

BOSTON PUBLIC HEALTH COMMISSION

Administration and Finance



Request for Proposal

Boilers Parts Emergency Repairs and Annual Tune UP

Project Number: PM-25-2427

Request for Proposal Timeline	
11/22/2023	Publication of Request for Proposal (RFP) printed in The Boston Globe
11/22/2023	RFP and instructions available online at www.bphc.org at 10:00 AM
	No bidders conference or walkthrough
11/28/2023	Questions are due in writing by 4:00 PM to jolivo@bphc.org Ktejada@bphc.org Subject: <u>Boiler Parts & Emergency Repairs and Annual Tune UP</u>
12/04/2023	Responses to questions will be emailed to all interested parties.
12/07/2023	<p>Bid due by 1:00PM – Submit (2) original bids (do not bind) and PDF file of bid on a USB flash drive. Bid documents must be submitted in separate sealed envelope or box addressed to:</p> <p style="text-align: center;">Boston Public Health Commission Attention: Property Management 205 River Street Mattapan MA 02126</p> <p>Clearly mark each envelope or box: Organization Name and Address & <u>Boiler Parts & Emergency Repairs and Annual Tune UP</u></p> <p>1. No Exceptions to This Deadline</p>
12/12/2023	<p>Notification of Decision</p> <p>Desired date for notification of award to bidder(s) however, BPHC has the discretion to extend this date without notice. BPHC reserves the right to accept or reject any or all bids. BPHC anticipates submitting a Notice of Award to the selected bidder(s) by email or address provided in the RFP responses. The contract(s) will be awarded to the lowest responsible and responsive bidder(s) meeting all requirements. The lowest responsible and responsive bidder shall mean the bidder that best meets the requirements set forth in this solicitation and offers the lowest cost. The contract(s) resulting from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).</p>

The responsibility for submitting a bid to BPHC on or before the stated time and date will be solely and strictly the responsibility of the bidder. BPHC will in no way be responsible for delays caused by the United States Mail delivery or caused by any other occurrence. In case of delays as a result of weather emergencies, or natural or man-made disaster, bids may be accepted the next available business day.

OVERVIEW

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable populations.

BPHC is seeking requests for bids from qualified contractors to perform Boiler Preventive Maintenance, tune up and repairs for BPHC various locations.

BPHC encourages small, local, minority, disadvantaged, women-owned, veteran and/or service-disabled owned business enterprises to participate in all procurement opportunities.

PROPOSED SCOPE OF SERVICE

Vendor shall be able to supply boilers parts as needed for boilers listed on the inventory and/or other boilers installed during the term of the contract.

Vendor shall be able to conduct emergency repairs on the boilers listed on the inventory and/or other boilers installed during the term of the contract.

Vendor shall be able to conduct Annual Tune-ups. Tune-up is inclusive of documenting as found conditions and post tune-up condition, including modifications and repairs completed. See Attached

All contractors shall submit a tune-up cost, up to documenting as found conditions.

All modifications and repairs required shall be covered on Time and Materials, which shall be submitted in letterhead to Property Management for Budget Administrator approval prior to conducting the work.

BPHC reserves the right to award one or multiple bidders based upon bid is deemed most favorable to BPHC. BPHC has the discretion to modify the scope as necessary prior to execution of the contract with the selected bidder(s). No services shall commence until all necessary contract documentation is fully executed by BPHC and awarded vendor(s). BPHC will work selected bidder(s) to adjust cost(s) based on any revisions to the scope of service. Bidder(s) shall provide special service requests to BPHC as needed but not limited to the scope herein. BPHC will not be responsible for any transportation fees or costs, including but limited to, mileage or fuel cost.

REQUIREMENTS

The following are minimum qualifications and licensing requirements that the bidder must meet to be eligible to submit a bid. Bidders must demonstrate compliance with minimum qualifications. BPHC reserves the right, but is not obligated, to obtain clarification from the bidder if compliance with the minimum qualifications is not clear in the bid. Those that are not clearly responsive to these minimum qualifications shall be rejected by the BPHC without further consideration.

The bidder must have a minimum of 5 years' experience in construction with a minimum of 3 or more contracts of comparable property size and scope as detailed herein.

Vendor(s) selected to perform the services must agree to the following:

BPHC, as the local board of health for the city of Boston, is the holder of private medical information. This service may expose the vendor employees to such information therefore, BPHC requires the vendor to sign the Health Insurance Portability and Accountability Act (HIPAA) - Business Associate Agreement to protect the privacy of BPHC clients.

The vendor must comply with the City of Boston Living Wage Ordinance.

Vendor is solely responsible for informing BPHC if vendor is or has been debarred, suspended, proposed for debarment, excluded, or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, subcontracts, and Federal assistance and benefits in any amount. BPHC will ensure that no party found on Systems for Award Management (SAM) list is awarded a contract.

The vendor must immediately report any discovered damaged property or inoperative items to BPHC so as not to be held accountable. In addition, vendors must report any incidents that involve vendor on BPHC property.

Vendors must assign a supervisor to each location. All services must be performed by employees of the vendor. The vendor agrees to assume responsibility for the actions and conduct of any of its employees. Vendor's employees who violate any rules shall immediately be removed and banned from all BPHC premises. The vendor must provide a list of employees under the contract if requested by BPHC.

Invoice Requirements

The vendor must assign an accounting / financial representative for invoicing and all fiscal responsibilities and correspondence. The following is required for invoice and payments:

Vendors must submit a typed or printed invoice; handwritten invoices are not acceptable.

Monthly invoices for cleaning or special service must be submitted and identified with property location, department name, date, and description of service.

A valid Purchase Order Number must be obtained prior to preparing invoices. Purchase Orders must be typed or printed on each invoice.

All invoices must have a unique invoice number.

Invoices without the required information or documentation will not be processed. The vendor will be informed in writing to revise and resubmit the invoice.

Invoice payments will be released within 30 days of the invoice date after approval by the authorized BPHC personnel.

TERMS OF SERVICE

BPHC may cancel the RFP or reject all bids at any time prior to award, if BPHC determines its best interest will be served by such action. Written notice of the cancellation will be made to bidders. A bidder's failure to satisfactorily furnish required contract documents within BPHC's Procurement Office request time may result in the bidder forfeiting its award. BPHC reserves the right to select the next lowest responsive and responsible bidder for this RFP.

PREPARATION AND SUBMISSION INSTRUCTIONS

Bidder must review the specifications of this RFP and prepare and submit all bidding documents in the order listed below.

- Complete all bidding documents in Arial or Calibri font and size 12 point.
- Complete all bidding documents; do not leave any questions or requests as blank (unanswered); include "N/A" for any areas not applicable.
- All documents requiring signature must be signed in ink.
- Do not alter any RFP forms. Additional forms requested may be submitted per the company's format.
- Questions and responses and/or addendums must be signed by the bidder and submitted with bidding documents.
- Bidding documents and bid cost must be submitted in separate envelope or box clearly marked with
 1. Organization Name and Address and Boiler Parts & Emergency Repairs & Annual Tune UP
 2. Organization Name and Address and Boiler Parts & Emergency Repairs & Annual Tune UP

Submit all required bidding documents in the following order:

1. Cover Form
2. Business Profile
3. Scope of Service
4. Reference Form
5. Certifications (if applicable)
6. Certificate of Liability Insurance
7. W-9 Form
8. Questions & Responses and/or Addendums (if applicable)

Submit all required bid cost sheets in the following order:

1. Cover Form
2. Property Hours of Service
3. Property Location and Facilities
4. Total Annual Cost Including Service and Supplies
5. Monthly and Special Service Cost per Location
6. Company / Entity Cost Sheet of Itemized Cleaning Services

Bids will be rejected if required documentation in specified order as indicated is not submitted.

Bids may be withdrawn in writing by mail or email to BPHC prior to date and time of RFP opening. Withdrawn bids may be resubmitted until the date and time of bid opening.

- Email Request: shall have letter attached on company letterhead with the bidder contact's signature and submitted five (5) business day before the date of RFP opening to jolivo@bphc.org Ktejada@bphc.org
- Mail Request: shall be in writing on company letterhead and postmarked five (5) business days before the date of RFP opening to:

Boston Public Health Commission
 Property Management Office c/o Jonathan Olivo
 205 River Street Mattapan, MA 02126

Property Hours of Service

Property Management Office	
Mattapan Campus	Monday – Friday 8:00AM – 4:00PM



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Boiler Inventory

Long Island	Source	Unit Size (MMBtu/hr)	Unit Type	Fuel Type
	CB Boiler (Tobin)100-100	4.184	Boiler	# 2 oil
	CB Boiler (Tobin)100-100	4.184	Boiler	# 2 oil
	Concord (Gate House)	0.05	Boiler	# 2 oil
	Raznor (Maintenance)	0.15	Boiler	# 2 oil
	Burnham (Admin-119250)	5.6	Boiler	# 2 oil
	Burnham (Admin-119251)	5.6	Boiler	# 2 oil
	Burnham (Admin-119252)	5.6	Boiler	# 2 oil
	Burnham (Motorpool – 1192853)	0.588	Boiler	# 2 oil
	Burnham (Motorpool – 1192854)	0.588	Boiler	# 2 oil

Mattapan	Source	Unit Size (MMBtu/hr)	Unit Type	Fuel Type
	Precision (201 River St) 6.3	MBH	Boiler	Natural gas
	Precision (201 River St) 6.3	MBH	Boiler	Natural gas
	(209 River St) Ray Pac	.250	Domestic hot	Natural gas
	(209 River St) Hydro Therm	.250	Hydronic	Natural gas
	(211 River St) Burnham	.250	Hydronic	Natural gas
	(213 River St) Burnham	.250	Hydronic	Natural gas

Finland	Source	Unit Size (MMBtu/hr)	Unit Type	Fuel Type
	Aerco BMK1000 (B-3)	1000000 BTU/hr	HWH	Natural Gas
	Aerco BMK1500 (B-2)	930000 BTU/hr	HWH	Natural Gas
	Aerco BMK1500 (B-1)	1000000 BTU/hr	HWH	Natural Gas

Southampton	Source	Unit Size (MMBtu/hr)	Unit Type	Fuel Type
	Aerco 1350	1350 MBH	DHWB	Natural Gas
	Aerco 1350	1350 MBH	DHWB	Natural Gas

Northampton	Source	Unit Size (MMBtu/hr)	Unit Type	Fuel Type
	Cleaver Brooks 700-200	8.3 MBH	Boiler	Natural Gas
	Cleaver Brooks 700-200	8.3 MBH	Boiler	Natural Gas
	Cleaver Brooks 700-200	8.3 MBH	Boiler	Natural Gas



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**Distribution and sale of boiler parts & Emergency Repairs
Check mark all that applies.**

Boiler Manufacturer	Distribution & Sale of boiler parts	Emergency Repairs
CB Boiler	<input type="checkbox"/>	<input type="checkbox"/>
Concord	<input type="checkbox"/>	<input type="checkbox"/>
Raznor	<input type="checkbox"/>	<input type="checkbox"/>
Burnham	<input type="checkbox"/>	<input type="checkbox"/>
Precision	<input type="checkbox"/>	<input type="checkbox"/>
Ray Pac	<input type="checkbox"/>	<input type="checkbox"/>
Hydro Therm	<input type="checkbox"/>	<input type="checkbox"/>
Aerco	<input type="checkbox"/>	<input type="checkbox"/>
Cleaver Brooks	<input type="checkbox"/>	<input type="checkbox"/>

Company Name: _____ Address: _____ _____ _____ Signature: _____ Title: _____



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Annual Tune Up

Campus	Boilers	Tune-Up Cost
Long Island	CB Boiler (Tobin)100-100	
	CB Boiler (Tobin)100-100	
	Concord (Gate House)	
	Weil McLain (Chapel)	
	Raznor (Maintenance)	
	Burnham (Admin-119250)	
	Burnham (Admin-119251)	
	Burnham (Admin-119252)	
	Burnham (Motorpool – 1192853)	
	Burnham (Motorpool – 1192854)	
Mattapan	Precision (201 River St) 6.3	
	Precision (201 River St) 6.3	
	(209 River St) Ray Pac	
	(209 River St) Hydro Therm	
	(211 River St) Burnham	
	(213 River St) Burnham	
Finland	Aerco BMK1000 (B-3)	
	Aerco BMK1500 (B-2)	
	Aerco BMK1500 (B-1)	
Southampton	Aerco 1350	
	Aerco 1350	
Northampton	Cleaver Brooks 700-200	
	Cleaver Brooks 700-200	
	Cleaver Brooks 700-200	

Company Name: _____ Address: _____ _____ _____ Signature: _____ Title: _____



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Hourly Rates	FY-24	FY-25	FY-26
(1 st shift) 7:00am – 3:00pm	\$ _____/hr	\$ _____/hr	\$ _____/hr
(2 nd shift) 3:00pm – 11:00pm	\$ _____/hr	\$ _____/hr	\$ _____/hr
(3 rd shift) 11:00pm- 7:00am	\$ _____/hr	\$ _____/hr	\$ _____/hr

- * **The contract will carry an allowance of 100 hours – 1st shift, per Fiscal Year.**
- * **Modifications, repairs, and recommended investigations shall be submitted for approval prior to any work.**

Company Name: _____ Address: _____ _____ _____ Signature: _____ Title: _____

This form serves as the cover page for bid documents and bid cost submissions. Bids will be rejected without a Cover Form.

Addendum Received: _____ out of _____

Company / Entity Information

Company or Entity Name: _____

Address: _____

Telephone: _____

Email: _____

Taxpayer Identification #: _____

Business Classification:

Check appropriate item(s) and submit certification(s) in the bidding documents.

_____ Small Business Enterprise

_____ Local Business Enterprise

_____ Minority Owned Business Enterprise

_____ Woman Owned Business Enterprise

_____ Veteran Owned Business Enterprise

_____ Service-Disabled Owned Business Enterprise

Bidder Contact

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Bidder Contact:

Telephone Number:

List three (3) similar construction projects within the past five (5) years.

Business Reference 1

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 2

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 3

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____



Non-Collusion Form & Tax Compliance Form

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal.

Company or Entity Name

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal.

Company or Entity Name