



**CITY OF GREENFIELD
GREENFIELD, MASSACHUSETTS**

**RFQ TITLE: GREENFIELD MIDDLE SCHOOL ROOF
PROJECT**

RFQ #: 12-03

Date of Issuance: June 22, 2011 9:00 a.m.

**Deadline for Receipt
Of Bids: July 8, 2011 2:00 p.m.**

**Submit to: Purchasing Department
Office of the Mayor
City of Greenfield
14 Court Square
Greenfield, Ma 01301**

**Contact: Lane Kelly
Chief Procurement Officer
City of Greenfield
14 Court Square
Greenfield, MA 01301
1-413-772-1567 ext. 102
purchasing@greenfield-ma.gov**

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Advertisement for Bidders

**City of Greenfield
Office of the Mayor
14 Court Square
Greenfield, MA 01301**

The City of Greenfield is requesting written quotes from qualified contractors for a roofing project at the Greenfield Middle School located at 195 Federal Street, Greenfield.

As of 9:00 a.m. on Wednesday, June 22, 2011, copies of this request for quotes may be obtained from the City of Greenfield website at www.Greenfield-ma.gov under “Departments”, “Purchasing”, “Active Bids/RFQ/RFP” or electronically from the Purchasing Department of the City of Greenfield at purchasing@greenfield-ma.gov. or by calling A. LaBonté at 772-1560 x-136.

Written quotes addressed to the Office of the Mayor, 14 Court Square, Greenfield, MA 01301 and endorsed “#12-03-Middle School Roof Repair” will be accepted until 2:00 p.m. on July 8, 2011.

A pre-bid site visit is scheduled for Friday, June 24, 2011. Because of the complexity of this project, the owner would prefer bidders to attend this walk through with the engineer in charge of the project. Bidders should be at the Middle School promptly at 9:00 a.m. on that date.

Lane Kelly
Procurement Officer
City of Greenfield
14 Court Square
Greenfield, MA 01301
1-413-772-1567 ext. 102

SECTION 1
INFORMATION FOR BIDDERS

INFORMATION FOR BIDDERS

Specific information for bidders is provided in the “Specifications for Roof Repairs” prepared by Structural Support and Design Services as part of the bid documents.

Some general information is included below.

BID SUBMISSION

In addition to the documents stipulated in the “Specifications for Roof Repairs”, bidders must also submit the following documents:

- A Certificate of Non-Collusion signed by the individual submitting the quote (Appendix 1)
- A Certificate of Tax Compliance signed by the individual submitting the quote (Appendix 2)

INSURANCE CERTIFICATES:

The Contractor will not be permitted to start any construction work until he has submitted certificates covering all insurance called for, and has obtained approval in writing of such certificates from the City.

Before starting, and until completion of the guarantee period, the Contractor shall procure, deposit, and maintain with the Town, insurance satisfactory to the Town as follows:

- A. Workmen’s Compensation and Employer’s Liability Insurance as required by the Workmen’s Compensation Laws of the Commonwealth of Massachusetts.
- B. Comprehensive General Liability Insurance covering Bodily Injury and Property Damage as follows:

Limits of Liability:

Bodily Injury *	\$300,000 each person \$500,000 each occurrence \$500,000 aggregate products
Property Damage *	\$100,000 each occurrence \$100,000 aggregate operations \$100,000 aggregate protective \$100,000 aggregate products \$100,000 aggregate contractual

* Or \$500,000 single limit combined Bodily Injury and Property Damage.

The Comprehensive General Liability Policy shall provide insurance for the Contractor for Bodily Injury and Property Damage to third persons arising out of:

1. Work performed by the Contractor himself with his own employees, called “premises operations.”
 2. Work performed by his subcontractors, called “sublet work” or Independent Contractors (this is referred to as Contractor’s Protective Liability).
 3. The Contractor’s liability assumed under this contract, called “Hold Harmless” clauses or indemnity agreement. (This is referred to as Contractual Liability Insurance).
 4. Products liability coverage covering the completed building or installation or products furnished. (This is called Products Liability Insurance for the manufacturer and Complete Operations Liability Insurance for the Contractor).
 5. If any work is to be performed below the surface of the ground, the coverage shall be extended to include protection against property damage caused by explosion (including blasting), collapse of structures and damage to underground pipes and utilities. (This is known as “XCU” coverage).
- C. Comprehensive Automobile Liability Insurance covering Bodily Injury and Property Damage, as follows:

Limits of Liability

Bodily Injury	\$300,000 each person \$500,000 each accident
Property Damage	\$100,000 each accident

This insurance is to apply with respect to all owned or hired vehicles of the Contractor and non-ownership protection for all employees of the Contractor engaged in the performance of this contract.

- D. All policies shall be so written that the Town will be notified of cancellation or restrictive amendment at least 30 days prior to the effective date of such cancellation or amendment. Certificates from the insurance carrier stating the limits of liability and expiration date shall be filed in triplicate with the Town before operations are begun. Such certificates not only shall name the types of policy provided, but also shall refer specifically to this Contract* and article and the above paragraphs in accordance with which insurance is being furnished and shall state that such insurance is as required by such paragraphs of this Contract and shall be sufficiently comprehensive as to permit the owner to determine that the required insurance coverage has been provided without the necessity of examining the individual insurance policies.

If the initial insurance expires prior to completion of the Work, renewal certificates shall be furnished by the date of expiration.

* If blanket coverage is furnished, this particular Contract need not be referred to.

EXECUTION OF AGREEMENT:

The bidder whose quote is accepted will be notified by letter and agrees to duly execute the AGREEMENT, after notification, for a period ending as specified on bid proposal forms.

TIME FOR COMPLETION:

The roof sections concerned have failed and it is imperative that the repairs be undertaken in a timely manner. Accordingly, the work of this Contract shall commence immediately upon the execution of an agreement and shall be **substantially completed to the satisfaction of the Owner on or before August 26, 2011** except as the work may be interrupted by weather conditions as mutually agreed to by the City and the Contractor. In the event that the work is interrupted by weather, the Contractor will secure the site to the satisfaction of the City.

The Contractor shall undertake the work with the diligence necessary to ensure its completion within the required time. The Contractor shall provide sufficient labor, materials, and equipment, and shall promptly take such appropriate action to keep the work on schedule.

COMPARISON OF QUOTES:

Quotes will be compared and awarded to the responsible contractor offering the lowest-priced quotation.

In the event there is a discrepancy in the bid between the unit prices written in words and figures, the prices written in words shall govern.

The City agrees to examine and consider each quote submitted in consideration of the bidder's agreements, as hereinabove set forth and as set forth in the quote.

DISPUTES:

In the event of any dispute as to any of the terms and conditions of this Contract, it shall be determined in accord with the laws of the Commonwealth of Massachusetts and the Courts of the Commonwealth of Massachusetts shall have exclusive jurisdiction of the same.

PREVAILING WAGE RATES:

This is a prevailing wage project as required under M.G.L. c.149. The prevailing wage schedule is attached.

The City reserves the right to revoke this contracted AGREEMENT in writing with two weeks' notice, if the Contractor is clearly not performing services required in the Contract in a timely or workmanlike manner.

OSHA TRAINING CERTIFICATION:

As of July 1, 2006, any person submitting a bid for, or signing a contract to work on, a construction contract estimated to cost more than \$10,000 must provide certain certifications in the bid or contract pertaining to the completion by all employees to be employed at the worksite and in the work of a construction safety and health course that is at least ten hours in duration and has been approved by the United States Occupational Safety and Health Administration (OSHA).

Warranties:

Prior to final payment of monies for the contract, the Contractor shall provide the City of Greenfield all required warranties, full and final discharges of liens from major material supplier and himself and the corporation of all punch list items.

Pre-Bid Site Visit

A pre-bid site visit is scheduled for Friday, June 24, 2011. Because of the complexity of this project, the owner would prefer bidders to attend this walk through with the engineer in charge of the project. Bidders should be at the Middle School promptly at 9:00 a.m. on that date.

ATTACHMENT 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 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.

Date

Signature of individual submitting bid or proposal

Printed or typed name of person signing

Company or Corporation Name

ATTACHMENT B

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Date

Signature of individual submitting bid or proposal

Printed or typed name of person signing

Company or Corporation Name