services	
Emergency Management	35 County Street
Library	255 Hope Street
Council on Aging	255 Hope Street
Mansfield Municipal Electric Light Plant	125 High Street
Wastewater Treatment Plant	Hill & Crane Streets, Norton
Fire Dept.	10 Plymouth Street
Fire Dept.(new)	500 East Street
Police Department	50 West Street
Police Department (new)	500 East Street
Water Treatment Facility	500B East Street
Highway Department	500C East Street

**Town of Medfield**

<b><u>Town Hall</u></b>	<b><u>459 Main St.</u></b>
Assessor's Office	
Building Department	
Conservation	
Health Department	
Information Technology	
Planning Department	
School Department	
Selectmen's Office	
Town Accountant's Office	
Town Administrator's Office	
Town Clerk's Office	
Treasurer/Collector	
Veterans Services	
Water Dept	
Zoning Board of Appeals	
<b>Department of Public Works</b>	<b>55 North Meadows Road</b>
Cemetery	
Highway Department	
Water Department	
Parks & Recreation Dept	<b>124 North Street</b>
Police Department	<b>112 North Street</b>
Fire Department	<b>112 North Street</b>
Public Library	<b>468 Main Street</b>
Council on Aging	<b>1 Ice House Road</b>

<b>Town of Middleborough</b>	
<b><u>Town Hall</u></b>	<b><u>10 Nickerson Avenue</u></b>
Selectmen's Office	
Town Manager's Office	
Assessor's Office	
Information Technology	
<b><u>Bank Building</u></b>	<b><u>20 Centre Street</u></b>
Town Clerk's Office	
Town Accountant's Office	
Building Department	
Health Department	
Conservation	
Planning Department	
Zoning Board of Appeals	
Treasurer/Collector	
Veterans Services	
Office of Economic and Comm.Devel.	
<b>Department of Public Works</b>	<b>65 Sachem Street</b>
Highway Department	
Water Department	
Wastewater Department	<b>Joe Ciaglo Way</b>
Park Department	26 Jackson Street
Police Department	350 Wood Street
Fire Department	125 North Main Street
Public Library	102 North Main Street
Council on Aging	558 Plymouth Street
Gas & Electric	32 South Main Street

<b>Town of Milton</b>	
<b><u>Town Hall</u></b>	<b><u>525 Canton Ave</u></b>
Assessor	
Board of Selectmen	
Building Dept	
Council on Aging	
Health Dept	
Information Technology	
Planning Dept	
Retirement	
Town Accountant	
Town Clerk	
Treasurer/Collector	
Veterans Services	
<b>DPW Consolidated Facilities</b>	<b>629-A Randolph Ave</b>
<b>Dept of Public Works</b>	<b>629 Randoph Ave</b>

<b><u>Town of Norfolk</u></b>	
<b><u>Town Hall</u></b>	<b><u>One Liberty Lane</u></b>
Select Board/Town Admin.	
Information Technology Coordinator	
Finance Director	
Treasurer/Collector	
Board of Assessors	
Board of Health	
Conservation Commission	
Zoning Board of Appeals	
Planning Board	
Building Department	
Recreation Commission	
Town Clerk	
Advisory Board	
Community Preservation Committee	
Fire Department	117 Main Street
Police Department	14 Sharon Avenue
Library	2 Liberty Lane
Animal Control	117 Main Street
Department of Public Works	33 Medway Branch
Council on Aging, Senior Center	28 Medway Branch
H. Olive Day School	232 Main Street
Freeman/Kennedy School	70 Boardman Street

<b>Town of North Attleborough</b>	
<b><u>Town Hall</u></b>	<b>43 South Washington Street</b>
Town Manager	
Town Council	
Building Department	
Board of Health	
Town Accountant	
Treasurer/Collector	
Assessor's	
Town Clerk	
Elections	
Planning Board/Town Planner	
Veteran's Agent	
IT Department	
Conservation Commission	
Zoning Board of Appeals	
Finance Committee	
Solid Waste Department	
Historical Commission	
Department of Public Works	49 Whiting Street
Fire Department	50 Elm Street
Police Department	102 South Washington Street
Parks & Recreation Department	446 Elm Street
Human Resources Department	6 Morse Street
School Superintendent's Office	6 Morse Street
Richards Memorial Library	118 North Washington Street
Council on Aging	204 Elm Street
Retirement Department	500 East Washington Street

### Town of Norton

<b><u>Town Office Building</u></b>	<b><u>70 East Main St.</u></b>
Accounting	
Assessors	
Board of Health	
Conservation	
Emergency Management	
Finance Committee	
Fire Department	
Inspection	
Planning	
Recreation	
Treasurer/Tax	
Town Clerk	
Town Manager's Office	
Selectmen's Office	
Veteran's Agent	
Zoning	
Norton High School	66 West Main St.
Solomonese Elementary School	315 West Main Street
Nourse Elementary School	38 Plain Street
Norton Middle School	215 West Main Street
Yelle Elementary School	64 West Main Street
<u>Norton Animal Shelter</u>	<u>84 Hill Street</u>
Police Station	82 East Main Street
Police Department	
Communications	
Senior Center	55 West Main Street
Highway	70 Rear East Main Street
Water/Sewer	166 John Scott Boulevard
<b>Norton Water Treatment Plant</b>	200 Plain Street, Norton
Chartley Fire Station	25 So. Worcester Street

**Town of Raynham**

<u>Town Hall</u>	<u>558 South Main Street</u>
Selectmen	
Conservation Comm.	
Board of Health	
Accounting	
Assessors	
Veterans Services	
Town Clerk	
Treasurer/Collector	
Planning Board	
Town Planner	
Zoning Board of Appeals	
IT Department	
Building Inspector	
Sealer of Weights & Measures	
Animal Control	
Highway Dept.	1555 King Philip Street
Sewer Dept	416 Titicut Road
Police Dept.	43 Orchard Street
Fire Dept.	37 Orchard Street
Park & Recreation Dept.	2254 King Philip Street
Council on Aging	2215 King Philip Street
<u>Gilmore Hall</u>	<u>964 Broadway</u>
Cemetery Department	<u>558 South Main Street</u>
Historical Committee	<u>558 South Main Street</u>
Tree Warden	<u>558 South Main Street</u>

<b>Town of Sharon</b>	
<b>Town Office Building</b>	<b>90 South Main Street</b>
Select Board/Town Administrator	
Town Clerk	
Treasurer/Collector	
Assessors	
Board of Health	
Accounting	
Information Technology	
Veterans	
Department of Public Works	217R South Main Street
Cottage Street School	30 Cottage Street
East Elementary School	45 Wilshire Drive
Heights Elementary School	454 South Main Street
Sharon Middle School	75 Mountain Street
Sharon High School	181 Pond Street
Police	213 South Main Street
Fire	211 South Main Street
Library	11 North Main Street
<b>Community Center</b>	<b>219 Massapoag Avenue</b>
Recreation	
Council on Aging/Adult Center	
Conservation	
Animal Control	
Standing Building Committee	

**Town of Stoughton**

<b><u>Town Office Building</u></b>	<b><u>10 Pearl Street.</u></b>
Town Manager	
Town Accountant	
Building/Zoning	
Engineering	
Public Health	
Veteran's	
Recreation	
Town Clerk	
Treasurer/Collector	
Assessors	
Youth Commission	110 Rockland Street
Council on Aging	110 Rockland Street
Library	84 Park Street
Senior High School	232 Pearl Street
O'Donnell Middle School	211 Cushing Street
Jones Elementary School	137 Walnut Street
Hansen Elementary School	1800 Central Street
Dawe Elementary School	131 Pine Street
South Elementary School	171 Ash Street
West Elementary School	1322 Central Street
Gibbons Elementary School	235 Morton Street
Superintendent of Schools	232 Pearl Street
Fire Department	1550 Central Street
DPW	950 Central Street
Cedar Hill Golf Course	137 Park Street
Police Department	26 Rose Street

**Town of Swansea**

<b>Town Hall</b> <i>All departments</i>	81 Main Street
<b>Town Hall Annex</b> <i>All departments</i>	68 Stevens Road
Highway	101 Gardners Neck Road
Fire	50 New Gardners Neck Road
Library	69 Main Street
Police & Harbormaster	1700 G.A.R. Highway
Recreation Department & Council on Aging	260 Ocean Grove Avenue
Veteran Agent	68 Stevens Road

<b>City of Taunton</b>	
<b>City Hall</b>	<b>15 Summer Street</b>
Assessor	2 <sup>nd</sup> floor
Auditor	3 <sup>rd</sup> floor
Automation	1 <sup>st</sup> floor
Clerk of Committees	2 <sup>nd</sup> floor
City Clerk	1 <sup>st</sup> floor
Human Resources/Labor Relations	3 <sup>rd</sup> floor
Law Department	4th floor
License Commissioner	4th floor
Mayor's Office	4th floor
MOCD	3 <sup>rd</sup> floor
Procurement	TBA
Registrar of Voters	2 <sup>nd</sup> floor
Risk Management	4th floor
Treasurer/Collector's Office	1 <sup>st</sup> floor
Veterans	2 <sup>nd</sup> floor
<b>City Hall Annex</b>	<b>141 Oak Street</b>
Building Department	
Board of Health	
Planning & Conservation	
<b>Public Works</b>	<b>90 Ingell Street</b>
Department of Public Works	
Emergency Management	
Engineer	
Streets & Drains	
Water Department	
Airport	Westcoat Drive, SRE Bldg, E. Taunton 02718
Animal Control	821 West Water Street
Fire Department	50 School Street
Human Services	30 Olney Street
Industrial Development Commission	12 Taunton Green, Suite 201
Library	12 Pleasant Street
Parks, Cemeteries & Public Grounds	170 Harris Street
Police Department	23 Summer Street
Retirement Board	40 Dean Street, Unit # 3
School Department	510 Norton Avenue, Taunton
Water Treatment Plant	91 Precinct Street, Lakeville 02346

<b>Town of West Bridgewater</b>	
<b>Town Hall - all departments</b>	<b>65 North Main Street</b>
<u>First Floor</u> - Town Clerk	
Treasurer – Collector	
Board of Assessors	
Board of Health	
Veterans’ Agent	
Town Hall	
Sealer of Weights and Measures	
Planning Board	
Zoning Board of appeals	
Open Space Committee	
Cable TV Committee	
ADA Compliance Committee	
<u>Second Floor</u> - Board of Selectmen	
Administrator	
Moderator	
Town Accountant	
Finance Committee	
Inspector of Buildings	
Gas & Plumbing Inspector	
Electrical Inspector	
Conservation Commission	
Historical Commission	
Open Space Commission	
Municipal Building Needs Committee	
Wastewater Treatment Facilities	
Rent Control Board	
<b>Public Works</b>	<b>63 North Main Street</b>
Highway Department	
Forestry / Tree Warden Department	
Vehicle Maintenance Department	
<b>Public Safety</b>	<b>99 West Center Street</b>
Police Department	
Animal Control Department	
Fire Department	
Council on Aging	97 West Center Street
Library	80 Howard Street
Water Department	29 Cyr Street

**Town of Wrentham**

<b><u>Town Hall Departments</u></b>	<b><u>79 South Street</u></b>
Board of Assessors	
Board of Health	
Board of Selectmen	
Conservation Commission	
Finance Director	
Information Technology	
Public Health Nurses	
Town Accountant	
Town Administrator	
Town Clerk	
Town Planner	
Zoning Board of Appeals	
Recreation	54 Emerald Street
Fiske Public Library	110 Randall Road
Building Department	350 Taunton Street
Department of Public Works	360 Taunton Street
Senior Center	400 Taunton Street
Police Department	89/99 South Street
Fire Department	89/99 South Street

# Appendix A: Bid Quotation Sheet

PAPER Supplies FY26  
 BID OPENING 4/29/25 10:00AM

ref#	<u>TYPE OF PAPER</u>	<u>Bid Price</u>	<u>Unit</u>	<u>Est. #cartons</u>	<u>Total Amount of Bid</u>
	<b>92 BRIGHTNESS</b>				
1	20 lb. White, 8 1/2" x 11" LETTER Bidder's Stock Number _____	_____	per carton	13,536	\$ _____
2	20 lb. White, 8 1/2" x 11" LETTER WITH 3-HOLE PUNCHES Bidder's Stock Number _____	_____	per carton	106	\$ _____
3	20 lb. White, 8 1/2" x 11" LETTER RECYCLED Bidder's Stock Number _____	_____	per carton	2,129	\$ _____
4	20 lb. White, 8 1/2" x 14" LEGAL Bidder's Stock Number _____	_____	per carton	218	\$ _____
5	20 lb. White, 8 1/2" x 14" LEGAL RECYCLED Bidder's Stock Number _____	_____	per carton	48	\$ _____
6	20 lb. White, 11" x 17" LEDGER (Carton- 2500 Sheets) Bidder's Stock Number _____	_____	per carton	178	\$ _____
7	20 lb. White, 11" x 17" LEDGER RECYCLED (Carton- 2500 Sheets) Bidder's Stock Number _____	_____	per carton	54	\$ _____
8	60 lb., 8 1/2" x 11" LIGHT CARDSTOCK Bidder's Stock Number _____	_____	per carton	54	\$ _____

# Appendix A: Bid Quotation Sheet

PAPER Supplies FY26  
 BID OPENING 4/29/25 10:00AM

ref#	<u>TYPE OF PAPER</u>	<u>Bid Price</u>	<u>Unit</u>	<u>Est. #cartons</u>	<u>Total Amount of Bid</u>
<b>96 BRIGHTNESS</b>					
9	20 lb. White, 8 1/2" x 11" Bidder's Stock Number _____	_____	per carton	93	\$ _____
10	24 lb. White, 8 1/2" x 14" Bidder's Stock Number _____	_____	per carton	19	\$ _____
11	24 lb, White, 11" x 17" Bidder's Stock Number _____	_____	per carton	9	\$ _____
<b>98 BRIGHTNESS</b>					
12	20 lb. White, 8 1/2" x 11" Bidder's Stock Number _____	_____	per carton	155	\$ _____
<b>20 Lb. - Bond Paper</b>					
13	25% Cotton or Similar, 8 1/2" x 11" Bidder's Stock Number _____	_____	per carton	20	\$ _____
<b>COLORED PAPER</b>					
14	20 lb.-One Color- 8 1/2" x 11" Bidder's Stock Number _____	_____	per carton	777	\$ _____
15	20 lb.- Assorted colors- 8 1/2" x 11" Bidder's Stock Number _____	_____	per carton	50	\$ _____

**GRAND TOTAL \$ \_\_\_\_\_**

Acknowledgement of Amendment(s) Received by number (if any): \_\_\_\_\_

\_\_\_\_\_  
 Signature of Authorized Agent

\_\_\_\_\_  
 Name of Company

## APPENDIX B: MUNICIPAL REFERENCES

Provide at least six municipal references for verification of bidder's past performance. References must include name and address of municipality, name, telephone number and email address of key contact person.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

APPENDIX C: AFFIDAVIT FOR NON-CORPORATE BIDDER

I, \_\_\_\_\_, \_\_\_\_\_  
Name Title

of \_\_\_\_\_  
Name of Company

certify under the penalties of perjury that:

1. I duly represent the bidder and have full authority to execute any and all documents for and in behalf of the bidder relative to its operation, and
2. 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 (or the State of \_\_\_\_\_) relating to taxes, reporting of employees and contractors, and withholding and remitting child support and am fully eligible to enter into municipal contracts.
3. If an out-of state company, a resident agent in the Commonwealth of Massachusetts must be appointed for service of process. The name and address of the company's resident agent is: \_\_\_\_\_

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Agent of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of Bidder

\_\_\_\_\_  
Telephone Number of Bidder

APPENDIX D: AFFIDAVIT OF CLERK OF CORPORATE BIDDER

I, \_\_\_\_\_, certify as follows:

1. I am the Clerk of \_\_\_\_\_  
Print exact name of Corporation  
which is duly organized and incorporated under the laws of Massachusetts  
(or the State of \_\_\_\_\_ and is duly registered under  
M.G.L. Chapter 156D section 15.03 to do business in the Commonwealth of Massachusetts).

2. That the names, residential addresses and titles of the officers of the above-named corporation are as follows:

_____ President	_____ Vice President
_____ Address	_____ Address
_____ Treasurer	_____ Resident Agent (if a foreign Corp.)
_____ Address	_____ Address

3. That the above-named corporation was incorporated on \_\_\_\_\_.

4. The federal tax I.D. number of said corporation is \_\_\_\_\_.

5. Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, the above-named corporation is in compliance with all laws of the Commonwealth (or the State of \_\_\_\_\_) relating to taxes, reporting of employees and contractors, and withholding and remitting child support and is in good standing with the Secretary of State of the Commonwealth of Massachusetts and is fully eligible to enter into municipal contracts.

6. \_\_\_\_\_ is authorized to sign contracts/agreements on

behalf of \_\_\_\_\_ pursuant to a vote of the

Print Exact Name of Corporation

Board of Directors/Officers on \_\_\_\_\_.

Date

Signed under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Clerk

## APPENDIX E: CERTIFICATION OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid 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.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Agent

\_\_\_\_\_  
Date

## ATTACHMENT 1: FORM OF CONTRACT

*(Provided as SAMPLE of what the winning bidder's contract will include. NOT for submission with bid)*

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ by and between \_\_\_\_\_ (hereinafter called the Contractor) and the City or Town of \_\_\_\_\_ represented by the Mayor, Board of Selectmen or other Awarding Authority (hereinafter called the City or Town).

The Contractor has bid successfully to provide computer and copier paper as may be ordered on an as-needed basis for a twelve-month period of July 1, 2023 - June 30, 2024 (the Contract Period). Incorporated by reference and specifically made a part of this Contract is the advertisement for bids, terms in the Invitation for Bids and the Bid of the Contractor.

### 1. Scope of Contract

The Contractor agrees to furnish and deliver computer and copier paper supplies to the City or Town at the destination point(s) listed in Appendix F of the Invitation for Bids in conformance with the terms and conditions of the Contract and the requirements and specifications as set out in the Invitation for Bids.

### 2. Contractor's Responsibilities for Receiving Orders

a. The Contractor shall establish a telephone number in the local calling area of the City or Town, or a toll-free number, to facilitate free telephone calls for the placing of verbal orders or for customer service. A Fax number shall also be provided to permit placing written orders.

b. The Contractor shall submit invoices for paper delivered that correctly show the bidder's stock number, the price of the item and the quantity delivered. The invoice shall also designate the name of the ordering department, describe the item that has been delivered and the date on which it was delivered.

c. The Contractor shall provide the City or Town with quarterly usage reports with a written inventory of items and quantities which the City or Town has ordered to date under this Contract. These reports shall show purchases by department as well as total purchases of each item and should include the contract price and the list price for the paper.

### 3. Authorized Personnel

The City or Town will provide the Contractor with the names of personnel who are authorized to place orders under this Contract and who will be supervising the services rendered. All deliveries shall be made in the presence of these authorized representatives who will sign any delivery slips. Any deliveries made without authorization and without a signature shall be at the risk and expense of the Contractor.

#### 4. Risk of Loss

The Contractor shall bear the risk of loss for the computer and copier paper while in transit to the destination within the City or Town and until receipt and acceptance of the items by the City or Town.

#### 5. Product Delivery

The Contractor shall deliver the computer and copier paper within two business days of the receipt of the order (oral or written). Contractor shall notify the City or Town at the time that the order is placed if it is not possible to comply with this delivery schedule. The City or Town reserves the right to obtain any item it has ordered from an alternate source if the Contractor does not meet this delivery schedule. Contractor must off-load all paper at the delivery site, transport the paper into the building and deliver it to the site within the building designated by a municipal employee. Contractor may not add any delivery charges to the contract prices for the paper. The City or Town will order a minimum of one (1) carton of paper for each delivery.

#### 6. Payments

The City or Town will pay for deliveries of paper made during the previous month on the unit price basis contained in Contractor's Appendix A. The Town will pay for paper delivered within thirty-five days of receipt of an invoice meeting the requirements of section 2 above.

#### 7. Warranty

The Contractor warrants that all paper supplied will be free of any defects in workmanship and will conform to the specifications listed in the Invitation for Bids and will be fit for ordinary use. The warranties in this section do not replace or diminish any warranties contained in the Contractor's Bid but are in addition to those provided by the Contractor.

#### 8. Termination for Default

Subject to the provisions of the paragraph entitled "Force Majeure", if either party fails to fulfill its obligations under the Contract, the other may terminate the Contract in whole or in part. The City or Town's and the Contractor's right to terminate under this paragraph may be exercised if the defaulting party fails to cure such default within ten (10) days after receipt of written notice of such failure.

Notice of the termination for default may be oral, faxed or written and will be effective immediately upon receipt. If notice is oral or faxed, it must be subsequently confirmed in writing.

Termination of the Contract shall not relieve the Contractor of any liability to the City or Town under the Contract. The Town may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount for damages due the City or Town from the Contractor is determined.

If the Town terminates the Contract for default in whole or in part, it may acquire under the terms and in the manner it considers appropriate, paper supplies similar to those ordered. In such case, the Contractor shall be liable to the City or Town for any excess costs of those items.

#### 9. Force Majeure

Neither party shall be responsible for delays in performance occasioned by unforeseeable causes beyond the control of and without the fault or negligence of either party. Such causes may include, but are not limited to, Acts of God or the public enemy, fires, flooding, epidemics, quarantine restrictions, strikes, freight embargoes or unusually severe weather. In such circumstances, the party whose performance is affected shall promptly notify the other. Dates or times of performance will be extended to the extent of delays excused by this paragraph. Neither party will be liable to the other or be deemed to be in breach of the Contract for any delay in rendering performance arising out of any causes beyond its reasonable control and without its fault or negligence.

#### 10. Fair Employment Practices

The Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or physical or mental disability. The Contractor agrees to comply with all applicable federal and state statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Act of 1964; The Age Discrimination in Employment Act of 1967; The Americans with Disabilities Act of 1991; and Massachusetts General Laws Chapter 151B.

#### 11. Assignment

Neither the Contract nor any payments due pursuant to any order under it may be assigned to any other party except with the prior written approval of the City or Town. Such approval shall not be unreasonably withheld.

#### 12. Tax Exemption

No taxes are to be included in any price. The City or Town is exempt from federal taxes, excise, state and local taxes and from Massachusetts's sale and use taxes. SERSG Service Corp. is not exempt from sales taxes and should be billed accordingly. To the extent any sales, import or other taxes apply, or become applicable, the Contractor shall be reimbursed for any costs or expenses incurred as a result of the tax being newly applied.

#### 13. Indemnification

The Contractor shall indemnify and hold harmless the City or Town against any liability, damage or expense which the City or Town may sustain, incur or be required to pay, arising out of or in connection with claims for personal injury or damage to real or tangible personal property resulting from any negligent action or inaction or willful misconduct of the Contractor, a person employed by the Contractor, or any of its subcontractors in the performance of the Contract provided that:

- (a) The Contractor is notified of any claim promptly after the City or Town

becomes aware of it and

(b) The City or Town gives the Contractor information reasonably available and assistance reasonably necessary to facilitate the settlement or defense of such claim and, to the extent permitted by law, the City or Town makes any defenses available to it also available to the Contractor.

(c) In such event the Contract shall have the right to disapprove any negotiated settlement.

The Contractor's indemnity obligation under this paragraph shall be reduced to the extent by which the liability, damage or expense results from the negligence or misconduct of employees of the City or Town or the employees, agents and subcontractors of another contractor.

No limitation of liability provision of the Contract shall apply to the indemnification provided by this paragraph.

#### 14. Insurance Policies

During the Contract Period, the Contractor shall keep in effect insurance policies in the following amounts and descriptions with an insurance company licensed to do business in the Commonwealth of Massachusetts and which company is satisfactory to the City or Town:

Comprehensive public liability and property damage  
 \$500,000 for each occurrence  
 \$1,000,000 for all damages in any one accident

#### Motor Vehicle Coverage

Personal injury     \$ 500,000 per person  
                               \$ 1,000,000 per accident  
 Property damage    \$ 500,000 per claim

Prior to the execution of this Contract, Contractor shall deliver to the City or Town a certificate of insurance showing the City or Town as an additional insured on all such policies and copies of all said policies.

#### 15. Employee Insurance

The Contractor agrees during the Contract Period to maintain at the Contractor's expense all insurance required by law for its employees including disability, workers compensation and unemployment compensation.

#### 16. Examination/Audit of Records

The City or Town may, at reasonable times, examine and audit the books and/or records of the Contractor where such books and/or records relate to the performance and payments due thereunder for the Contract entered into by the Contractor. Such books and

records shall be kept in conformity with generally accepted accounting principles and maintained by the Contractor for a period of six (6) years from the date of final payment under the prime contract.

17. Contract Manager/Contract Officer

The Contractor designates \_\_\_\_\_ to act as Contract Manager. He or she or any successor to this role designated in writing will act to ensure the Contract provisions and scope of services are being adhered to and will work with the City or Town to facilitate the performance of the Contract.

The City or Town designates \_\_\_\_\_ to act as Contract Officer. He or she shall have responsibility for coordinating the performance of the City or Town's obligations under the Contract and interacting with the Contract Manager.

18. Notices

Any notice required by the Contract to be given to a party shall be in writing addressed as follows:

To the City or Town \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To the Contractor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Either party may change its address for the purposes of this section by notice given in accordance with this paragraph. Notices given by certified mail, return receipt requested, shall be sufficient. Notices delivered by ordinary mail or in hand shall not be sufficient unless acknowledged in writing by the address or his designee.

19. Amendments

No amendment to the Contract shall be effective or binding upon the parties unless in writing and signed by the City or Town and the Contractor.

20. Choice of Law

The Contract shall be construed under and governed by the laws of the Commonwealth of Massachusetts. The Contractor agrees to bring any action relating to or claim arising from the Contract, whether pursuant to state or federal law, in a court of competent jurisdiction within the Commonwealth of Massachusetts.

21. Severability

If any provision of the Contract is found to be illegal, then both parties shall be relieved

of their obligation under that provision. The remainder of the Contract shall continue in force.

22. Entire Agreement

The City or Town and the Contractor agree that all of the terms stated herein and any attachments hereto constitute the total and complete agreement between the parties with respect to the subject matter hereof and supersede all prior agreements, representations, negotiations and undertakings not set forth or incorporated herein.

IN WITNESS WHEREOF, the parties hereto set their hands and seals the day and the year above written.

**For the Town:**

	By	
Date		Signature
		Title of Authorized Agent

**For the Contractor:**

	By:	
Date		Signature of Authorized Agent
		Title of Authorized Agent