

IFB - Annual Service Contract HVAC, Plumbing & Related Mechanical Systems

PROJECT #OC-HVAC2020-23.0128

ADDENDUM NO. 1

February 04, 2020

Re: 1. Advertising & Project Manual Corrections

Corrections to Advertisement & Project Manual

Please enter the acknowledgement of this Addendum No. 1 when submitting Bids for the project

ITEM #1. All reference to DCAMM certification is deleted.

ITEM #2. The Advertisement is amended to read as follows:

NEWTON HOUSING AUTHORITY - INVITATION FOR BID#OC-HVAC2020-23.0128

The Newton Housing Authority invites sealed bids from Contractors for the **annual** SERVICING, REPAIRING AND MAINTENANCE OF HVAC AND RELATED MECHANICAL & PLUMBING SYSTEMS

Bids will be received until **11:00 a.m., February 19, 2020** at the Newton Housing Authority, 82 Lincoln Street, Newton Highlands, MA 02461. Immediately following the deadline for bids all bids received within the time specified will be publicly opened and read aloud.

Contract Documents will be electronically available upon request by either emailing or calling Christine Long, Capital Improvement Coordinator at clong@newtonhousing.org or (857) 297-2070. Bidders are responsible for submitting their company Name, Address, Email address, Phone & Facsimile number and bid # (OC-HVAC2020-23.0128) with their request. During the bidding period, the Newton Housing Authority shall make all facilities available for viewing between the hours of 10:00 a.m. - 3:00 p.m. by appointment with designated Authority personnel. **The Authority strongly encourages each bidder to visit each site; bidders will be responsible for all work under this Contract whether they visit the facilities or not.** Bidders may contact Christine Long to arrange viewing at (857-297-2070).

The term of this contract is for one year only and shall extend from March 12, 2020 through March 11, 2021 with NO option to renew. The contract value is estimated to be \$110,000.

All bids must be accompanied by a bid deposit in an amount that is not less than **five percent (5%)** of the value of the bid, **including** all add alternates. Bid deposits, payable to the Newton Housing Authority, shall be either in the form of a bid bond, or cash, or a certified check, or a treasurer's or cashier's check issued by a responsible bank or trust company. Bidders are reminded that the bid deposit covers the Authority for damages when a bidder withdraws its bid after the bid submission date. **Please be advised that the Authority will retain all bid deposits for withdrawn bids to the extent permitted by the law.**

All bids shall be submitted as one ORIGINAL and one COPY.

All bids are subject to the provisions of M.G.L. Chapter 149, Section 44 A-J. **Wages are subject** to minimum wage rates determined by the Massachusetts Department of Labor and Industries pursuant to M.G.L. Chapter 149, Sec. 26 to 27H. The schedule of wage rates applicable to this contract is included in the bidding documents. In addition, the prevailing wage schedule will be updated annually for all public construction works lasting longer than one (1) year. **You will be required to pay the rates set out in any updated prevailing wage schedule. Increases in prevailing wage schedules will not be the basis for change order requests.** The successful bidder will be required to provide a Certificate of Insurance demonstrating current coverage of the type and amounts set forth in the Work Manual. The successful bidder will be required to furnish a **Performance and Labor and Materials Payment Bond each in the amount of 100%** of the contract total.

It is the sole responsibility of the bidder to ensure that they have received any and all addenda prior to the bid opening. Addenda

will be available online by either requesting the document by calling Christine Long, Capital Improvement Coordinator at (857) 297-2070 or by email @ clong@newtonhousing.org.

The Authority will reject any and all bids not in accordance with the above referenced General Laws. In addition, the Authority reserves the right to waive minor informalities in any or all bids or to reject any or all bids (in whole or in part) if it be in the public interest to do so.

ITEM #3. Attached to this Addendum #1 is a copy of revisions made to Bid Form found in Document.

SERVICING, REPAIRING AND MAINTENANCE OF HVAC AND RELATED

MECHANICAL & PLUMBING SYSTEMS GENERAL BID FORM #OC-HVAC2020-23.0128

TO THE AWARDING AUTHORITY:

A. The undersigned proposes to furnish all labor and materials for SERVICING, REPAIRING AND MAINTENANCE OF HVAC AND RELATED MECHANICAL SYSTEMS in Newton, Massachusetts in accordance with the accompanying plans and specifications prepared by the Newton Housing Authority for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda number (s), if applicable.

C. The proposed contract price is:

\$ _____

(Total of Items 1 & 2 on the Itemized Bid Form, page 16)

DOLLARS (\$ _____)

For Alternate No. N/A Add \$ N/A; Subtract \$ N/A

The undersigned has completed and submits herewith the following documents:

A five percent (5%) bid deposit/bid guarantee

Signed Bid Form, 2 pages

Certificate of Non-Collusion, 1 page

Debarment Letter, 1 page

IRS form W-9, 1 page

Itemized Bid Sheet, 1 page

- A. Prompt Payment Discounts. Bidders are encouraged to offer discounts in exchange for an expedited payment. Payments may be issued earlier than the general goal of within 30 days of receipt of the invoice only when in exchange for discounted prices. Discounts will not be considered in determining the lowest responsible bidder.

Prompt Payment Discount _____ % _____ Days

Prompt Payment Discount _____ % _____ Days

Prompt Payment Discount _____ % _____ Days

B. The sub-division of the proposed contract price is as follows: N/A

Item 1. The work of the Contractor, being all work other than that covered by Item 2

Total of Item 1: \$ N/A

Item 2. Sub-bids as follows:

| Bond Required Sub-Trade | Name of Sub-bidder | Amount | (Yes or No) |
|----------------------------|--------------------|---------------|-------------|
| <u>N/A</u> | <u>N/A</u> | \$ <u>N/A</u> | <u>N/A</u> |

Total of Item 2: \$ N/A

The undersigned agrees that each of the above-named sub-bidders will be used for the work indicated at the amount stated, unless a substitution is made. The undersigned further agrees to pay the premiums for the performance and payment bonds furnished by sub-bidders as requested herein and that all of the cost of all such premiums is included in the amount set forth in Item 1 of this bid.

The undersigned agrees that if s/he is selected as general contractor, s/he will promptly confer with the awarding authority on the question of sub-bidders; and that the awarding authority may substitute for any sub-bid listed above a sub-bid filed with the awarding authority by another sub-bidder for the sub-trade against whose standing and ability the undersigned makes no objection; and that the undersigned will use all such finally selected sub-bidders at the amounts named in their respective sub-bids and be in every way as responsible for them and their work as if they had been originally named in this general bid, the total contract price being adjusted to conform thereto.

C. The undersigned agrees that, if s/he is selected as general contractor, s/he will within five 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 and furnish a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

The undersigned hereby certifies that s/he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that s/he will comply fully with all laws and regulations applicable to awards made subject to section forty-four A of M.G.L. Chapter 30, s 39M.

The undersigned certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration ("OSHA") that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and (3) that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States OSHA that is at least 10 hours in duration. The undersigned understands that any employee found on a worksite subject to this section without documentation of successful completion of a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration shall be subject to immediate removal.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work 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 _____

(Name of General Bidder)

BY: _____
(Signature)

(Printed Name and Title of Signatory)

(Business Address)

(City, State Zip)

(Telephone)

(Fax)

(E-mail address)

NOTE: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; and if an individual, give residential address if different from business address.

END OF SECTION

**SERVICING, REPAIRING AND MAINTENANCE OF HVAC AND RELATED
MECHANICAL AND PLUMBING SYSTEMS - ITEMIZED BID SHEET #OC-
HVAC2020-23.0128**

Bidder submits the following itemized pricing for the maintenance and repair services described in the Work Manual.

All quantities shown below are estimates only of the Authority's requirements during the contract term. The Authority will direct the contractor to perform only that work which is actually required. The contractor will be compensated only for that work which is actually performed as agreed upon. A material allowance is built into the contract. Receipts for materials used when performing work shall be submitted to the Authority and paid at cost of materials plus a 10% markup (See page 71).

1. *Standard Rate - (Para. 1.8 A)* (p. 71)*

Standard Rate \$/HR _____ X 450 HRS = \$ _____

2. *Premium Rate - (Para. 1.8 B)* (p. 71)*

Premium Rate \$/HR _____ X 150 HRS = \$ _____

Allowance for materials (Para. 12.4- below)*

Grand Total (Items 1 & 2) \$ _____

COMPANY: _____

*See 12.4 Labor, Subcontract and Material/Equipment Costs:

12.4.1 The cost of the Work involved includes payroll costs for craft labor including foremen in the direct employ of the Contractor assigned to the site and engaged in furnishing and incorporating materials or equipment in the Work involved. Payroll costs shall include wages at the minimum wage rates for Contractor's personnel established for this Contract pursuant to M.G.L. Chapter 149, §§ 26-27H plus labor burdens, e.g. social security, unemployment, workers' compensation, health and retirement benefits, vacation and holiday pay, etc. When determining actual payroll costs per paragraph 12.3.5, daily time sheets certified by the Contractor and verified by the Architect will be the record upon which

payroll costs shall be based. When determining actual payroll costs per paragraph 12.3.6, daily time sheets shall be valid only if they expressly correlate to the Work involved, and if developed when the Work involved was performed for the purposes of establishing payroll.

12.4.2 The cost of the Work involved includes payments by the Contractor to Suppliers for material and equipment used in the Work involved, including transportation, storage, and necessary Supplier's field services. All trade discounts, rebates and refunds and all returns from sale of surplus items shall accrue to the Authority, and the Contractor shall make provisions so that they may be obtained. If required by the Authority, the Contractor shall obtain bids for designated items of materials or equipment and nominate at least two (2) suppliers for selection by the Authority. When determining actual material and equipment costs, invoices segregating items associated with the Work involved shall be the record upon which to base actual costs.

12.4.3 The cost of the Work involved includes payments made by the Contractor to Subcontractors for the Work involved performed by the Subcontractors. When determining Subcontractors' cost of the Work involved, the methods to be used shall be those used to determine the Contractor's costs, except that the term "Subcontractor" shall replace the term "the Contractor" if the context will permit. If required by the Authority, the Contractor shall obtain detailed competitive sub-bids and nominate at least two (2) Subcontractors for the performance of any Work involved, subject to selection by the Authority.

END OF SECTION

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By: Its Capital Improvement Coordinator,
Christine Long, MCPPO

SPECIFICATIONS FOR ON- CALL SERVICING, REPAIRING AND MAINTENANCE OF HVAC & RELATED MECHANICAL & PLUMBING SYSTEMS

THIS SERVICE CONTRACT IS SUBJECT TO THE MASSACHUSETTS PREVAILING WAGE LAW (MGL c 149, ss 26-27H) AND WAGES SHALL BE PAID IN ACCORDANCE WITH THE FOLLOWING WAGE CLASSIFICATIONS:

HVAC (ALL), PIPEFITTERS, PLUMBERS & GASFITTERS

PART I - GENERAL

1.1 DESCRIPTION

A. Work included:

Provide all the on-call labor, materials, equipment, transportation, and supervision necessary for the satisfactory servicing, repairing, and maintenance of all HVAC & Related Mechanical & Plumbing Systems and equipment, at Authority buildings, all as listed in these Specifications, as directed by Authority for the period of March 12, 2020 through March 11, 2021, with a possible two, one year extensions..

B. HVAC and all related mechanical & plumbing systems equipment:

(These Specifications include, but are not limited to, the following types of equipment in each facility, where applicable.)

Bath Room Sinks
Boilers & Furnaces
Cold Water Supply Lines Compressed Air Systems Custodial Closet Sinks
Domestic Hot Water Storage Tank
Drinking Fountains, both refrigerated and non-electric Hot Water Tanks
Emergency Eye Wash Emergency Shower Station Faucets
Floor Drain Covers Floor Drain Lines Flushometers Garbage Disposals Hose Bibb
Hot Water Circulation Pumps Hot Water Mixing Valves Hot Water Supply Lines
HVAC systems – all types
Kitchen Sinks
Laundry Sinks
Natural Gas Hot Water Tanks Natural Gas Piping
Roof Drain Piping Roof Drains
Sanitary Waste Piping Shower Heads Showers
Solar Panel Piping Solar Storage Tank Sump Pumps
Supply Valve Shutoff Toilets
Urinals
Water Meter Piping

C. Typical Repairs/Replacements to be completed:

Unplug Clogged roof drains and related systems Clean and repair waste systems
Repair/Replace Flushometers
Repair/Replace Leaking Hot and Cold Supply Lines
Repair/Replace Leaking Waste Lines
Repair/Replace Toilets
HVAC system repairs/replacements (largest percentage of calls reported regarding no heat/hot water)
Unplug Clogged Drain Lines
Repair/Replace Sinks Repair/Replace Urinals Repair/Replace Faucets Repair/Replace Valves Repair/Replace Mixing Valves
Repair/Replace Shower Heads Repair/Replace Showers Repair/Replace Bath Tubs
Repair/Replace Drinking Fountains and related equipment Replace/Install Drinking Fountain Refrigerant Repair/Replace Eye Wash Station
Repair/Replace Emergency Shower Repair/Replace Pipe Fittings
Repair/Replace Non-Asbestos Pipe Insulation Repair/Replace Hot Water Tank Repair/Replace Hot Water Storage Tank
Repair/Replace Solar Hot Water Storage Tank Repair/Replace Solar Hot Water Piping Repair/Replace Hot Water Circulation Pumps