

**BOSTON PUBLIC HEALTH COMMISSION**

Administration and Finance



Request for bid

for the procurement of

209 River St & 774 Albany St Window Replacement RFB

September 17<sup>th</sup>, 2024

Request for Proposal Timeline										
09/30/2024	Publication of Request for Bid (RFB) printed in The Boston Globe									
10/22/2024	RFB and instructions available online at <a href="http://www.bphc.org">www.bphc.org</a> at 10:00 AM									
10/28/2024	<p><b><u>Mandatory Walkthrough</u></b> of Property locations to assess the areas of requested services must be attended and completed by all prospective bid submitters. If a prospective submitter does not attend or complete the walkthrough, their submission will not be complete and will not be considered for the final contract. The mandatory walkthrough times and addresses are listed below. Attendance will be taken at each site.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Time</th> <th>Address</th> <th>Building</th> </tr> </thead> <tbody> <tr> <td>9:00 AM</td> <td>209 River Street</td> <td>Entre Familia Building</td> </tr> <tr> <td>10:30 AM</td> <td>774 Albany Street</td> <td>Finland Building</td> </tr> </tbody> </table> <p>Failure to raise concerns over any issues at this opportunity will not be considered in any protest filed regarding such items that were known as of the walkthrough property locations.</p>	Time	Address	Building	9:00 AM	209 River Street	Entre Familia Building	10:30 AM	774 Albany Street	Finland Building
Time	Address	Building								
9:00 AM	209 River Street	Entre Familia Building								
10:30 AM	774 Albany Street	Finland Building								
10/30/2024	<p>Questions are due in writing by <b>2:00 PM</b> to <a href="mailto:Jebarros@bphc.org">Jebarros@bphc.org</a> &amp; <a href="mailto:Ktejada@bphc.org">Ktejada@bphc.org</a></p> <p>Subject: 209 River St &amp; 774 Albany St Window Replacement RFB</p>									
10/31/2024	Responses to questions will be emailed to all interested parties.									
11/04/2024	<p><b>2:00 PM EST</b> - Bid documents must be submitted via email to <a href="mailto:Jebarros@bphc.org">Jebarros@bphc.org</a> and <a href="mailto:KTejada@bphc.org">KTejada@bphc.org</a></p> <p>Subject: 209 River St &amp; 774 Albany St Window Replacement RFB</p> <p style="text-align: center;"><b>No Exceptions to This Deadline</b></p>									
11/11/2024	<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 RFB 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 RFB 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 remove, replace and reseal hung aluminum replacement windows with aluminum brick. We need all windows removed, disposed of replaced and resealed with aluminum windows that have safety features and are tamper proof.

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

\*Contractors are responsible for their own measurements.

## PROPOSED SCOPE OF SERVICE

The Boston Public Health Commission seeks bidders to remove, repair, reseal and replace 110 windows located at the Entre Familia Building at 209 River St. Mattapan, Ma. We are also looking to remove, repair, reseal and replace 130 windows plus one skylight located at 774 Albany Street Boston Ma, 02118. Windows are single hung aluminum replacement windows with aluminum brick. We need the windows removed, disposed of, and replaced with aluminum windows that have safety features and are tamper proof. Project will require replacement of the panning system.

We need all windows removed, resealed, and replaced with aluminum tamper proof windows. Many windows will need to be reframed, and the exterior may require repointing.

BPHC reserves the right to award one or multiple bidders based upon bid is deemed most favorable to BPHC. The bidder shall agree that BPHC may add or remove properties and/or services at any time during the term of the contract. 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. BPHC will not be responsible for any transportation fees or costs, including but limited to, mileage or fuel cost.

\*Contractors are responsible for their own measurements

## 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 commercial glazing with a minimum of 3 or more contracts of comparable property size and scope as detailed herein. The bidder must be currently DCAMM certified in Door and Window Installation, "Work customarily performed by this industry, including installation of doors and windows made of wood, metal or other materials, both interior and exterior. This category does not include glass and glazing by itself."

### **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. Prevailing wage forms were sent with the RFB package and weekly certified payroll is required.

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, vendor must report any incidents that involve vendor on BPHC property.

Vendor 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.

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 RFB 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 RFB.

Services are expected to be performed by the vendor on or about November 30<sup>th</sup>, 2024 - May 30<sup>th</sup>, 2025 ("Initial Term"). No services shall commence until all necessary contract documentation is fully executed by BPHC and awarded vendor(s).

The contract may be terminated with written notification by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the contract. BPHC has the discretion to select the next lowest responsible and responsive bidder under this RFB. Written notice of termination or cancellation shall be given to the vendor through the contact listed in the contract by BPHC. Vendor shall have no right to recover other amounts, including but not limited to amounts for lost profits, indirect, incidental, or consequential damages.

## PREPARATION AND SUBMISSION INSTRUCTIONS

Bidder must review the specifications of this RFB 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 RFB 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. Please list the amount of addendum received in the space provided on the cover sheet.

**Submit all required bidding documents in the following order:**

1. Cover Form
2. Business Profile
3. Scope of Service
4. Reference Form
5. DCAMM Certification
6. OSHA Training Certificate
7. Certificate of Liability Insurance
8. 5% Bid Deposit
9. 100% Payment Bond (Within 5 business days of award)
10. 100% Performance Bond (Within 5 business days of award)
11. W-9 Form
12. 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. Company / Entity Cost Sheet

**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 RFB 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 RFB opening to [Jebarros@bphc.org](mailto:Jebarros@bphc.org) & [Ktejada@bphc.org](mailto:Ktejada@bphc.org).

## Property Hours of Service

<b>BPHC Project Sites</b>	
209 River Street, Mattapan Ma 02126 <b>Entre Familia Building</b>	This is an inpatient rehab center & operates 24/7
774 Albany Street, Boston Ma 02118 <b>Finland Building</b>	This is a Rehab facility & operates 24/7



## Cover Form

**Request for Bid:** 209 River St & 774 Albany St Window Replacement RFB

### Date Released:

Completion and submission of the cover form of the Request for Bid and information below indicates the intention of the bidder to comply with specifications, requirements, and terms of the Boston Public Health Commission's request of window replacement.

[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 Local Business Enterprise

\_\_\_\_\_ Minority Owned Business Enterprise

\_\_\_\_\_ Woman Owned Business Enterprise

\_\_\_\_\_ Veteran Owned Business Enterprise

\_\_\_\_\_ Disabled Owned Business Enterprise

\_\_\_\_\_ Lesbian Gay Bisexual Transgender Owned Business Enterprise

\_\_\_\_\_ Non-Profit

### Bidder Contact

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





**Reference Form**

**Request for Bid:** 209 River St & 774 Albany St Window Replacement RFB

**Date Released:**

**Bidder Company Name:**

**Bidder Contact:**

**Telephone Number:**

List three (3) window replacement projects of similar scope 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