

Town of Dracut

Office of the Town Manager

Town Hall, 62 Arlington Street

Dracut, Massachusetts 01826

Telephone (978) 452-1227

www.dracutma.gov

Invitation for Bid

Hot Water Heating System Flush

for

Town of Dracut Police Department

Request for Proposal Available: Wednesday, October 30, 2019

Deadline to Submit Proposal: Friday, November 22, 2019 @ 11:30 a.m.

TOWN OF DRACUT
REQUEST FOR PROPOSALS FOR HOT WATER HEATING SYSTEM FLUSH
(Dracut Police Dept., 110 Loon Hill Road, Dracut, MA)

The Town of Dracut is seeking contractors to flush and re-fill the hot water heating system at the Police Station.

The specifications and documentation for submitting proposals/bids may be obtained via email or at:

Town Manager's Office
Dracut Town Hall
62 Arlington Street
Dracut, MA 01826
(978) 452-1227
townmanager@dracutma.gov

Sealed bids for the project must be sent to:

Town Manager's Office
Dracut Town Hall
62 Arlington Street
Dracut, MA 01826

Bids must be submitted on or before 11:30am on Friday, November 22, 2019.

Bids will be publicly opened and read at Town Hall at 11:30am on Friday, November 22, 2019.

Late proposals will not be accepted, nor will faxed or e-mailed proposals be accepted.

TOWN OF DRACUT
REQUEST FOR PROPOSALS FOR THE HOT WATER HEATING SYSTEM FLUSH

The Town is seeking contractors for the following scope of work:

- Drain, safely dispose solution currently in units.
- Flush entire system with cleaning solution.
- Refill system with pre-mixed solution to reach target 30% PG solution.
- Test and start-up HW Loop
- All labor, equipment and material to be included.
- Control technician labor to set valves open to flush and reset.

Please include separate pricing as follows:

- System feeder tank (40 gal.) install.

DEFINITION OF TERMS:

“RFP” request for proposal

“Bidder” an individual or business submitting a bid to the Town of Dracut

“Contractor” one who contracts to perform work or furnish materials in accordance with a contract

PURPOSE OF PROPOSAL:

Town of Dracut is hereby requesting bids to be submitted for hot water heating system flushing services for Police Department.

PROPOSAL TERMS:

1. The Town of Dracut reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding services the bid determined to be in the best interest of the Town.
2. Bids which are incomplete, not properly endorsed, or signed, will be rejected as informal. Conditional bids will not be accepted.
3. All bids must be accompanied by a bid security of cash or certified check, Treasurer's or Cashier's check by a responsible bank or trust company, or bid bond payable to the Town of Dracut in the amount of \$2,000.
4. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
5. Bids should be prepared simply and economically providing straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected, but must be initiated by the person signing the bid.
6. Faxed or emailed proposals will not be accepted.
7. Responses to this RFP shall be returned as a set of one signed original and 3 copies. Proposals should be clearly marked "Hot Water Heating System Flushing, Police Department" and contain all required documentation. Proposals will not be returned to bidders.
8. An RFP is only complete if the following is enclosed:
 - a. Signed Certificate of Tax Compliance (Appendix A)
 - b. Signed Certificate of Non-Collusion (Appendix A)
 - c. Signed Statement of Compliance to Employment Laws (Appendix A)
 - d. Bid Proposal Form (Appendix B)
 - e. Payment of Bid Security
 - f. Profile and History of Company
9. The award will be made to the bidder whose bid is determined to be in the best interest of the Town of Dracut, qualifications, experience and price being considered.

PROPOSAL TIMELINE:

All proposals must be complete and in possession of the Town of Dracut by Friday, November 22, 2019 at 11:30 a.m.

Bids will be publicly opened at the Town Hall on Friday, November 22, 2019 at 11:30 a.m.

Proposals will not be accepted via email. Proposals must be submitted to the following address:

Town of Dracut
Town Manager's Office
62 Arlington Street
Dracut, MA 01826

2. PROPOSAL SPECIFICATIONS

Bidders shall be capable of providing the highest quality of service, performed by employee(s) who are trained to provide the necessary services proposed. The Contractor shall also be responsible for providing competent supervision of all work.

2-1. PROJECT BACKGROUND

The Town of Dracut is seeking proposals of a qualified hot water heating system contractor to flush and re-fill heating units at the Police Department located at 110 Loon Hill Road, Dracut, MA.

2-2. TIME OF WORK

The selected Contractor must be capable of completing the work in a mutually agreed upon time.

2-3. EQUIPMENT AND MATERIALS

The Contractor shall furnish all equipment, appliances, materials, labor, and supervision unless otherwise specified for performing all operations needed for work.

SAFETY OF STAFF AND PROTECTION OF PERSONAL PROPERTY

The Contractor shall take all necessary safety precautions for the protection of staff in accordance with OSHA guidelines. Violations of OSHA guidelines by contractors are a fineable offense by the Town and/or OSHA and subject to contract termination, as deemed appropriate by the Town.

The Contractor shall be responsible for protection of all personal and Town property. Town owned property damaged in the performance of the work shall be repaired by the Contractor at no cost to the Town of Dracut.

GUARANTEE OF WORK

The Contractor shall guarantee all corrective work performed on the equipment and structures for a period of one year from the date of completion of said work. All materials and parts used shall carry the Manufacturer's Warranty period where applicable. Warranties shall be presented to the appropriate town department. Should work performed fail after one year but within the

manufacture warranty period, the Contractor shall be eligible for reimbursement of labor costs only for repair of problem; the Town will be responsible for obtaining back charges from the Manufacturer for this type of repair.

WAGES/PAYROLL TAXES

This contract is subject to Massachusetts Prevailing Wage Law and the contractor is responsible for all applicable wages as well as State, Federal, Social Security and Unemployment taxes and agrees to indemnify and protect the Town against such liability.

INSURANCE REQUIREMENTS

The contractor awarded the contract is (are) required to provide a Certificate of Insurance at the signing of the contract. The certificate of insurance should contain a minimum of the following coverage/limits:

GENERAL LIABILITY

\$1,000,000 - \$2,000,000

STATUTORY WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY

\$1,000,000

AUTO LIABILITY

\$1,000,000 COMBINED SINGLE LIMIT

UMBRELLA LIABILITY

\$2,000,000

CERTIFICATE HOLDER

Town of Dracut

62 Arlington Street

Dracut, MA 01826

ASSIGNS AND SUCCESSORS

The contract is binding on the Town of Dracut and the Contractor, their successors and assigns. Neither the Town of Dracut nor the Contractor will assign or transfer its interest in this contract without the written **consent of the other**.

CHANGE IN SCOPE

When and if conditions occur that necessitate changes, additions or deletions be made to the contract, the Town Manager will issue the necessary change order in writing describing such changes and indicating the amount of the change in the contract price, if any. No extension of time will be allowed for any such change order unless so stated therein.

CERTIFICATIONS

Each of the attached certifications as set forth in Appendix (A): Non-collusion, Tax compliance and Employment Compliance must be signed and submitted with the proposal.

TECHNICAL AND PRICE PROPOSAL

RESPONDERS TO THIS RFP SHALL PROVIDE TWO (2) SUBMISSIONS

- Technical proposal shall include information on the experience and licenses of the contractor attesting to the contractor's ability to carry out this engagement including all prior experience.

THE PRICE PROPOSAL SHALL BE STRUCTURED AS FOLLOWS:

- The total cost for the scope of work.

Award of the contract will be based on the determination of the overall advantageous proposal for the Town for consideration given to the evaluation of the technical expertise background and abilities and price proposals.

APPENDIX A

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 another person. As used in this certification, with word "person" shall mean any natural person, business, organization, entity, or group of individuals.

Signature of Bidder/Authorized Representative

Name of Contractor

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of Massachusetts General Laws, Section 49A (b),1,

_____, authorized signatory for

_____, do hereby certify under the pains and penalties of (Name of

Contractor) _____ perjury that said contractor has complied with all laws of the

Commonwealth of Massachusetts, Town of Dracut relating to taxes.

Signature of Bidder/Authorized Representative

Title

Date

COMPLIANCE TO EMPLOYMENT LAWS

The Contractor agrees to abide by all Federal and State Employment laws, including but not limited to, U.S. Code: Title 8 Subsection 1324(a) - Unlawful Employment of Aliens. The Contractor acknowledges that the failure to comply with applicable laws could result in the revocation or suspension of the contract.

Signature of Bidder/Authorized Representative

APPENDIX (B)

Bid Proposal Form
For
HVAC System Flush
110 Loonhill Road (Police Department)

Town of Dracut – HVAC System Flush

1. PRICING

Labor Costs _____

Material Costs _____

Total Bid \$ _____

Total Bid in words: _____

2. CONTRACT QUALIFICATION DATA

a. List the exact name of your firm.

b. How many years has your firm been in business under its present business name and business organization structure? _____

Signature of Principle of Firm

Date

Print name

I acknowledge that I have received all addendum(s) to date. _____

Signature and date