



REQUEST FOR WRITTEN QUOTATIONS Town of Templeton, MA

Town Hall Mini-Split Supply and Installation

The Town of Templeton is seeking written quotations for the supply of materials and labor required to install 2 mini-split cassette units (heads), port adapter and outdoor compressor unit to be used for both cassette units including electrical hook up to current electrical panel at the Town Hall offices, 160 Patriots Road, East Templeton MA. Prevailing Wage Rates apply.

Written Quotations with scope of work statements shall be submitted to the Select Board's Office, 160 Patriots Rd, Rm. 6, P.O. Box 620, Templeton MA 01438 or emailed to hyoung@templetonma.gov no later than **Tuesday, January 4, 2022, at 2:00 p.m.** at which time they shall be publicly opened and read.

The Town reserves the right to accept or reject any or all quotations if deemed in the Town's best interest to do so. MBE/WBE firms encouraged to apply. EEO. For more details regarding viewing, instructions and submitting quotations, go to <https://www.templetonma.gov/bids-requests-for-proposals-bid-results-0>

The Select Board, or their designee, will make one contract award for the site work at the Town Hall to the responsible and responsive bidder (as determined by the Town) with the lowest price and the best option for cooling and additional heating as determined by the Town Administrator and Select Board. Written quotation submissions must be all inclusive of material, labor, and equipment, except where noted. No extra charges will be allowed, any change orders must be pre-approved by both parties. The Town reserves the right to accept or reject any or all bids if it be in the Town's best interest to do so. Written proposals and prices shall stand as submitted for a period of 45 business days or until the contract is executed.

All Wage Rates will comply with those established by the Commonwealth Department of Labor and Industries M.G. L. Chapter 140, Sections 26-27G. A copy of the current prevailing wages is provided alongside this packet as a separate document on the website. Affidavit of OSHA Compliance and an insurance certificate will be required from the successful submitter.

SCOPE OF WORK

Furnish all materials and labor required to install 2 mini-split cassette units (heads), port adapter and outdoor compressor unit to be used for both cassette units including electrical hook up to current electrical panel at the Town Hall offices. Brands of cassette units, compressor and port adapter must be specified in the attached quotation documents and/or on your attached company letterhead/document.

SITE INSPECTION MEETING

A site inspection meeting will be held on **Wednesday, December 22, 2021, at 9 a.m.** at the building at 160 Patriots Road, East Templeton, MA. The inspection will allow prospective contractors to familiarize themselves with all conditions that may affect the performance and cost of the contract and take measurements of the conference room and hall areas as needed.

Contractors wanting to attend ***must*** register for the meeting on or before Tuesday, December 21, 2021, at 3:00 p.m. by contacting Holly Young, Executive Assistant at 978-894-2762. Contractors that do not register prior to 3:00 p.m. on Tuesday, December 21, 2021, *will not be included in the meeting or have the opportunity to inspect the premises prior to submitting their bid.*

NOTE: Failure to sign up & show up for the Site Inspection Meeting and/or become familiarized with all conditions shall not constitute a basis for subsequent contract change orders.

Questions must be received, in writing (by hand or by mail to the above address), by email (alamontagne@templetonma.gov), by Adam Lamontagne, Town Administrator, no later than 2:00 p.m. on December 28, 2021. It is the bidder's responsibility to view and account for any addendums relating to this request. These will be posted on the Town web site no later than 4:00 p.m. December 29, 2021.

Posted: Town Bulletin Boards (7)

Advertised: n/a

E-Mailed: Town Clerk, Vendor's List

Web: www.templetonma.gov; [Central Register](#); [COMM Buys](#)

BID RESPONSE

Town Hall Mini-Split Supply and Installation

The undersigned, having familiarized him/herself with the areas of the building included in this specification, proposes to furnish all labor and materials required to perform the site work at the Town Hall in East Templeton, Massachusetts, in accordance with the accompanying scope of work prepared by the Town of Templeton for the contract prices specified below, subject to additions and deductions according to the terms of the specifications.

Acknowledgement of Addenda: This proposed Quotation includes Addenda Nos. (if applicable) _____

The Proposed Total Contract Price is \$ _____

Work can be accomplished within given timeframe of 4 weeks from start of work?: Yes ___ No ___
(Owner will provide accommodation to schedule as needed for legitimate for weather related delays.)

The undersigned certifies under penalties of perjury that there have been no substantial changes in his/her financial position or business organization since the applicant's most recent pre-qualification statement and that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. "Person" here means any natural person, joint venture, partnership, corporation, or other business or legal entity which sells materials, equipment or supplies used in or for, or engages in the performance of the same or similar construction, reconstruction, installation, demolition, maintenance or repair work or any part thereof.

The undersigned agrees that, if he/she is selected as contractor, he/she will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this general bid and furnish a Performance Bond and also a Labor and Materials or Payment bond, each of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority and each in the sum of one hundred percent (100%) of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

CERTIFICATIONS:

The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he/she will comply fully with all laws and regulations applicable to awards made subject to section forty-four A.

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

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 provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

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

(Signature of Bidder)

(Printed Name of Person Signing Bid and Title)

(Business Address)

(City and State)

(E-mail Address)

(Date)

(Phone Number)

Social Security
or Federal Identification Number

PUBLIC CONTRACTS - DEBARMENT

Chapter 550, Acts of 1991

The undersigned certifies under penalties of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of Section 29F of Chapter 29 of the General Laws, or any other applicable debarment provisions of any other Chapter of the General Laws, or any Rule or Regulation promulgated thereunder.

Date: _____

Name of Bidder: _____

By: _____
Signature

Print Name & Title of Person Signing

Address

City, State, Zip

THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR BID