

## Vacant Building Boarding Up Services

Date: **June 8, 2016**  
Buyer: **P. Michael Vaughn**  
Tel. No.: **978-970-4110**  
Fax No.: **978-970-4114**  
Email: **pmvaughn@lowellma.gov**

### **DUE DATE**

Bids are due and will be publicly opened on: **June 23, 2015** at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852, at **11:00 AM**, EST/EDST, for the work described herein. **BIDDERS ARE REQUIRED TO SUBMIT A BID INCLUDING ALL BID FORMS CONTAINED IN THIS PACKAGE. DO NOT REMOVE PAGES**

## **Technical Specifications**

### **1. Purpose**

The intent and purpose is to establish contractual price agreements (labor and materials inclusive) for the securing of vacant buildings through boarding up of window and door openings in accordance with specifications and requirements of the US Fire Administration, National Arson Prevention Initiative.

### **2. Duration**

Contract will be on a fiscal year basis with the following not to exceed limit:

- \$14,000
- July 1, 2015 – June 30, 2016

### **3. Scope of Work**

- The Vendor shall furnish all labor, tools and equipment necessary for the complete and satisfactory performance of boarding up services of residential, commercial and industrial properties in Lowell in accordance with the following requirements:
  - Openings in the basement, first floor doors and windows and any point of entry accessible from a porch, fire escape, or other potential climbing point:
    - Fit with ½" CDX grade plywood over complete window and door openings, flush with outside of the molding; for buildings with metal door and window frames, an acceptable alternative is fit the ½" CDX grade plywood and other required wood inside of the frame butted up against the band molding, secured with 1 5/8" (6d) galvanized or stainless steel ring shank nails or comparable deck nails.

- Fit with 2"X4" construction grade lumber cut to the dimensions of the window or door frame on the interior and exterior of the door or window; for windows one each placed 1/3 the distance from the top and from the bottom of the window, for doors one each placed in the center of the doorway, one half the distance from the center to the top of the doorway, and one half the distance from the center to the bottom of the doorway, fastened using 2 bolt secures per 2"X4", consisting of 3/8" by 12" carriage bolts (rounded head on weather side), flat washers with an inside diameter large enough to bypass the wrench neck inside the carriage bolt head so no lift edge is available beneath an installed carriage bolt, 1/2" diameter flat washers for installation beneath the nut inside the building, and 3/8" construction grade nuts.
  - Openings that are at least 10' from ground level which are not accessible from a porch, fire escape, roof or other climbing point:
    - Fit with 1/2" CDX grade plywood over complete window and door openings, flush with outside of the molding; for buildings with metal door and window frames, an acceptable alternative is fit the 1/2" CDX grade plywood and other required wood inside of the frame butted up against the band molding, secured with 1 5/8" (6d) galvanized or stainless steel ring shank nails or comparable deck nails.
- The Vendor must be able to respond within 24 hours of a call for boarding services in non-emergency cases, and 4 hours of call for boarding services in emergency cases. The City shall be the sole judge of what constitutes an emergency and shall be generally limited to a fire or other immediate public safety need.
- The Vendor will provide the City with a contact phone number that is checked regularly throughout the day and night, to ensure rapid and proper response to calls for boarding services. The contact phone number may be a cell phone, live answering service, or an office phone that is staffed 24-hours per day.
- The Vendor will post on each secured building a sign including the text below. The material and size of the sign will be proposed by the Vendor and approved by the City but must be constructed of corrugated plastic, plywood or metal and be visible from the public sidewalk.
 

"City of Lowell  
Development Services Division  
978-674-4144"

#### **4. Requirements**

The vendor must

- Have been regularly and actively engaged in securing residential, commercial, and or industrial property or similar type property maintenance experience that

demonstrates ability to respond to and perform services as described herein for a minimum of one (1) year.

- Provide the name and contact information of three (3) entities the Vendor is currently contracted with to provide similar securing or maintenance service, to illustrate the ability to act as the primary conveyor in accordance with specifications of this request for bid.

## **5. Hours of Work**

The Vendor must be available to respond to the City 24-hours a day including weekdays, weekends and holidays.

## **6. Contractor's Personnel**

The Vendor shall only use trained personnel who are directly employed and supervised by the Vendor.

## **7. Inspection**

The City reserves the right to inspect any and all work in progress or completed. Any omission or failure on the part of the City's representative to disapprove or reject inferior or defective work shall not be construed to be an acceptance of such work. If any defective work is found, the Vendor shall cure the failure, at his/her own expense, without extra charge.

## **8. Payment**

The Vendor shall be paid per approved invoice on a per-call basis. An invoice will be presented for the services performed and as a minimum identify the property address, type of property (residential, commercial or industrial), the date and time arrived on site, the number of openings boarded, any notes regarding condition of the property relevant to the securing or it, and total cost for services.

## **9. Charges for Equipment**

Any equipment that is purchased or rented by the Vendor in the performance of this contract shall be at Vendor's own expense, and not charged to the City.

## **10. Basis for Determining Low Bidder**

The low bidder shall be the bidder with the lowest combined cost for boarding a door and a window in accordance with the attached price sheet.

**AFFIDAVIT OF NON-COLLUSION**

It shall be understood that any bid submitted to the City is made without collusion with any other bidder submitting a bid on the same commodity/service, and is in all respects fair and without fraud.

STATE OF: \_\_\_\_\_ Date: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_ S.S.: \_\_\_\_\_

The undersigned being duly sworn, deposes and says that he/she is the

\_\_\_\_\_  
(Sole Owner; Partner, President, Treasurer,  
or Other Duty Authorized Official of a Corporation)

of \_\_\_\_\_  
(Name of Firm as Appearing in Submitted Proposal)

and works in \_\_\_\_\_  
(City/Town)

and certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

\_\_\_\_\_  
(Signature and Title of Person Making Affidavit)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Notary Public: \_\_\_\_\_ My commission expires: \_\_\_\_\_

**IN WITNESS WHEREOF, the undersigned certifies, under the pains and penalties of perjury that:**

1. It is in compliance with all of the provisions, and shall remain in compliance with the provisions for the life of any Contract resulting from this solicitation. That the bidder is qualified to perform any such Contract and possess, or shall obtain, all requisite licenses and permits to complete performance; shall maintain all unemployment, workers' compensation, professional and personal liability insurance policies sufficient to cover its performance under any such Contract; and shall comply with relevant prevailing wage rates and unemployment laws.
2. To the best of its knowledge and belief has paid all local taxes, tax titles, utilities, motor vehicle excise taxes, water and wastewater bills to the City of Lowell as required by law.
3. To the best of its knowledge and belief has filed all State tax returns and paid all State taxes required by law, and has complied with reporting of employees and contractors, and withholding and remitting of child support (MGL c.62C, s.49A).
4. Pursuant to MGL c.30B s.10 (or c.30 s.39M), this bid or proposal has been made in good faith and without collusion or fraud with any other person. As used in this paragraph, "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
Signature of Person Signing Bid or Proposal

\_\_\_\_\_  
BY: Corporate Officer (Type/Print)

\_\_\_\_\_  
Corporate Name (Full Business Name)

\_\_\_\_\_  
BY: Corporate Officer (Sign)

\_\_\_\_\_  
Social Security or Federal Tax ID#  
Business (DBA)

\_\_\_\_\_  
State of Incorporation/City of

Registration

Approval of a contract, or other agreement, will not be granted unless the applicant signs this certification form. You're Social Security number or Federal Tax Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine weather you have met tax filing or tax payment obligations. The City of Lowell is required to furnish a list to the DOR at the end of its fiscal year, showing the vendors to whom more than \$5,000 is paid during the twelve months, ending June 30. Providers who fail to correct their non-filing or delinquency, will not have a contract or other agreement issued or extended. This request is made under the authority of Massachusetts General Laws, c.62C, s.49A.

## CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of (insert name of corporation)

Held \_\_\_\_\_ at which all the Directors

Were \_\_\_\_\_

Present or waived notice, it was voted that \_\_\_\_\_

(name)

\_\_\_\_\_ Of this corporation, be it he or she, hereby is (corp. office)

authorized to execute bid documents, contracts and bonds in the name and on (corp. office)

behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any bid

document or contract or obligation in this corporation's name on its behalf under seal of the

corporation, shall be valid and binding upon this corporation.

ATTEST: \_\_\_\_\_

(Clerk or secretary)

Place of Business: \_\_\_\_\_

I hereby certify that I am the clerk/secretary of the \_\_\_\_\_

(Name of Corporation)

And that \_\_\_\_\_

(Name)

is the duly elected \_\_\_\_\_ of said corporation,

and \_\_\_\_\_

(Corp. office)

that the above vote has not been amended or rescinded and remains in full force and effect as of

the date set forth below.

ATTEST \_\_\_\_\_

(Clerk or secretary)

Date:\*

\* This date must be on or before the date of the Contract

## **BASIS OF AWARD**

In accordance with the Specifications, and under the terms and conditions mentioned above, I (We) hereby offer to furnish and deliver to departments described above the following services which shall in all respects meet the attached specifications, as required during the terms contained within. The BIDDER agrees to complete the work as described above in conformance with the City of Lowell bidding requirements, and within the schedule noted above. The BIDDER agrees to complete the work for the bid prices below:

**DURATION OF CONTRACT: July 1, 2015 thru June 30, 2016**

**NOT TO EXCEED: \$14,000**

**Prices are all inclusive; no additional money will be paid for services rendered.**

**Item #1 - Price to board up a door \$ \_\_\_\_\_**

**Item #2 - Price to board up a window \$ \_\_\_\_\_**

**TOTAL PRICE (add items 1 & 2) \$ \_\_\_\_\_**

**IN WORDS \_\_\_\_\_**

Signature of Bidder \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Company Name and Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_