

INVITATION TO BID
TOWN OF SOUTHWICK
INVITES PROPOSALS FOR
HVAC IMPROVEMENTS PROJECT
SOUTHWICK TOWN HALL
454 COLLEGE HIGHWAY
SOUTHWICK, MASSACHUSETTS

The Town of Southwick (Awarding Authority) invites bids for HVAC Improvements Project to the Southwick Town Hall located at 454 College Highway in Southwick, MA. The estimated construction cost of this Project is \$1,600,000. **Bidders shall be DCAMM Prime Certified in Heating, Ventilating, and Air Conditioning.**

Sealed Filed Bids will be received until **1:00 PM on September 23, 2022**, at which time they will be publicly opened, forthwith online.

Sealed General Bids will be received until **1:00 PM on September 30, 2022**, at which time they will be publicly opened, forthwith online.

All Bids shall be accompanied by a bid deposit in the form of a certified, cashier's or treasurer's check issued by a responsible bank or trust company made payable to the Town of Southwick or a bid bond, in an amount not less than five percent (5%) of the value of the bid

Filed sub-bids in the category of **Electrical** must be accompanied by a copy of the Contractor's Certificate of Eligibility for the category of work of the Sub-bid, an Update Statement, Certificate of Authority, Certificate of Good Faith, Certification of Payment of Taxes, Non-Collusion Affidavit and OSHA Compliance Affidavit.

General Bids will only be considered from bidders holding a Certificate of Eligibility from the Division of Capital Asset Management and Maintenance in the category of Heating, Ventilation and Air Conditioning (HVAC) and in a single project amount higher than the amount of the Bid. General Bids must be accompanied by a copy of the Contractor's Certificate of Eligibility, an Update Statement, Unit Price Form, Certificate of Authority, Certificate of Good Faith, Certification of Payment of Taxes, Non-Collusion Affidavit and OSHA Compliance Affidavit.

The successful General bidder will be required to furnish a Performance Bond and a Labor and Material (Payment) Bond each in the amount of one hundred percent (100%) of the contract sum. Bonds shall be obtained from a surety licensed to do business in the Commonwealth of Massachusetts and the form shall be satisfactory to the Town of Southwick, in its sole and absolute discretion. The cost of such bonds shall be included in the bid price.

Bid Forms and Contract Documents will be available for pick-up at www.biddocsonline.com (may be viewed electronically and hardcopy requested) or at Nashoba Blue, Inc. at 433 Main Street, Hudson, MA 01749 (978-568-1167), on **September 9, 2022**.

There is a plan deposit of **\$50.00** per set (maximum of 2 sets) payable to BidDocs Online Inc.

Deposits may be electronically paid or must be a check. This deposit will be refunded for up to two sets for general bidders and for one set for sub-bidders upon return of the sets in good condition within thirty days of receipt of general bids. Otherwise the deposit shall be the property of the Awarding Authority.

Bidders requesting Contract Documents to be mailed to them shall include a separate check for **\$40.00** per set for UPS Ground (or \$65.00 per set for UPS overnight), payable to BidDocs ONLINE, Inc., to cover mail handling costs.

THIS PROJECT IS BEING ELECTRONICALLY BID AND HARD COPY BIDS WILL NOT BE ACCEPTED. Please review the instructions in the bid documents on how to register as an electronic bidder. The bids are to be prepared and submitted at www.biddocsonline.com . Tutorials and instructions on how to complete the electronic bid documents are available online (click on the "Tutorial" tab at the bottom footer).

Attention is directed to the Massachusetts Prevailing Wage Rates to be paid as determined by the Department of Labor Standards under the provisions of Massachusetts General Laws, Chapter 149, §§26 – 27, a copy of which is included in the Contract Documents, and will be made a part of the Contract.

Bidding procedures and award of the Contract and Subcontracts shall be in accordance with the provisions of Chapter 149, Sections 44A through 44J inclusive, of the General Laws of the Commonwealth of Massachusetts, including all current amendments; and the guidelines established by the Deputy Commissioner of the Commonwealth of Massachusetts Division of Capital Assets Management (DCAMM), dated June 30, 1981.

General bidders must be Prime Certified by the Division of Capital Asset Management and Maintenance (DCAMM) in the following category of work – HVAC and must submit a current DCAMM Certificate of Eligibility and signed DCAMM Prime Update Statement (Form CQ 3).

A pre-bid conference will be held at **1:00 PM**, local legal time, on **September 16, 2022** at the Southwick Town Hall located at 454 College Highway in Southwick, MA. Meet at the Front Entrance.

The Awarding Authority is exempt from sales and federal excise tax to the extent permitted under law. Bidders should not include such taxes in figuring or in references to any bid. Commonwealth of Massachusetts General Laws Section 149, Sections 44A through 44L and Chapter 30, Sections 39F through 39P, are incorporated herein by reference. Any inconsistency between the Invitation to Bid, Instruction to Bidders, Bid Forms, Conditions of the Contract, and any other Contract Documents and these statutes, or any other applicable statutes, bylaws, or regulations existing on the date on which the bids are to be received, shall not be grounds for invalidating the bidding procedures, but, where required by law, such statute, bylaw, or regulation shall be deemed to govern.

The Awarding Authority reserves the right to waive any irregularities in or to reject any and all bids, if it be in the public interest to do so, and to act upon the bids and make its award in any lawful manner.

A brief description of the Project Scope and Schedule is as follows:

PROJECT SCOPE

The project scope consists of HVAC Improvements at the Southwick Town Hall located at 454 College Highway in Southwick, MA. The intent is to replace the existing HVAC system in a phased approach so as to minimize disruption of the operations of an occupied building. General Bidders are to be DCAMM certified in Heating, Ventilating, and Air Conditioning. The general scope of the construction work is briefly described as follows:

ANTICIPATED PROJECT MILESTONE SCHEDULE

Plans and Specifications Available	September 9, 2022
On-site Pre-Bid Meeting.....	September 16, 2022 at 1:00 P.M.
Contractor Filed Sub-Bid Questions Due	September 19, 2022 at 5:00 P.M.
Response to Filed Sub-Bid Questions By	September 20, 2022 at 1:00 P.M.
Filed Sub-Bids Due	September 23, 2022 at 1:00 P.M.
Contractor General Bid Questions Due	September 26, 2022 at 5:00 P.M.
Response to General Questions By	September 27, 2022 at 1:00 P.M.
General Bids Due.....	September 30, 2022 at 1:00 P.M.

A contract is expected to be promptly awarded to the lowest responsible and eligible bidder. The construction phase is expected to commence as soon as the Award Authority provides the Notice to Proceed and be completed within 270 calendar days. The work hours shall be as follows: Monday through Friday 7:00 AM to 7:00 PM, and Saturdays 8:00 AM to 4:00 PM. All bids shall remain in effect for 30 days, Saturdays, Sundays, and legal holidays excluded after opening of General Bids. Successful bidders shall agree to commence work and complete the Work in accordance with the dates set forth in the Bidding Documents.

The Town of Southwick reserves the right to award or not award the project.

Board of Selectmen
Southwick Town Offices
454 College Highway
Southwick, MA 01077

“An Equal Opportunity Employer”