

**BOSTON PUBLIC HEALTH COMMISSION**

Administration and Finance



Request for Proposal

for the procurement of

Finland Building Window Replacement

April 11, 2021

<b>Request for Proposal Timeline</b>	
04/11/2021	Publication of Request for Proposal (RFP) printed in The Boston Globe
04/12/2021	RFP and instructions available online at <a href="http://www.bphc.org">www.bphc.org</a> at 10:00 AM
04/21/2021	<p>Bidder's conference and walkthrough of property locations held as an opportunity to raise concerns regarding specifications, requirements, terms and questions of this solicitation. Attendance is not mandatory, but it is strongly recommended that a representative from the bidder attends.</p> <p>Conference will be held at:</p> <p style="text-align: center;">Boston Public Health Commission Finland Building 774 Albany St. Boston, MA. 02118 10:00 AM – 11:00 AM</p> <p>Vendors who fail to attend the walkthrough should be mindful of bidding on the locations without viewing. 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>
4/23/2021	Questions are due in writing by 2:00 PM to <a href="mailto:mmacdougall@bphc.org">mmacdougall@bphc.org</a> Subject: Finland Window Replacement RFP
4/26/2021	Responses to questions will be emailed to all interested parties.
04/28/2021	<p>Bid due by 2:00 PM – 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 785 Albany St., 2nd Floor Boston, MA 02118</p> <p>Clearly mark each envelope or box: 1. Organization Name and Address Organization Name and Address and Cost Sheets for Finland Window Replacement Bid</p> <p style="text-align: center;"><b>No Exceptions to This Deadline</b></p>
04/30/2021	<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 contracts 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.*

**Property Hours of Service**

<b>Finland Building</b>	
774 Albany St. Boston, MA. 02118	Mon – Fri (7:00 AM – 5:00 PM)

**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 request for bids from qualified contractors to replace and reseal aluminum windows in the Finland Building. Qualified bidders are expected to begin this project promptly and complete the project on schedule to reduce any inconvenience to clients.

As part of BPHC’s efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that includes Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Service-disabled Veteran-owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to apply to this RFP.

**PROPOSED SCOPE OF SERVICE**

The Boston Public Health Commission seeks bidders to reseal and replace the windows in the Finland Building. The aluminum framed window assemblies consist of non-thermally broken aluminum frames and single pane glazing and are generally in fair condition. The window perimeter sealant is typically failed throughout and should be replaced. The windows generally appear to be past their useful service life.

We would need all windows removed, resealed and replaced with aluminum energy efficient windows. BPHC reserves the right to award one or multiple bidders based upon bid is deemed most favorable to BPHC. The bidder must 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. 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, included 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 in order to be eligible to submit a bid. Bidders must demonstrate compliance to minimum qualifications. BPHC reserves the right, but is not obligated, to obtain clarification from the bidder if compliance to 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.

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 in 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. Prevailing wage forms were sent with the RFP 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 premise. 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 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 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 of this RFP.

Services are expected to be performed by the vendor on or about May 1, 2021-September 30, 2021 ("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 RFP. 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 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. Please list the amount of addendum received in the space provided on the cover sheet.
- Bidding documents and bid cost must be submitted in separate envelope or box clearly marked with
  1. Organization Name and Address and Bid Finland Window Replacement RFP
  2. Organization Name and Address and Bid Finland Window Replacement RFP

**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 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 [mmacdougal@bphc.org](mailto:mmacdougal@bphc.org)

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- 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 Michelle MacDougall  
785 Albany St  
Boston, MA 02118

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## Cover Form

**Request for Bid:** Finland Window Replacement

**Date Released:** April 11, 2021

Completion and submission of the cover form of the Request for Proposal 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 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: \_\_\_\_\_



**Reference Form**

**Request for Bid:** Finland Window Replacement

**Date Released:** April 11, 2021

**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