

BOSTON PUBLIC HEALTH COMMISSION

Administration and Finance



Request for Proposal

for the procurement of

Building Window Replacement

April 5, 2021

Request for Proposal Timeline	
04/11/2021	Publication of Request for Proposal (RFP) printed in The Boston Globe
04/12/2021	RFP and instructions available online at www.bphc.org 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 Mattapan Transitions 201 River St. Boston, MA. 02126 2:00 PM – 3:00 PM</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 mmacdougall@bphc.org Subject: Mattapan Window Replacement RFP
4/26/2021	Responses to questions will be emailed to all interested parties.
04/28/2021	<p>Bid due by 11:00AM – 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 Transitions Window Replacement Bid</p> <p style="text-align: center;">No Exceptions to This Deadline</p>
04/30/2021	Notification of Decision

	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).
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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

Mattapan Transitions	
201 River St. Mattapan, Ma. 02126	This facility is residential and operates 24/7

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 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 reseal and replace the windows at 201 River St. Windows are mostly hung aluminum replacement windows with aluminum brick. We need all windows removed, disposed of, and replaced with aluminum windows that have safety features and are tamper proof.

We need all windows removed, resealed, and replaced with aluminum tamper proof 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. 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 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 Transitions Window Replacement RFP
 2. Organization Name and Address and Bid Transitions 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 mmacdougall@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 Michelle MacDougall
785 Albany St
Boston, MA 02118

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Cover Form

Request for Bid: Transitions 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: Transitions 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