



# City of Cambridge

## Purchasing Department

Cynthia H. Griffin  
Purchasing Agent

TO: ALL BIDDERS

FROM: CITY OF CAMBRIDGE

DATE: SEPTEMBER 22, 2011

RE: DUCT CLEANING SERVICES AT VARIOUS LOCATIONS  
FILE NO. 5593

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Please insert the attached **revised** General Bid Form into your bid package.

Question:

- 1) Are you requiring we use access doors? Or can we use sheet metal plates to patch access?

Answer:

You can use metal plates but they must be removable.

Question:

- 2) Can we work 12 hour shifts if needed?

Answer:

No, the hours set up in the specs follow the building occupancy schedules.

Question:

- 3) Can we work weekends?

Answer:

No, work is Mondays-Fridays exclusively.

Question:

- 4) Is it possible to get the last bid results?

Answer:

The last bid for duct cleaning was for one building only and not reflective of the current bid.



Question:

5) The youth center has round duct, are you requiring that we use round duct sandwich doors to access this duct?

Answer:

Yes

Question:

6) Can we use the town's lift?

Answer:

No, the contractor must supply their own access equipment.

Question:

7) Will we be issue parking permits during the project?

Answer:

Parking spaces will be reserved for each building in advance. No permits required.

All other particulars remain unchanged.



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CYNTHIA H. GRIFFIN  
PURCHASING AGENT

ADDENDUM NO. 1

FORM FOR GENERAL BID

To the Awarding Authority:

A. The undersigned proposes to furnish all labor and materials required for

Duct Cleaning Services (Public Buildings)

in accordance with the accompanying plans and specifications including all Labor and Materials, for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

Contractor acknowledges that quantities and allowances are estimates only.

Bidder must agree to commence work on or before seven (7) days following receipt of a written "Notice to Proceed" of the Owner.

B. QUALITY REQUIREMENTS

A "NO" response or a failure to respond to any of the following Quality Requirements will result in a rejection of your bid. Circle Yes or No for each of the following requirements.

- 1. Bidder has been in the business of providing Duct Cleaning Services under present business name for five years. YES NO
2. Bidder has five years experience providing Duct Cleaning Services to buildings that have roof top units with cooling and heating coils. YES NO
3. Contractor can provide, upon request, proof of financial solvency. YES NO

C. This bid includes addenda numbered \_\_\_\_\_

D. PRICE PROPOSAL

PROPOSAL

The proposed contract price for DUCT CLEANING SERVICES at the Senior Center is:

\$ \_\_\_\_\_ dollars

(amount in words)

The proposed contract price for DUCT CLEANING SERVICES at the Coffon Building is:

\$ \_\_\_\_\_ dollars

(amount in words)

NAME OF BIDDER: \_\_\_\_\_

The proposed contract price for DUCT CLEANING SERVICES at the City Hall Annex is:

\$ \_\_\_\_\_ dollars

\_\_\_\_\_  
(amount in words)

The proposed contract price for DUCT CLEANING SERVICES at the Frisoli Youth Center is:

\$ \_\_\_\_\_ dollars

\_\_\_\_\_  
(amount in words)

The proposed contract price for DUCT CLEANING SERVICES at the Department of Public Work is:

\$ \_\_\_\_\_ dollars

\_\_\_\_\_  
(amount in words)

The proposed contract price for DUCT CLEANING SERVICES at the Law Department, City Hall is:

\$ \_\_\_\_\_ dollars

\_\_\_\_\_  
(amount in words)

**THE TOTAL PROPOSED CONTRACT PRICE FOR DUCT CLEANING SERVICES AT THE SIX (6) LOCATIONS ABOVE IS:**

\$ \_\_\_\_\_ dollars

\_\_\_\_\_  
(amount in words)

- E. The subdivision of the proposed contract price is as follows: **(All quantities and allowances are approximate)**

NAME OF BIDDER: \_\_\_\_\_

**REVISED 9-22-2011**

- F. The undersigned agrees if selected as General Contractor, within ten (10) working days after presentation thereof by the City, the Contractor will:
1. Execute a contract in accordance with the terms of this general bid;
  2. Furnish a performance bond and a labor and materials or payment bond
    - a. of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the City;
    - b. in the sum of one hundred percent of the contract price;
    - c. Premiums for each are to be paid by the General Contractor.
  3. Provide an Insurance certificate specifying the City of Cambridge as **Additional Insured**, complying with the Insurance requirements set forth herein in the General Terms and Conditions of the contract, Article 8.

G. Bidder understands that the Owner reserves the right to reject any or all bids and to waive any minor informalities in the bidding prices.

H. Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

I. The bidder hereby certifies it shall comply with the minority workforce ratios and specific action contained in the Cambridge Employment Plan, the Cambridge Responsible Employer Plan, the Living Wage Ordinance, the Supplemental Equal Employment Opportunity Program and the Americans with Disabilities Act. The contractor receiving the award of the contract shall be required to obtain from each of its subcontractors and submit to the contracting or administering agency prior to the performance of any work under said contract a certification by said subcontractor, regardless of tier, that it will comply with same.

J. The bidder agrees that this bid shall be good and may not be withdrawn for a period of 90 days after the scheduled closing time for receiving bids.

K. The bid security attached in the sum of \_\_\_\_\_ (\$ \_\_\_\_\_) is to become the property of the Owner in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

NAME OF BIDDER: \_\_\_\_\_

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The undersigned certifies that it possesses the skill, ability and integrity necessary for the faithful performance of the work; that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; 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 who, where the provisions of section 8B of chapter 29 apply, shall have been determined to be qualified thereunder; and who obtains within 10 days of the notification of contract award the security by bond required under section 29 of chapter 149; provided that for the purposes of this section the term "security by bond" shall mean the bond of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority.

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 "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group or individuals.

"I certify under the penalties of perjury that I have complied with all of the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support".

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provision of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date \_\_\_\_\_

BY: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Name of General Bidder)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City, State and Zip Code)

**REVISED 9-22-2011**