



# INVITATION FOR BID (IFB)

## Interest Form BID Form #1

**Instructions:** *If your firm/company is interested in responding to this BID, then BID Form #1 MUST be submitted to the Office of Financial Services immediately following download.* This form is crucial in providing pertinent company information for bidder's list tracking and distribution of any potential addendum.

<b>Awarding Authority:</b>	<b>City of Brockton / Brockton Public Schools</b>
<b>Contract / Bid Number:</b>	<b>2230-0038</b>
<b>Name of Bid:</b>	<b>FY2022 PURCHASE AND INSTALLATION OF WINDOWS FOR THE BROCKTON PUBLIC SCHOOL</b>

**Fax this BID Interest #1 Form to:**

Brockton Public Schools / Office of Financial Services
Fax: <b>508-580-7587</b>

By submitting this *BID Interest Form* the below identified firm is expressing its interest in the above-referenced public bidding project and is requesting that it be added to the list of firms that will receive any addenda to the *BID* that might occur. ***The Awarding Authority assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this BID due to the firm's failure to submit a BID Interest Form as directed above or for any other reason.***

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>City/Town, State &amp; Zip:</b>	
<b>Company Telephone #:</b>	
<b>Company Fax #:</b>	
<b>Company Contact Person/Title:</b>	
<b>Contact Person Email Address:</b>	
<b>Date Submitted:</b>	

By: \_\_\_\_\_  
*(Signature of Authorized Representative)*

# **BID FORMS AND SPECIFICATIONS**

## **FY2022 PURCHASE AND INSTALLATION OF WINDOWS FOR THE BROCKTON PUBLIC SCHOOL**

### **Contract / Bid Number 2280-0040**

**Honorable Robert F. Sullivan**  
**Mayor**  
**City of Brockton**  
**Brockton, Massachusetts**

**Advertising Dates:**  
**Central Register & COMMBUYS**  
**May 11, 2022**

**Brockton Enterprise**  
**May 11, 2022**  
**May 18, 2022**

**Bid Deadline**  
**June 15, 2022 at 10:00 a.m.**

**Michael P. Thomas**  
  
**Superintendent of Schools**  
**City of Brockton**  
**Brockton, Massachusetts**

**Bid Opening**  
**June 17, 2022 at 10:30 a.m.**

*Due to the ongoing COVID-19 Pandemic and State of Emergency, on March 12, 2020, Governor Baker issued an Executive Order Temporarily Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A sec. 20. Pursuant to the Order, public bodies are temporarily relieved from the Open Meeting Law's requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means."*

*This meeting will be held and will be accessible to the public via Brockton Community Access, Brockton Public Schools website, [www.bpsma.org](http://www.bpsma.org), YouTube and Comcast channel 12*

*The public can access this meeting via this link: [www.youtube.com/TheBrocktonChannels](http://www.youtube.com/TheBrocktonChannels)*

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**INVITATION FOR BID, “IFB”**

**BROCKTON PUBLIC SCHOOLS  
BROCKTON, MASSACHUSETTS**

1. Sealed Bids for **Contract / Bid Number, FY2022 PURCHASE AND INSTALLATION OF WINDOWS FOR THE BROCKTON PUBLIC SCHOOL<sub>2</sub>** will be received by the Office of Financial Services for the Brockton Public Schools, 43 Crescent Street, Brockton, MA., 02301, **At** the noted time, the Bids for the project will be publicly opened and read.

If at the time of the scheduled bid opening, The Brockton Public Schools is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation, or other extreme conditions, the bid opening will be postponed for 24 hours until the next normal business day, Monday through Friday, exclusive of Holidays. Bids will be accepted until that date and time.

Bidding procedures and award of the Contract shall be in strict accordance with the provisions of the Commonwealth of Massachusetts GL Chapter 149, Sections 44A through 44L inclusive, of the General Laws of the Commonwealth of Massachusetts, including all current amendments and guidelines.

Specifications and all other bid documents may be obtained after on our website. The hyperlink is <http://www.bpsma.org/departments/purchasing/2023-bids>. Should you require a paper copy you may contact our office.

**Estimated Cost of Services: Not to exceed \$150,000**

2. All bidders must use the prescribed bid forms available at the above stated address.
3. All Bids must be properly identified as **FY2022 PURCHASE AND INSTALLATION OF WINDOWS FOR THE BROCKTON PUBLIC SCHOOL** delivered to the Office of Financial Services for the Brockton Public Schools, 43 Crescent Street, Brockton, MA 02301, prior to the official **OPENING**, as stated above, at which time and place they will be opened and read aloud.

All bidders assume the risk of any delay in the mail, or any other delays which prevent receipt of the bid(s) at the posted bid opening date and time. **Bids received after the official BID DEADLINE DATE AND TIME will be returned unopened. No facsimile of bids is allowed.**

4. The City of Brockton will reject any or all bids when required to do so by the above referenced General Laws, or, if it deems it to be in the public interest to do so. The Awarding Authority also reserves the right to waive any informalities in any bid based on the public interest to proceed in this way. Any bid submitted will be binding for sixty (60) days beyond the **OPENING DATE**.
5. The Awarding Authority also reserves the right to reject any bid if it determines that such bid does not represent the bid of a person competent to perform the work as specified within the conditions and time frame as set forth for completion of the project.
6. Any and all questions relative to these specifications must be submitted in writing to the Awarding Authority at least seven (7) days before the **BID OPENING DATE**, and written answers shall be sent to all bidders as an addendum.
7. **THE AWARD OF CONTRACT FOR THE PROJECT(S) IS CONTINGENT UPON THE AVAILABILITY OF FUNDING AND APPROVAL OF ALL APPROPRIATE MUNICIPAL BODIES.**

## INSTRUCTIONS TO BIDDERS

### A. BID REQUIREMENTS:

1. Sealed bids for **FY2022 PURCHASE AND INSTALLATION OF WINDOWS FOR THE BROCKTON PUBLIC SCHOOL**, will be received at the time and place as stated in the "Advertisement/ Invitation for Bids" and in accordance with the bid documents.
2. The Bid proposal filled out and signed in longhand by the bidder must be accompanied by a **bid deposit equal to five percent (5%)** of the amount of the base bid(s) of the project(s). The bid deposit may be in the form of a certified check, bank treasurer's or cashier's check, or a bid bond from a licensed surety company and must be placed in an envelope, sealed, and marked "**BID FOR FY2022 PURCHASE AND INSTALLATION OF WINDOWS FOR THE BROCKTON PUBLIC SCHOOL**" and delivered to Office of Financial Services of the Brockton Public Schools, 43 Crescent Street, Brockton, MA, 02301, as stated in the "Invitation to Bid."
3. All bid deposits of General Bidders, except those of the three lowest responsible and eligible Bidders, shall be returned within five (5) days, Saturdays, Sundays, and legal holidays excluded, after the opening of the General Bids. The bid deposits of the three lowest responsible and eligible Bidders shall be returned upon the execution and delivery of the General Contract, or, if no award is made upon the expiration of the time prescribed in the "Invitation for Bids". If any Bidder fails to perform their agreement to execute a Contract and furnish a Performance and Payment bond as stated in their Bid, their bid deposit shall become and be the property of the City of Brockton; provided that the amount of the deposit which becomes the property of the Awarding Authority shall not, in any event, exceed the difference between their bid price and the bid price of the next lowest responsible and eligible bidder; and provided further that in case of death, disability, bona fide clerical or mechanical error of a substantial nature their bid deposit shall be returned to them.
4. No claims for immunity or exceptions predicated upon misunderstanding or failure to correctly interpret the above paragraph will be allowed.
5. The Bid Forms, General Conditions, General Requirements, Supplementary General Conditions, Specifications, Drawings, Addenda (if any), and Sample Contract and any other documents which constitute the Contract Documents will be available as stipulated in the "Invitation to Bid" and shall be incorporated into and be made a part of the contract.
6. Commonwealth of Massachusetts General Laws Section 149, Sections 44A through 44L are incorporated herein by reference. Any inconsistency between the Invitation to Bid, Information 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.

### B. BIDDER'S REPRESENTATION:

1. Each Bidder making a bid (Hereinafter called "Bid") represents that:
  - a. The Bidder has read and understands the Contract documents and the Bid is made in accordance therewith.
2. Failure to so examine the Contract Documents and site will not relieve any Bidder from any obligation under the Bid as submitted.

### C. GENERAL BIDDER'S QUALIFICATIONS:

The Awarding Authority, the City of Brockton, will review the qualifications of the apparent low Bidder after the Bids are opened. The lowest eligible and responsible General Bidder will be awarded the Contract provided that the Bidder meets all the requirements of the bid and scope of services and possesses the skill, ability, and integrity to

complete the job to the Awarding Authority's satisfaction.

**D. REQUESTS FOR INTERPRETATION:**

1. All Bidders shall promptly notify the Awarding Authority of any ambiguity, inconsistency, or error which they may discover upon examination of the Contract Documents, the site(s), and/or local condition(s).
2. Bidders requiring clarification or interpretation of the Contract Documents shall make a written request to the Awarding Authority through:

Mr. Ken Thompson  
Director of Facilities  
91 Foster Street  
Brockton, MA 02301  
(508) 580-7503  
(508) 580-7587 (FAX)
3. Interpretation, correction, or change(s) in the Contract Documents will be made by an addendum that will become part of the Contract Documents. Neither the Awarding Authority nor its representative(s) will be held accountable for any oral instructions.
4. An addendum will be mailed or faxed by the Awarding Authority to every individual or firm on record as having taken a set of Contract Documents. Receipt of said addendum must be acknowledged by each Bidder in the appropriate space provided in the Bid Forms. Failure to do so may lead to disqualification of the Bid by the Awarding Authority. All bidders are, therefore, encouraged to confirm the number of Addenda which have been issued prior to submitting their Bid.
5. Copies of the Addendum will be made available for inspection at the locations listed in the Advertisement as to where Contract Documents are on file.

**E. TAXES/EXEMPTION:**

The Awarding Authority is exempt from payment of the Massachusetts Sales Tax. The City of Brockton under G.L. Chapter 64H, Section 6 (d) and (e) has been issued a Certificate of Exemption by the Massachusetts Department of Revenue.

**F. WITHDRAWAL OF BIDS:**

No Bidder shall withdraw their Bid for a period of sixty (60) days, Saturdays, Sundays, and legal holidays excluded, after the date set for the opening of the General Bids.

**G. SUB-CONTRACTS:**

All work shall be performed by the Contractor unless otherwise necessitated by the work.

**H. PAYMENT BONDS:**

**A Payment Bond, each equal to fifty percent (50%)** of the total service or project cost and issued by a surety company authorized to do business under the laws of the Commonwealth, and, satisfactory to the Awarding Authority, will be required from the successful Bidder in accordance with regulations relating to Chapter 149 of the General Laws of the State of Massachusetts. The General Contractor has ten (10) days from the date of notification of intent to award the Contract to obtain the required bond. The premium on the bond shall be included as a part of the total Bid cost(s). Forms of bonds are included by reference and executed copies shall be included in the Contract Documents when the Contract is signed.

**I. TIME FOR PERFORMANCE:**

Performance of the contact by the successful bidder shall begin July 1, 2022, and end June 30, 2023. The Awarding Authority or its representative shall be informed of any work that is loud in character and may cause undue disturbance to neighboring residents, or work that has the slightest potential for endangering the health and safety of any building occupants or persons in the proximity of the building.

**J. EXAMINE BUILDING:**

1. Examination of any/all the facilities shall be coordinated through the Director of Facilities for the Brockton Public Schools, Mr. Ken Thompson, (508) 580-7503.
2. Site visits shall occur between the hours of 7:00 A.M. and 1:00 P.M. on regular workdays and must be coordinated in advance with Mr. Ken Thompson.

**K. BUILDING PERMITS:**

1. All Bidders are advised that all appropriate types of permits are required and that the fees for any permits must be a separate line item on the invoice. Please refer to the Scope of Services for the proper submission of all invoices for payment.
2. The successful Bidder shall be required to obtain any necessary permit(s) or license(s) prior to as required by any statute, rule, or regulation. The City of Brockton will not waive any relevant municipal fees if a proposal for a specific project has been submitted by the contractor for a specific amount. The successful General Bidder shall note that the normal turnaround time for obtaining all necessary permits from the City of Brockton Building Department is one (1) week.
3. The Bidder is responsible for the filing of any other permits, fees, inspections, etc., as may be required by Federal, State, and local authorities.

**FY2022 Installation of windows for the Brockton Public School**

**To: The Awarding Authority  
City of Brockton/School Department  
43 Crescent Street  
Brockton, MA 02301**

\_\_\_\_\_  
**Company submitting Bid**

\_\_\_\_\_  
**Signature of Authorized Representative of Company**

- A) The undersigned has received and examined the document entitled "***FY2022 PURCHASE AND INSTALLATION OF WINDOWS FOR THE BROCKTON PUBLIC SCHOOL***".
- B) The undersigned warrants that they have complied with all provisions of the Specifications and can furnish the materials, equipment, and labor to carry out all the service as proposed.
- C) The undersigned agrees, that in the event of award of the Contract, they can start work as required, and further agrees that the work will be completed within the time frame agreed upon prior to the signing date of the Contract.
- D) **The following documents are made a condition of this Bid and must be included with the Bid in order for the Bid to be considered as a legitimate and acceptable Bid for consideration of Award of Contract:**
- 1) **Page(s) 8 - 18 of the Bid Forms with all bid proposals, information, signatures, seals, etc., as required.**
  - 2) **5% Bid Deposit in the form of a certified or bank check, treasurer's check, cashier's check, or bid bond from a licensed Massachusetts surety company.**
  - 3) **Statement of payment of all State taxes (page 8).**

**BID FORM**  
**(Must be submitted)**



**VENDOR TAX CERTIFICATE**

I certify, under the pains and penalties of perjury, that to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required under the law.

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*For use by CORPORATIONS ONLY:*

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PROPER CORPORATE NAME

---

SIGNATURE OF AUTHORIZED CORPORATE OFFICER

---

FEDERAL IDENTIFICATION NUMBER (FEIN)

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*For use by INDIVIDUALS OR COMPANIES OTHER THAN CORPORATIONS ONLY:*

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SIGNATURE OF INDIVIDUAL \*

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SOCIAL SECURITY NUMBER \*\*

\*Approval of contract or other agreement will not be granted unless this certification clause is signed by applicant.

\*\*Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing/payment obligations.

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**CERTIFICATE OF CORPORATE VOTE**

I, \_\_\_\_\_; clerk/officer of \_\_\_\_\_ hereby notify that at a meeting of the Board of Directors/Officials of said corporation/company, held on \_\_\_\_\_ the following vote was passed:

Vote to authorizing \_\_\_\_\_ to sign in behalf of the corporation/company with the City of Brockton for \_\_\_\_\_.

---

Signature of Clerk/Officer

**\* PLEASE ATTACH COPY OF OFFICIAL CERTIFICATE OF CORPORATE VOTE.**

**BID FORM**  
**(Must be submitted)**

**SCOPE OF SERVICES**

**FY2022 PURCHASE AND INSTALLATION OF WINDOWS FOR THE BROCKTON PUBLIC SCHOOL**

**SCOPE OF WORK**

Bidder will remove windows in disrepair conditions and replace with tempered glass windows or approved substitutions. Install new doors, frames and hardware as supplied by the Awarding Authority at various locations. All labor and tools required for proper removal and/or installation will be provided by the Bidder.

**TERM OF CONTRACT**

This contract will be in force from July 1, 2022, to June 30, 2023, and shall not exceed \$150,000. A Payment Bond, equal to fifty percent (50%) of the total service or project cost and issued by a surety company authorized to do business under the laws of the Commonwealth, and, satisfactory to the Awarding Authority, will be required from the successful Bidder

**THE CONTRACT SUM AND REQUIREMENTS**

- A. **Hourly rate for Monday-Friday, 7:00 a.m. to 3:00 p.m.** Note: All hourly service rates are to reflect the incorporation of State prevailing wage requirements. **Contract will be awarded to the lowest responsive and responsible bidder offering the lowest hourly rate for Monday-Friday, 7:00 a.m. to 3:00 p.m.**

FY2022 (July 1, 2022, to June 30, 2023) \$ \_\_\_\_\_ Per Man Hour

**Hourly rates for nights, weekends and holidays** are a contractually binding rate for the contract but is not a factor in determining the low bid. Hourly rates for nights, weekends and holidays shall not exceed 1 ½ times the hourly rate for Monday-Friday, 7:00 a.m. to 3:00 p.m. Note: All hourly service rates are to reflect the incorporation of State prevailing wage requirements.

FY2022 (July 1, 2022, to June 30, 2023) \$ \_\_\_\_\_ Per Man Hour

- B. **Travel charge(s)**—The City of Brockton/School Department will not pay any invoices which include travel charges, mileage, truck charge(s), or any other associated costs. **There shall be no exceptions.**
- C. **Material(s) Costs: The Awarding Authority has contracts with wholesale distributors for various materials. Materials needed shall be at the sole discretion of the Awarding authority to either: provide to contractor the materials needed; or have contractor supply the materials.** The vendor shall submit with each invoice an original copy of the cost of any material(s) purchased from a respectable trades’ supplier, which material has been installed during the repair and/or replacement of equipment in the Brockton Public Schools. There shall be a percentage overhead of the said materials at a percentage of **10% above vendor’s cost**. The material overhead percentage must be based on the original invoice from the supplier and **not based on any trade service publication prices.**
- D. **Voluntary Alternates (If any)** --please describe and attach supporting materials.
- 
- E. **Manpower Requirements: The successful bidder must be able to provide 3-5 skilled craftsmen at any given time and do so on a continuous, uninterrupted basis as directed by the Awarding Authority.**
- F. **Bidders shall submit with bid, evidence of at least five years’ experience on similar type projects and a minimum of five licensed technicians on staff.** Work in a public-school setting shall be given preference. Bidders shall supply references for listed jobs.

**BID FORM**  
**(Must be submitted)**

**CITY OF BROCKTON**

I hereby certify, under the pains and penalties of perjury, that I can furnish labor in harmony with all other elements of labor employed in the work and that all employees employed on the worksite, or in work subject to the bid, have successfully completed at least 10 hours of OSHA approved training. I agree to submit documentation that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration (OSHA) that is at least 10 hours in duration. I further certify that any employee found on a worksite subject to this section without documentation of successful completion of a course in construction safety and health approved by the United States Occupational Safety and Health Administration (OSHA) that is at least 10 hours in duration shall be subject to immediate removal.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Typed Name of Person Authorized to Sign Bid

\_\_\_\_\_  
Written Signature of Person Authorized to Sign Bid

\_\_\_\_\_  
Title of Signatory

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Company Telephone

\_\_\_\_\_  
Company Fax Number

\_\_\_\_\_  
Date

If corporation, this page must be signed and sealed by a duly authorized officer.

If partnership, so state and give names of all partners.

If an individual, so state and sign.

**Documentation of successful completion of said course must be provided with the submission of the first certified payroll report for each employee. Payment requisitions will NOT be reviewed without the required OSHA documentation.**

**BID FORM**  
**(Must be submitted)**



**VENDOR REGISTRATION FORM**

**TO BE COMPLETED BY ALL VENDORS:**

TYPED/PRINTED NAME AND TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPER LEGAL NAME OF BUSINESS ENTITY: \_\_\_\_\_

FEIN or SOCIAL SECURITY NUMBER if FEIN is N/A: \_\_\_\_\_

BUSINESS ADDRESS, CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

**IF CORPORATION:**

1. GIVE YOUR CORRECT CORPORATE NAME:  
\_\_\_\_\_
2. STATE AND DATE OF INCORPORATION:  
\_\_\_\_\_
3. IF FOREIGN CORPORATION, GIVE MASSACHUSETTS REGISTRATION DATE:  
\_\_\_\_\_

**IF FOREIGN BUSINESS ENTITY TRANSACTING BUSINESS IN MA, GIVE NAME/ADDRESS OF RESIDENT/REGISTERED AGENT IN MA (REQUIRED):**

\_\_\_\_\_

**IF COMPANY, GIVE the OWNER’S NAME AND TITLE:**

\_\_\_\_\_

**IF PARTNERSHIP, GIVE NAMES AND ADDRESSES OF PARTNERS:**

\_\_\_\_\_

**IF TRUST OR LEGAL ENTITY, GIVE NAMES AND ADDRESSES OF TRUST OR LEGAL ENTITY:**

\_\_\_\_\_

**MINORITY/WOMEN BUSINESS CLASSIFICATION STATEMENT**

1. Our firm is principally (more than 50%) minority owned.  
YES \_\_\_\_\_ NO \_\_\_\_\_
2. Our firm is principally (more than 50%) woman owned.  
YES \_\_\_\_\_ NO \_\_\_\_\_
3. Our firm is registered with S.O.M.B.A. (State Office of Minority & Business Assistance)  
YES \_\_\_ NO \_\_\_

SOMWBA CERTIFICATION CATEGORY: \_\_\_ / MBE \_\_\_ WBE \_\_\_

**BID FORM**  
**(Must be submitted)**

**Attestation Clause**

Under Chapter 233, Section 35 of the Acts of 1983, political subdivisions, and agencies of the Commonwealth must annually furnish to the Commissioner of Revenue a list of all persons who have provided goods, services, or real estate space in the aggregate of five thousand dollars (\$5,000.00) or more. Chapter 233 of the Acts of 1983, Sections 35 and 36 require that each provider or vendor of goods and services to any municipal agency must attest that it/he is complying of all laws relating to taxes. The Attestation must occur at the time of issuing, renewing, or extending a license, contract, or agreement. Any person/company failing to execute this Attestation Clause shall not be allowed to obtain, renew, or extend a license, contract, or agreement. Each successful bidder shall certify that he is in compliance with Chapter 233 by providing a Social Security Number or Federal Identification Number when a contract is issued.

VENDOR/COMPANY: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TYPED/PRINTED NAME AND TITLE: \_\_\_\_\_

**Certificate of Non-Collusion and Certificate of Bona Fide Bid**

As per Chapter 30B, Section 10, any person submitting a bid for the procurement or disposal of supplies or services to any governmental body shall certify in writing, on the bid, as follows:

**The undersigned certifies under the penalty of perjury that this bid 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.**

VENDOR/COMPANY: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**Assurance of Non-Discrimination Compliance**

Vendor does not subject employees or applicants for employment by this firm to discrimination on the basis of race, color, national origin, handicap, age, or sex, in any of the following areas:

1. Recruitment, hiring, upgrading, promotion, whether for full-time employment, consideration for demotion, transfer, layoff, or rehiring.
2. Rates of pay or any other form of compensation and changes in compensation.
3. Job assignments and seniority status.
4. Granting and returning from leaves of absence, leave for pregnancy, or any other leave.
5. Fringe benefits available by virtue of employment, whether or not administered by the recipient.
6. Selection and financial support for training, including apprenticeship, professional meetings, conferences and other related activities, selection for tuition assistance, and selection for sabbaticals and leaves of absence to pursue training.
7. Employer-sponsored activities, including social or recreational programs.
8. Any other term, condition, or privilege of employment.

VENDOR/COMPANY: \_\_\_\_\_

AUTHORIZED SIGNATURE/TITLE/DATE: \_\_\_\_\_

ADDRESS AND TELEPHONE: \_\_\_\_\_

**BID FORM**  
**(Must be submitted)**

**Certificate of Insurance**  
**(Service Contracts Only\*)**

As successful bidder on this Contract, you must supply the City of Brockton with a properly endorsed CERTIFICATE OF INSURANCE. Both the City of Brockton and the Vendor shall be named as co-insured/additional insured and the City shall be named certificate holder, and certificates of insurance shall be furnished to both parties. Reporting of accidents and claims shall be done by the Vendor. This Certificate MUST accompany the Contract. Unless otherwise provided for by the Contract, Vendor shall meet the following insurance requirements:

**WORKERS' COMPENSATION:** The Vendor, before commencing performance of the work required to be done under the Contract, shall provide for the payment of compensation, provided by the General Laws (ter. Ed.) Chapter 152 as amended to all persons to be employed by him/her in connection with said performance and shall continue in full force throughout the period of this Contract.

**PUBLIC LIABILITY:** Within fifteen (15) days after the award of this Contract the Vendor shall, at his/her own expense, procure and maintain insurance for Public Liability in the minimum amount of \$500,000/\$1,000,000 and Property Damage Liability in the minimum amount of \$50,000/\$100,000.

The policies shall contain a provision worded as follows: "The Insurance Company waives any right to subrogation against the City of Brockton which may arise by reason on any payments under this policy."

The policy/policies must contain on the face a notation that it/they cannot be cancelled without at least thirty (30) days' notices in writing to the City as owner.

Furthermore, the certificates of all policies shall provide for notice of cancellation of the Contracting officer and the certificates shall indicate that the above provisions have been included.

**\*DESIGN/CONSULTING SERVICES, PLEASE PROVIDE PROOF OF PROFESSIONAL LIABILITY INSURANCE.**

AUTHORIZED SIGNATURE: \_\_\_\_\_

**INDEMNIFICATION AND RELEASE**

To the fullest extent permitted by law, the VENDOR shall indemnify, defend, and hold harmless the CITY and their respective officers, directors, employees and agents ("Indemnified Parties") from and against all claims, damages, demands, losses, expenses, fines, causes of action, suits or other liabilities, (including costs, reasonable attorneys' fees, consequential damages and punitive damages), arising out of or resulting from, or alleged to arise out of or arise from, the performance of VENDOR'S work under this Contract whether such claim, damage, demand, loss or expense is attributable to bodily injury, personal injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; but only to the extent attributable to the negligence of the VENDOR or any entity or individual for which it is legally responsible or vicariously liable and; regardless whether the claim is presented by an employee of VENDOR. Such indemnity obligation shall not be in derogation or limitation of any other obligation or liability of the VENDOR contained in this Contract or otherwise. This indemnification shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the VENDOR under any workers' compensation acts, disability benefits acts or other employee benefits acts. This indemnification shall be in addition to any indemnity liability imposed by the Contract and shall survive the completion of the work performed under or the termination of the Contract.

The VENDOR'S assumption of liability is independent from, and not limited in any manner by the VENDOR'S insurance coverage obtained pursuant to the terms of this Contract.

AUTHORIZED SIGNATURE: \_\_\_\_\_

**BID FORM**  
**(Must be submitted)**

**DEVIATION SHEET**

All deviations and/or substitutions from the original specified items (or equal) must be noted in writing on the Deviation Sheet. Additional pages may be used if necessary. These items shall be approved by the lead department for compatibility, workmanship, and functionality before award of contract.

**PLEASE LIST BELOW:**

COMPANY: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**BID FORM**  
**(Must be submitted)**



**VENDOR WORK HISTORY**

- A. The undersigned proposes to supply the *FY2022 PURCHASE AND INSTALLATION OF WINDOWS FOR THE BROCKTON PUBLIC SCHOOL*.
- B. The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon, according to all the requirements of the specifications.

- 1. Have been in business under present business name for \_\_\_\_\_ years.
- 2. Are you fully licensed to do business under this contract? \_\_\_\_\_
- 3. Do you comply with all ordinances and regulations mandated by M.G.L. and the community in which you are located? \_\_\_\_\_
- 4. Ever fail to complete any work awarded? \_\_\_\_\_
- 5. Have you been involved in litigation in the past five (5) years? \_\_\_\_\_
- 6. List at least three (3) state, local or private companies and/or organizations which you have served recently of similar character as required for the above-mentioned.

<b><u>LOCATION</u></b>	<b><u>PHONE #</u></b>	<b><u>DATE</u></b>	<b><u>DESCRIPTION OF WORK</u></b>
------------------------	-----------------------	--------------------	-----------------------------------

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

- C. Bidders shall indicate firm date of delivery on receipt of contract and subsequent purchase order form the City of Brockton.

DELIVERY DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

- D. Bidders shall note that this bid reflects all changes in addendum/amendment numbers: \_\_\_\_\_

**BID FORM**  
**(Must be submitted)**

**Department Certification**

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non-procurement programs from the Commonwealth of Massachusetts, the US Federal Government, and/or the City of Brockton. "Principal" means supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Chief Procurement Officer of the City of Brockton at any time during the period of the contract or prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the firm or its officers. This certification is a material representation of fact upon which reliance will be placed when making the proposal award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Brockton, the contract will be cancelled and the proposal award revoked.

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Firm Name \_\_\_\_\_

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Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Signed by Authorized Firm Representative:

---

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**BID FORM**  
**(Must be submitted)**

## **GENERAL CONDITIONS**

### **I. CONDITIONS OF BIDDING**

- A. BID DEPOSIT**
- B. REFERENCE TO PAYMENT BOND**

### **II. GENERAL WORK DESCRIPTION**

- A. SCOPE OF SERVICES AND REQUIREMENTS**
- B. MATERIAL AND WORKMANSHIP**
- C. WAGES**
- D. PERMITS AND NOTIFICATIONS**
- E. MATERIAL REFERENCES**
- F. APPROVALS**
- G. PAYMENT TO CONTRACTORS**
- H. INSURANCE REQUIREMENTS**
- I. PATENT INFRINGEMENT**
- J. LAWS AND ORDINANCES**
- K. PROVISION OF LAW DEEMED INSERTED**
- L. INVALID CLAUSES**
- M. INDEMNITY**
- N. HOURS OF WORK**
- O. QUALIFICATION OF EMPLOYMENT**
- P. FREEDOM OF EMPLOYMENT TO LODGE, BOARD AND TRADE**
- Q. SAFETY REQUIREMENTS; OSHA TRAINING [M.G.L. c. 30, s. 39S]**
- R. CONTRACT LIMITATION**
- S. CORI**

## **I. CONDITION OF BIDDING**

- A. BID DEPOSIT:** Each bidder must deposit with his/her bid, a security deposit in the amount of **five percent (5%)** of the base bid, either in the form of a certified check, cashier's check issued by a responsible bank or trust company, or bid bond, payable to the City of Brockton.
- B. PAYMENT BOND:** The successful bidder shall furnish a **Payment Bond equal to fifty percent (50%)** of the total contract value. This Bond must be purchased from a surety company authorized to transact business in the Commonwealth of Massachusetts. The premiums for the bond are to be paid by the successful bidder and are to be included in the contract price. The Bonds shall be written in conformance with Massachusetts General Laws, Chapter 149.

## **I. GENERAL WORK DESCRIPTION**

### **A. SCOPE OF SERVICES**

The Brockton Public Schools is seeking *FY2022 Purchase and Installation of windows for the Brockton Public School* to meet its needs in this area of concern.

#### **I. On-Call Services**

The Brockton Public Schools is seeking to establish a working relationship with a Contractor for on-call *FY2022 Purchase and Installation of windows for the Brockton Public School*

The Owner will establish a service order request system with the contracted vendor for all requested service(s). This service is to be provided to the Owner as scheduled on an as needed basis with priority given to emergency service or service for critical areas within the school system. While most service will be scheduled during normal work hours, it is inevitable that emergency or priority service work may arise which will require the response of the contracted vendor beyond normal working hours.

**Because all work performed by the Brockton Public Schools is subject to State Wage Rate Laws, all invoices must include a breakdown of per hour labor cost and material(s) costs as separate items so that payment of State Prevailing Wage Rates for all involved trades may be confirmed.**

### **B. MATERIALS AND WORKMANSHIP:**

Unless otherwise specifically provided for in the Specifications, all services, workmanship, equipment, materials, and articles incorporated in the work covered by these Specifications are to be of the best grade of their respective kinds for the purpose for which they are intended. Where equipment, materials or articles are referred to in the Specifications as "equal" to any particular standard, the Awarding Authority or those delegated by them shall decide the question of equality.

### **C. WAGES:**

The wages paid to labor on this work shall not be less than the minimum wage rates established by the Commission of Labor and Industries of the Commonwealth of Massachusetts.

### **D. PERMITS AND NOTIFICATIONS:**

The Contractor shall obtain and pay for all required licenses and permits for the work herein provided in these Specifications. The Contractor is also responsible for the timely filing of all necessary notifications involving environmental issues related to the project with all appropriate Federal, State, and Local authorities.

**E. MATERIAL REFERENCES:**

Specific reference in the Specifications to any article, device, product, materials, fixtures, form or type of construction or installation, etc., by name, make or catalog number shall be interpreted as establishing a standard of equality and shall not be construed as limiting competition. The Contractor, in such cases may at his/her option use any article, device, product, materials, fixtures, form or type of construction or installation which in the judgment of the

Awarding Authority or those delegated by them is equal to that named.

**F. APPROVALS:**

All notices, demands, requests, instructions, approvals, and claims must be submitted in writing.

**G. PAYMENT TO CONTRACTOR:**

Payments are to be made in accordance with the provisions of Chapter 627, paragraph 1 of the Acts of 1961 which provisions are contained in the proposed Contract Form.

**H. INSURANCE REQUIREMENTS:**

1. Before commencing performance of any work on the project, the Contractor shall furnish evidence of insurance coverage for payment of Worker's Compensation and the furnishing of other benefits under Chapter 152 of the General Laws (the Worker's Compensation Law) to all person to be employed during the work covered by the Contract and shall continue such insurance in full force and effect during the term of this project. Failure to provide and continue in force such insurance and aforesaid benefits shall be deemed a material breach of the Contract covering the project and shall operate as an immediate termination thereof at the election of the Awarding Authority. Said insurance shall be acceptable to the Awarding Authority and the policy shall be submitted to the Awarding Authority for examination as a part of the Contract Documents. Satisfactory certificates of insurance of said insurance shall be filed with the Awarding Authority prior to the commencement of any work by the Contractor on this project.
2. The insurance required shall include all major divisions of coverage and shall be on a comprehensive basis including Premises and Operations, Owner's and Contractor's Protective, Products and Completed Operations, and Owned, Non-owner, and Hired Motor Vehicles. Such insurance shall be written for not less than any limits of liability required by law or the following limits, whichever are greater:

**Employer's Liability:** \$500,000

**Comprehensive General Liability Insurance:**

Bodily Injury Liability \$500,000 per person  
\$1,000,000 per occurrence

Property Damage Liability \$500,000 per occurrence  
\$2,000,000 annual aggregate

**Motor Vehicle Insurance:**

Bodily Injury \$500,000 per person  
\$1,000,000 per occurrence

Property Damage \$500,000 per occurrence  
Or, Combined Single Limit \$1,000,000

Excess Liability (Umbrella) Insurance:  
Combined Single Limit \$2,000,000

3. The Contractor shall affect and maintain insurance against all risks of physical loss upon all work in place and all materials stored at any work site, whether covered by payments made by the Awarding Authority. This insurance shall be in an amount equal to the full replacement cost thereof at all times and shall be for the benefit of the Awarding Authority and the Contractor as their interest may respectively appear. This insurance shall be placed with such company or companies as may be acceptable to the Awarding Authority.
4. In the event that the form of any policy or certificates of insurance required under this Contract or the amount thereof, if not especially specified herein, or the companies writing the same are not satisfactory to the Awarding Authority, the Contractor will secure other policies or certificates in form and amount and with companies satisfactory to the Awarding Authority.

The Contractor shall not cause any policies to be canceled or permit them to lapse, and all insurance policies shall include a clause to the effect that the policy shall not be canceled or changed until fifteen days after the Awarding Authority, as herein defined, has received written notice thereof as evidenced by return receipt of registered letter. All certificates of insurance shall contain true transcripts from the policy, authenticated by the proper officer of the insurer, evidencing particularly that the Awarding Authority is included as one of those insured, the extent of the insurance, the location, and operations to which the insurance applies, the expiration date and the above-mentioned notice of cancellation clause.

5. All insurance shall be written on an occurrence basis unless the Awarding Authority approves in writing coverage on a claims-made basis.

**I. PATENT INFRINGEMENTS:**

The Contractor shall hold and save the Awarding Authority, its officers, and employees, harmless from liability of any nature or kind, including costs, and expenses for or on account of any, patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the work covered by these Specifications, including its use by the Awarding Authority.

**J. LAWS AND ORDINANCES:**

1. All work to be performed under this Specification shall be in accordance with all applicable laws, State or Federal, and all applicable ordinances, codes, rules and regulations of the Awarding Authority or any public board or officer having jurisdiction, regulation, or control over any work to be done hereunder.
2. The building code of the City of Brockton shall be the minimum required for all work, but the Specifications shall govern wherever the Specification requirements are in excess of, greater than, or more stringent than code requirements and are permitted under the code.

**K. PROVISION OF LAW DEEMED INSERTED:**

1. Every provision required by law to be inserted herein, and especially those required by Chapter 149 of the General Laws, as amended, shall be incorporated herein by reference, to the extent that such is not already included herein as if it were set forth herein in its entirety. These documents shall be read and enforced as though such provisions were included herein and, if through mistake or otherwise such provision is not so inserted or is incorrectly inserted, then, upon the application of either party, these documents shall be amended to meet the requirements of the law.
2. In the event of any conflict between the provisions of these documents and the provisions required to be inserted herein, such latter provisions shall control.

**L. INVALID CLAUSES:**

1. If any provision of this Specification shall be such as to render it invalid or illegal, then if it shall not appear to have been made by the parties, it shall not be deemed to form part thereof, but the balance of the Specifications shall remain in force and effect.
2. The titles, headings and notes contained in the Specifications are solely to facilitate reference to various portions of the Specifications and in no way affect, limit or cast light upon the interpretation of the portion to which they refer.

**M. INDEMNITY:**

The Contractor agrees to indemnify and save the Awarding Authority harmless from and against any and all costs, loss, expense, liability, damages, or claims for damages, including costs of defending any action on account of any injury or damage to buildings, improvements or property of the City or any person, firm, corporation or association and on account of any injury (including death) to any person or persons arising or resulting from the work provided for or performed under the Contract documents or from any act, omission or negligence of the Contractor. The foregoing provisions shall not be deemed to be released, waived, or modified in any respect by reason of any insurance provided by the Contractor under the Contract. The Contractor shall furnish insurance to the Awarding Authority for the performance of the provisions of this paragraph.

**N. HOURS OF WORK:**

No laborer, worker, mechanic, foreman, or inspector working within the Commonwealth, in the employ of the Contractor, Subcontractor or other person doing or contracting to do the whole or a part of the work contemplated by the Contract, shall be required, or permitted to work more than eight hours in any one day, except in cases of emergency, the Awarding Authority, being subject to Section 31, of Chapter 149 of the General Laws.

**O. QUALIFICATIONS FOR EMPLOYMENT:**

In the employment of mechanics, teamsters, chauffeurs, and laborers, preference shall first be given to citizens of the Commonwealth who have been residents of the Commonwealth for at least six months at the commencement for their employment who are male veterans as defined in Clause 43 of Section 7 of Chapter 4 of the General Laws, and who are qualified to perform the work to which the employment relates; and secondly, to citizens of the Commonwealth generally who have been residents of the Commonwealth for at least six months at the commencement of their employment, and if they cannot be found in sufficient numbers, then to citizens of the United States.

**P. FREEDOM OF EMPLOYMENT TO LODGE, BOARD AND TRADE:**

Every employee in the work to be performed under this Contract shall be allowed to lodge, board, and trade where and with whom he elects and no person or his agents or employees shall directly or indirectly require as a condition of employment in said work, that an employee shall lodge, board or trade at a particular place or with a particular person.

**Q. SAFETY REQUIREMENTS; OSHA TRAINING [M.G.L. c. 30, s. 39S]**

The Contractor shall comply and shall cause all subcontractors and persons employed on the Work to comply with all applicable safety requirements. By executing this contract, the Contractor hereby certifies that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration. Any employee found on a worksite subject to this section without documentation of successful completion of a course in construction safety

and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration shall be subject to immediate removal.

**R. CONTRACT LIMITATION: (\$150,000.00)**

In no event shall payments by the Owner to Contractor, under this contract, exceed One Hundred Fifty Thousand (\$150,000.00) Dollars in the aggregate (i.e., total labor and materials). Contractor shall be responsible for tracking all invoices submitted and all payments made under the contract. Contractor agrees and warrants that it will not submit any invoices which exceed One Hundred Fifty Thousand (\$150,000.00) Dollars in the aggregate; and to reimburse Owner for any payments made to contractor in excess of One Hundred Fifty Thousand (\$150,000.00) Dollars.

**S. CORI**

Contractor acknowledges that all employees and workmen who are to perform work under this contract are subject to screening by Owner by means of conducting a Criminal Offender Record Information Search (CORI). Contractor warrants that it will provide workmen whose CORI shows no reason to prohibit contact with children of school age. Each such workman from the awarded vendor shall be required to submit a completed and signed CORI form which will be forwarded along with contract to be signed.