



Worcester

Housing Authority

PROJECT MANUAL

INVITATION FOR BIDS # 26-16

SALE OF SURPLUS FLEET VEHICLES

RELEASE DATE: **May 18, 2026**

DUE DATE: **June 4, 2026, at 2:00 p.m.**

BOARD OF COMMISSIONERS

William J. Eddy	Chairman
Joseph M. Capone	Vice-Chairman
Jose Ramos	Treasurer
Lowell Alexander	Member
Rané Bracey-Westbrook	Member
Alex Corrales	Chief Executive Officer

Issued By:

Worcester Housing Authority
Purchasing Department
660 Lincoln Street
Worcester, MA 01605
Phone: (508) 635-3203
Fax: (508) 635-3289
TDD: (508) 798-4530
purchasing@worcesterha.org

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SUBMISSION CHECKLIST

This checklist is provided to assist bidders in determining what documents are required to be submitted with each bid.

Each bid shall be accompanied by:

1. Bid Form
2. Certified Bank Check
3. Certificate of Corporate Clerk
4. Non-Collusive Affidavit of General Bidder
5. Certificate of Tax Compliance

**WORCESTER HOUSING AUTHORITY
PURCHASING DEPARTMENT
DAVID CODERRE, VP OF PROCUREMENT**

**INVITATION FOR BIDS #26-16
SALE OF SURPLUS FLEET VEHICLES**

TERMS & CONDITIONS

1. The WHA is inviting sealed bids for the purchase of 11 surplus fleet vehicles as one lot.
2. The WHA hereby requests proposals in accordance with the following schedule:

IFB Release: May 18, 2026
Bid Due Date: 2:00 p.m., June 4, 2026
3. This IFB is issued in accordance with provisions under Massachusetts General Laws (M.G.L.) Chapter 30B.
4. Bids shall be submitted at the Purchasing Department, 660 Lincoln Street, Worcester, MA 01605 until the date and time specified above. **NO BIDS WILL BE ACCEPTED AFTER THIS TIME AND DATE SPECIFIED.**
5. Bids shall be sealed with the name and address of the bidder appearing in the upper left-hand corner of the envelope and properly labeled: **IFB # 26-16 SALE OF SURPLUS FLEET VEHICLES**. Further, all bids shall be submitted as one (1) ORIGINAL and one (1) COPY. WHA is not responsible for bids not properly marked.
6. Sealed bids must be accompanied by a certified bank check in the amount of \$10,000, made payable to the Worcester Housing Authority as a bid deposit.
7. All questions or requests for clarification must be submitted in writing via email to: purchasing@worcesterha.org. The WHA shall issue a written response or Addendum, if required, for clarification. Please reference in the subject line: **IFB # 26-16 SALE OF SURPLUS FLEET VEHICLES**.
8. Award will be made to the bidder deemed responsive and responsible and with the highest price.
9. The winning bidder will be notified and be required to submit a bank check, made payable to the Worcester Housing Authority, for payment of any balance due. Such payment must be delivered to a location to be directed, where it will be accepted by a WHA official. When payment has been received the WHA official will authorize the release of the vehicles. Full payment must be made prior to the removal of any vehicles.
10. All sales must be approved by the Board of Commissioners. It is anticipated that the bids will be on the agenda of 06/18/26 for their action. The successful bidders must remove vehicle(s) from the WHA property no later than Wednesday, July 1, 2026. It is the sole responsibility of the successful bidder to remove the vehicles from WHA property.
11. If it becomes necessary to revise any part of this IFB, the WHA will issue an Addendum. Any Addendum issued will be provided in writing and emailed to all prospective bidders that have requested a copy of this IFB package. Any and all Addenda issued will be incorporated within the IFB by reference.
12. The WHA reserves the right to waive any informalities or irregularities in any or all bids, or to reject any or all bids, in whole or in part, if it be in the WHA and public interest to do so. Conditional bids will not be accepted.

13. The WHA reserves the right to rescind this IFB, if, in the judgment of the WHA, there are no bidders responsive to this invitation, or should the bid amount be less than anticipated.
14. The bidder shall indemnify and hold the Worcester Housing Authority harmless from and against all claims, demands, suits, actions, judgments, fines, penalties, and liability of every kind arising from the breach of bidder's obligations during this contract and for all damages to life and property that may occur due to his negligence or that of his employees, etc. during this contract.
15. It is understood and agreed that it shall be a material breach of any contract resulting from this proposal for the Offeror to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in the hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age, or ancestry.

SPECIFICATIONS

I. INTRODUCTION

The Worcester Housing Authority (WHA) is soliciting sealed bids from qualified Bidders to purchase eleven (11) surplus fleet vehicles as one (1) lot. The Purchasing Policy of the WHA and M.G.L. c.30B regarding competitive bids shall govern the award of this sale.

The vehicles have been taken out of WHA service and will be sold in “as is” condition with no warranty expressed or implied. The WHA urges prospective bidders to view the vehicles before submitting a bid.

Items offered for sale, unless otherwise noted, may be viewed on May 22 & 29 or June 1, 2026, between the hours of 12:30pm and 1:30pm at 260 Constitution Ave., Worcester, MA. This equipment is held on a secure facility. UNDER NO CIRCUMSTANCES will any bidder be allowed onto the site to inspect items offered for sale prior to the viewing date and time.

A detailed description of all vehicles can be found at the following: [Worcester Housing Authority](#)

II. LIST OF VEHICLES

Vehicle Make Model	Vehicle #	Current Mileage	VIN
3-2018 Ford Explorer	2	64,238	1FM5K8D84JGA91664
3-2017 Ford Transit	6	22,765	1FTYR2CM9HKB42575
3-2017 Ford Transit	11	33,317	1FTYR2CM0HKB42576
3-2017 Ford Transit	13	37,043	1FTYR2CMXHKB42584
3-2017 Ford Transit	14	24,126	1FTYR2CM4HKB42581
3-2017 Ford Transit	50	24,804	1FTYR2CM1HKB42585
3-2017 Ford Transit	59	28,861	1FTYR2CM2HKB42580
4-2017 Ford Transit	62	28,742	1FTYR2CM8HKB42583
4-2017 Ford Transit	55	38,788	1FTYR2CM6HKB42582
4-2020 Ford Escape	3	43,673	1FMCU9G64LUB11191
2019 Ford Transit	8	35,719	1FTYE1YM5KKB85302

BID FORM

- A. The undersigned hereby proposes to purchase eleven (11) surplus fleet vehicles from the Worcester Housing Authority in accordance with the terms of the IFB.
- B. ADDENDA. Proposer hereby acknowledges addenda numbered (if applicable): _____, _____, _____
- C. The proposed price is as follows:

PLEASE NOTE:
If all bids fall below a minimum amount, Worcester Housing Authority reserves the right to rescind the IFB.

TOTAL PURCHASE PRICE: \$ _____

COMPANY NAME: _____

- D. CONTRACT. The undersigned agrees to hold this bid open for 90 days and that, if selected as Contractor, will within five (5) days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the Awarding Authority, execute a Contract in accordance with the terms of this Bid.
- E. NON-COLLUSION. The undersigned further certifies under the penalties of perjury that this bid has been made and submitted in good faith, fair, and without collusion or fraud with any other person. The undersigned further certifies under the penalty of perjury that the undersigned is not debarred from doing business in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any other rule or regulation promulgated thereunder. As used in this certification the word "person" shall mean natural person, joint venture, partnership, corporation, or other business or legal entity.
- F. TAX COMPLIANCE. Pursuant to M.G.L. c.62(c) §49(a), the individual signing this document on behalf of the Contractor, hereby certifies, under the penalties of perjury, that to the best of their knowledge and belief the Contractor has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.
- G. DEBARMENT: The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from operating in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date

Business Name

Street

City / State / Zip Code

Email

Phone

FEIN/EIN #

Signature

Print Name

Title

NON-COLLUSIVE AFFIDAVIT

Affiant is _____ (an officer/sole proprietor) of _____
noted on the Certificate of Corporation Clerk/Sole Proprietor.

The bidder that has submitted the attached bid.

Affiant is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.

Such bid is genuine and is not a collusive or sham bid.

Neither the said bidder nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, Firm or Person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication to conference with any other Bidder, Firm, or Person to fix the price or prices in the attached bid or of any other Bidder, or to fix an overhead, profit, or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Worcester Housing Authority or any person interested in the proposed Contract.

The price quoted in the attached bid is fair and proper and is not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representative or employees, owners or parties in interest, including this affiant.

Signed: _____

By: _____

Title: _____

Date: _____

CERTIFICATE OF TAX COMPLIANCE

REAP CERTIFICATION: Pursuant to M.G.L. c. 62 c, sec. 49 (a),

The individual signing this contract on behalf of the Contractor, hereby certifies, under the penalties of perjury, that to the best of their knowledge and belief the Contractor has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signed: _____

By: _____

Title: _____

Date: _____

CERTIFICATE OF CORPORATION CLERK

The undersigned Clerk of _____ a corporation, duly organized and existing under the laws of the State of _____ hereby certifies that the following are true and correct copies of votes duly adopted by the Board of Directors of said corporation at a meeting thereof held on _____, at which meeting a quorum of said Board was present and voted in favor of said votes.

VOTED: That _____ in his capacity as _____ of this corporation be authorized, and he is hereby so authorized, to prepare and execute a contract to the Worcester Housing Authority in response to its invitation for bids for

_____ and that such contract may be submitted upon such terms and conditions as he shall decide;

VOTED: That he be further authorized, and he is hereby so authorized, to execute and deliver the contract documents for such work upon such terms and conditions as he shall decide;

VOTED: That he be further authorized, and he is hereby so authorized, to execute and deliver a performance bond and a payment bond with respect to said contract upon such terms and conditions as he shall decide;

VOTED: Further, that his signatures on said documents shall constitute conclusive evidence that they have been authorized by this vote.

IN WITNESS WHEREOF, I have here unto set my hand and the seal of said

(Name of Corporation)

this _____ day of _____,

(Corporate Clerk)