

Sutton Public Schools
Business Office



Nancy J. Konisky, Business Manager

16 Putnam Hill Road • Sutton, MA 01590 • (508) 581-1600, x1110 • koniskyn@suttonschools.net

The Sutton Public Schools ("District" or "Owner") is seeking written proposals from licensed and qualified providers for service to all Heating, Ventilation, Air Conditioning (HVAC), Boilers, & Refrigeration within the district. This solicitation is an Invitation for Bid (IFB) and award will be based on lowest cost, qualified bidder with positive customer references. For the purposes of this document any company wishing to submit a proposal will be referred to as a "bidder", "contractor", "provider", "vendor", "service company" and/or "firm" with references to each being synonymous.

The term of the contract will be for three years. The period of coverage will be July 1, 2021 - June 30, 2024.

Project: HVAC, Boiler, and Refrigeration Service

IFB Available: 4/23/2021

Proposals Due: 5/26/2021 11:00 AM

Formal Award of Contract: 05/26/2021

Specifications are available at the business office between the hours of 9:00 AM and 3:00 PM. Any questions you may have concerning the enclosed specifications and any request for additional copies of this Invitation for Bid (IFB) should be directed to the business office:

Sutton Public Schools
383 Boston Road
Sutton, MA 01590

Nancy J. Konisky
Business Manager
koniskyn@suttonschools.net

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

TABLE OF CONTENTS

<u>Section</u>	<u>Topic Area</u>	<u>Page</u>
A	General Information	3
B	Instructions to Bidders	3
C	Qualification of Bidders	5
D	Scope Of Services	6
E	Bid Submission and Award	8
	Bid Form	10
	List of References	11
	List of Licensed/Certified Technicians	12
	Certificate of Non-Collusion	13
	Certificate of Tax Compliance	14
	Clerk's Certificate	15
	Exhibit A, Equipment List	16
	Exhibit B, Maintenance Task by Equipment	20
	Sample Contract	23
	Prevailing Wages	24

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

A. GENERAL INFORMATION

1. **PROJECT INFORMATION** - The Sutton Public Schools is seeking to issue a comprehensive contract with a licensed and qualified provider to service all Heating, Ventilation, Air Conditioning (HVAC), Boilers & Refrigeration within the district. This program is aimed at prolonging the life of significant capital assets within the District.
2. **LEGAL REFERENCES** – This bid is being issued in accordance with MGL Ch. 30B. Contractor must conform with MGL Ch. 146, Sect. 81 and Sect. 84. Winning bidder must agree to sign a contract within ten (10) business days after award.
3. **BACKGROUND INFORMATION** - The Sutton Public Schools consists of four (4) schools in two buildings.

School	Opened/Remodeled	Grades/Enrollment	Square Footage
Simonian Center	1973/1999	PS-2	80,210
Sutton Elementary	1999	3-5	85,592
Sutton Middle School	2012	6-8	84,000
Sutton High School	2015	9-12	84,000

Each of the schools has classrooms, hallways, gymnasium, auditorium, cafeteria/kitchen, and an office suite for administration, guidance and health services. Each facility has a brick and masonry exterior with metal support columns and roof trusses. Major building systems in each school include fire suppression, distribution piping for heating, domestic hot and cold water, and sanitary wastewater, as well as pneumatic and electronic controls, heating, ventilation, and air conditioning (HVAC) services, electrical, fire detection, and communication systems.

4. **AUTHORITY** – All questions concerning this document are to be directed to Nancy J. Konisky, Business Manager in writing only via email addressed to koniskyn@suttonschools.net. This contract will be issued by the Sutton School Committee. Throughout this document any references to “Superintendent”, “School Committee”, “District”, and/or “Business Manager”, shall mean Nancy J. Konisky acting as agent for the Sutton Public Schools. Further any reference to “bid”, “IFB” or “proposal” shall be synonymous.

B. INSTRUCTIONS TO BIDDERS

5. **SCOPE** - Contractor will be responsible for providing a comprehensive maintenance and support program for all heating, ventilation, air conditioning (HVAC), boilers, and refrigeration within the district. This contract consists of furnishing all parts, materials, equipment, labor and transportation necessary to provide services at locations listed and described herein. Contractor shall include in their bid all labor and material cost associated with preventative maintenance, during normal, and after hours as required and without limitations. Materials may include but are not limited to rags, oil, coil cleaner, grease. Belts and filter will be provided by Sutton schools.
6. **HOURS OF OPERATION** - Contractor shall perform maintenance between the hours of 7:00 am and 4:00 pm Monday through Friday. Additional hours and days can be arranged by appointment. Contractor will notify the facility manager in each building at least 24 hours before any visit.
7. **EXISTING CONDITIONS** – Each bidder is encouraged to visit each school and become familiar with the equipment and conditions of each building. The act of submitting a bid is to be considered full acknowledgement that the vendor has inspected the sites and is familiar with the conditions and requirements. No additional charges or bills will be accepted to upgrade equipment to the service company’s definition of maintainable. It is the service company’s responsibility to assume all costs

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

and financial risks associated with submitting a proposal in response to this IFB, and for performing maintenance services at the facilities if awarded the contract.

8. INTERPRETATION OF IFB - No oral interpretations will be made to any bidder as to the meaning of specifications. Every request for such an interpretation shall be made in writing. Verbal questions, statements or responses in regards to said specifications by any party, at any time, shall not be valid or binding with either the Contractor or the District. Only written responses shall become part of the contract document. All interpretations of matters pertaining to this IFB shall be made in writing to Nancy J. Konisky, Business Manager, Sutton Public Schools. koniskyn@suttonschools.net. No inquiry received within four (4) workdays of the date fixed for the receipt of proposals herein will be given consideration.
9. MODIFICATION OF PROPOSALS - Every interpretation made to a bidder will be in the form of addenda to the specifications, which, if issued, will be sent as promptly as practicable to all persons to whom specifications have been issued. All such addenda shall become a part of the contract documents. Failure of the district to send or of any bidder to receive, any such interpretation shall not relieve any bidder from any obligation under his bid as submitted. Receipt of the addendum to the bids must be signified on the bid form.
10. SUBMISSION REQUIREMENTS – All proposals must address all criteria set forth in this IFB and failure to do so will result in such submissions to be deemed non-responsive. Proposals will not be considered unless they are entirely complete and original, and a manual signature has been provided by the bidder's authorized representative. Proposals must be submitted in sealed packages. No proposals received after the date and time established for the closing will be considered, regardless of the cause for delay.
11. BIDDER'S QUALIFICATIONS - The District shall have the right to take such steps as it deems necessary to determine the ability of the bidder to furnish the services and equipment specified and the bidder shall furnish to the district. Each bidder shall provide all information and data requested by the district including but not limited to a description of current or past school contracts, with names, contracts and telephone numbers.
12. BID SECURITY - Each Bid Form must be accompanied by a certified check, money order, or bid bond payable to the Sutton Public Schools in the amount of Two Hundred and Fifty (\$250) dollars. This check or bid bond shall be enclosed in the sealed envelope containing the bid. All bid guarantees, except those of the three (3) lowest bidders, shall be returned within two (2) weeks after the opening of bids. No later than five (5) days after the award of the contract, all bid guarantees shall be returned to the bidders, other than the successful bidders, whose deposit shall be held until the submission of an approved performance bond.
13. BID FORM - All bids must be submitted on the form(s) provided in this IFB and duly signed and certified. All spaces on the bid form must be filled in and bidder is not to write in or type in any additional information other than which is requested.
14. RECEIPT OF BIDS - Sealed bids will be received at the superintendent's office of the Sutton Public Schools, 383 Boston Road, Sutton, MA 01590 and will be publicly opened and read aloud. Bids shall be sealed and clearly identified on the bottom left hand corner of the envelope. No bid received by the District after the time established herein for the public opening of the bids will be considered, regardless of the cause for delay in the receipt of any such bid. The District, its officials and employees, shall not be made liable for premature opening of a bid not properly addressed and/or identified. Telegraphic facsimile bids or faxed modifications to bids already submitted will not be considered.

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

15. NONACCEPTANCE OF BIDS – The District reserves the right to document reasonable grounds for rejection of proposals. If more than one proposal is submitted from an individual, partnership, or corporation under the same or different names, both will not be considered. Proposals will be rejected if there is a reason to believe that collusion exists among the bidders and all participants in such collusion will not be considered in future proposals.
16. WITHDRAWAL OF BIDS - Any bid may be withdrawn prior to the public opening and reading of the bids. The withdrawal of the bid must be in writing, signed by the bidder and received by the District prior to the time fixed for the public opening and reading of the bids received. No bid may be withdrawn after the public opening of the bids except as permitted by law.
17. INTERPRETATION OF BIDS - The District reserves the right to waive any informality in bidding or in the bid process. The District reserves the right to negotiate with the lowest qualified bidder if the District deems it to be for the best interest to do so. The District may reject bids, which in its opinion are incomplete or contain conditions not called for, erasures, not properly signed or other irregularities. The District reserves the right to reject any bid when the evidence or information submitted by the bidder does not satisfy the District that the bidder has the ability and integrity necessary for the faithful performance of the specified services under the terms of the contract documents. The District reserves the right to reject any and all bids and to award any and all options as the District in its sole discretion deems it for the best interests of the District to do so.
18. CONTRACT AWARD – Contract will be awarded to the contractor based on three (3) elements: lowest cost, complete and responsive submission, and positive references.

C. QUALIFICATION OF BIDDERS

19. RELATED EXPERIENCE - Bidder must have a minimum of five (5) years of successful experience providing boiler, HVAC and refrigeration maintenance services for clients of the same size and magnitude and experience with at minimum three (3) schools.
20. PROXIMITY – Bidder must have an established regularly staffed service branch located within a twenty (20) mile radius of the district.
21. TOOLS AND EQUIPMENT - Bidder must furnish all technicians with testing equipment, tools, trucks, uniforms, cell phones/beepers, and all other materials required to perform the specified work commencing on the first day of the contract.
22. SIZE OF SERVICE TEAM - Bidder must have a sufficiently sized workforce, including sub-consultants, to successfully complete the required services required. Bidder shall employ an adequate number of mechanics so that emergency calls can be answered within two (2) hours.
23. QUALIFICATIONS OF SERVICE TEAM - The service company shall employ competent service technician and/or sub-contractors who will be assigned to this contract and have the technical background to maintain large boilers, water chillers and air conditioning systems, roof fans, and refrigeration systems. Service technicians must have obtained a fully licensed journeyman level of competence. The service persons assigned to maintain all included mechanical systems must be qualified to service the specific type of equipment (i.e. Trane, Liebert, Taco, etc.). Apprentices may be used only for work of a routine nature and then only when accompanied by and under the direction of a qualified journeyman.

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

24. LICENSED/CERTIFIED TECHNICIANS – Contract will provide the names of the service technicians that will be assigned to this contract and have the requisite trade licenses issued by the Commonwealth of Massachusetts:

Required Licenses/Certifications
HVAC-Massachusetts Licenses
Massachusetts Oil Burner License
OSHA 10 Certification

Preferred Licenses/Certifications
Massachusetts Refrigeration Contractors License
Massachusetts Master Pipefitter License
Certified Energy Manager (CEM)

25. UNSUITABLE WORKERS - Bidder shall employ competent people to perform work on this contract. District reserves the right to direct contractor to remove those employees who are deemed (in the district's opinion) to be incompetent, unfaithful, disorderly, or otherwise unsatisfactory.

26. BACKGROUND CHECKS – All employees hired or subcontracted will be subject to federally mandated criminal background checks, commonly known as CORI (Criminal Offender Registration Information). Criminal background checks background checks are the responsibility of the District per MGL Ch. 71 Sec. 38R.

27. PREVAILING WAGE RATES - Massachusetts Prevailing Wage Law for Public Construction G.L. c. 149, §§27-27D, minimum wages to be paid on the work of the project are established by a schedule issued by the commissioner of labor and industries, a copy of which is contained in the contract documents, and will be made part of the contract. The rate sheet shall apply to any additions or alterations to equipment that occur during the course of this contract. It shall not apply to preventive maintenance.

28. WORKER CONDUCT – Contractor will ensure its workers conduct themselves appropriately and professionally at all times. Workers are not to interact with teachers and students. Workers will dress and act appropriately. There is no smoking allowed anywhere on school grounds.

29. PRIMARY TECHNICIAN - The service company shall assign a primary technician who will become familiar with the buildings and shall be the point of contact for this program. In event the primary technician is unavailable the service company shall assign a backup technician.

30. COMMUNICATION - Contractor will provide means to communicate routine service and emergency service calls during regular business hours and after-hours. Contractor will be able to communicate with the district on a regular basis using telephone, fax, and email.

31. VISIT TO VENDOR FACILITY - Prior to the award contract, the successful bidder may be subject to an inspection of their local personnel, equipment and facilities by the district for determination of the bidders qualifications to enter into the referenced maintenance and support contract and fully fulfill the terms and requirements.

D. SCOPE OF SERVICES

32. SYSTEMS COVERED - The following equipment is included within this program; boilers, refrigeration, air conditioning, circulating pumps, variable speed drives, oil pumps, feed pumps, isolation and control valves, motor starters, heating and or cooling coils, full trap assembly replacement (all trap elements are included), full valve assembly replacement (all valve elements are included), and exhaust fan assembly housings. This agreement does not include the repair or replacement of non-maintainable items such as duct work, drains, pneumatic tubing, refrigeration

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

pipng, gas lines, and domestic water lines, electrical wiring from the fuse box to switch, control cabinets, and equipment cabinets.

33. SCHEDULED ACTIVITIES – Contractor will perform maintenance operations including, but not limited to, seasonal start-up of systems based on manufacture's recommended procedures plus regular on-going calibration and maintenance. Contractor shall use the tasks listed in Exhibit B as a benchmark to complete scheduled preventative maintenance tasks for each piece of equipment as listed in Exhibit A and notify each school at least 24-hours prior to performing the service.
34. ADDITIONAL SERVICES / REPAIRS / ENHANCEMENTS - Any service required above and beyond normal preventative maintenance will require an estimate to be approved before any work is performed. Any work performed above preventative maintenance must be billed on a separate invoice with a Sutton Public Schools Purchase Order number and Sutton Public Schools Work Order number. Contractor must denote on the bid form the amount of mark-up that will be added for parts. The District reserves the right to get a second estimate for major repairs.
35. HOURS OF OPERATION – Contractor will provide service during the clients normal working hours defined as 7:00 a.m. to 4:00 p.m. Monday through Friday. All emergency situations shall have an immediate response time of two (2) hours. All planned projects/enhancements must have a minimum response time of three (3) days. Every activity performed under this agreement is designed to minimize the incidence of emergency situations. However, backup emergency service will be provided 24 hours a day to minimize downtime and inconvenience.
36. EMERGENCY SERVICE – Contractor will provide an answering service staffed 24/7/365. This emergency service shall be provided as often as needed weekends and legal holidays included. All emergency labor, overtime, travel costs, with parts and supplies charged, and any other expenses incurred shall be billed separately. Contractor must respond to an emergency situation with a qualified person on sight within two (2) hours after notification. If contractor cannot respond satisfactorily to the emergency, the district reserves the right to secure services of another vendor which contractor will reimburse district for.
37. MAINTENANCE PLANNING – On request Contractor will provide the district with reports through multiple sorting criteria including companywide, by job site, by technician, by type of equipment or individual piece of equipment. Contractor will have the ability to provide status of any current work order at any time and verification of completed work order or preventative form within one (1) day of completion.
38. MAINTENANCE PROCEDURES – Contractor will take the initiative to schedule all maintenance tasks and document completed work for each piece of equipment as identified using Sutton Public Schools asset tag. Contractor will provide a copy of their standard service work order indicating the piece of equipment using the Sutton Public Schools asset tag to the facility manager after each visit, which must be signed by the facility manager to document that the service was provided.
39. ENERGY MANAGEMENT REPORTING – Contractor will coordinate with the Business Manager two (2) times per year to review energy consumption, equipment efficiencies, and offer recommendations on changes in use and or configuration with intent toward reducing energy consumption and optimizing system performance.
40. MONTHLY STATUS REPORT – Contractor will distribute twelve (12) monthly status reports via email to the facility managers, building principals and the Business Manager (one report distributed to all individuals each month). The email will synopsize all activity and the format will be in three sections: an overview of the work completed (regular and emergency), the next month "look ahead" of scheduled activities, and any suggested energy savings opportunities.

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

41. QUARTERLY STATUS REPORTS - Contractor will present a formal quarterly report by location on the condition of all equipment as well as recommendations for future repairs. These reports must be presented on company letterhead and suitable for circulation to district administration and/or the School Committee. Monthly reports are to be sent to the Business Manager no later than the first Friday of September, December, March, and June of each year.
42. NEW PARTS – Contractor will inquire as to the repair history on the piece of equipment prior to recommending replacement parts. Contractor will provide replacement parts that are new and of the same quality and brand name as that being replaced. All supplies such as coils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the contracting officer or his designated representative.
43. REPAIR/REPLACE – Contractor will repair or replace devices which have failed due to ordinary wear and tear and the environment in which the device functions, i.e. failure of controls due to high humidity. Contractor will inquire as to the repair history on the piece of equipment. Contractor will strive to repair or refurbish parts, components, or devices prior to replacing them. For damage caused by contractor’s negligence or misuse contractor will not charge for repairing or replacing items and will repair and restore any harm caused to any and all district facility (i.e. ceiling tiles, paint, etc.).
44. UPGRADES - When equipment or parts need to be replaced contractor will investigate if a newer functionally equivalent and compatible design is available. Contractor shall be available, at no additional charge, for consultation regarding design changes and equipment selection.
45. WARRANTY – Contractor will warranty all parts and service for one (1) year exclusive of the manufacturer’s warranty.

E. BID SUBMISSION AND AWARD

46. REFERENCES - Bidder will provide at least three (3) references from schools with contact names, titles and telephone numbers.
47. ACKNOWLEDGEMENTS – Bidder will provide a list of employees they have on staff at the time of the bid with the licenses listed with in this specification.
48. PRICING – Bidder acknowledges that their price is all inclusive and includes all labor and material cost associated with preventative maintenance. Labor rates for equipment repairs will also be provided, with any additional costs detailed.
49. BID SURETY - Bidder will provide a bid surety in the form of certified check, money order, or bid bond payable to the “Sutton Public Schools” in an amount of Two Hundred and Fifty (\$250) dollars.
50. PERFORMANCE BOND – The successful bidder will provide a performance bond in the amount of one hundred percent (100%) of the negotiated contract sum within ten (10) business days following contract execution.
51. INSURANCE - Bidders must submit with their bids a certificate or letter from an insurance company legally authorized to act within the Commonwealth of Massachusetts. Contractor must provide the following insurance certificates before the contract can be fully executed.

General Liability \$5,000,000 umbrella

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

	w/ \$1,000,000 per occurrence
Automobile	\$2,000,000 per occurrence
Worker's Compensation	as required by MGL Ch. 149

The Certificates of Insurance must show the Sutton Public Schools as the Certificate Holder. Should any policies be canceled before the expiration date, the issuing company must send written notice to the thirty (30) days prior to cancellation.

52. METHOD OF AWARD – Contract award will be made to the lowest cost responsive bidder that is judged by the district to meet the qualifications listed in this specification. The district reserves the right to reject any bidder that is located outside of a 20-mile radius of the district, does not have a minimum of (5) years' experience, has not provided service to at least three (3) other schools with similar equipment, and does not receive favorable references. Contractor must have met all items listed in section C. Qualifications of Bidder, and provided all requested items listed in section E. Bid Submission and Award.
53. EXECUTION OF CONTRACT - The award of the contract(s) will be made by the Sutton School Committee and will be communicated in the form of an approved purchase order (PO) that references this document and the bidder's proposal. The bidder whose bid is/are accepted agrees to duly execute the contract contained within the contract documents and to furnish evidence of insurance, and any other information requested or required by the School Committee within ten (10) days, Saturdays, Sundays, and holidays excluded, of the date of award by the School Committee.
54. INVOICING – All invoices must include detail of work performed, dates and location of service and prices, Sutton Public Schools Purchase Order and Work Order number, and include copies of applicable work orders. Any work performed above preventative maintenance will be billed on a separate invoice. Payment will not be due until thirty (30) days after the invoice has been received. All invoices must be submitted within 30 days of the fiscal year-end on June 30th of each year for work completed within the current fiscal year. It is the contractor's responsibility to ensure that they have been paid within 60 days from the time of submittal. District reserves the right to withhold payment if work is not performed as described. All billings to district are tax-exempt and a copy of the certificate will be provided on request.
55. TERMINATION – Contract can be terminated by either party for any reason providing that thirty (30) days written notice has been provided. Contractor will continue to perform work to high quality standards until the termination date and will be paid in full for services rendered.

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

BID FORM

A. The undersigned proposes to furnish all labor and material required to maintain, service and repair all HVAC, Boiler, and Refrigeration as defined herein at the Sutton Public Schools, in accordance with the accompanying documents and specifications.

B. The Bid includes addenda numbered. (If any) _____

C. Cost of Scope:

*Preventive Maintenance

Year 1 (2021-2022) _____

Year 2 (2022-2023) _____

Year 3 (2023-2024) _____

Total _____

*Additional Services, Repairs / Enhancements

Hourly Rate: Journeyman, 7:00 a.m.-5:00 p.m. M-F (straight time) _____
M-F after hours, Saturday/Sunday/Holiday _____

Hourly Rate: Apprentice 7:00 a.m.-5:00 p.m. M-F (straight time) _____
M-F after hours, Saturday/Sunday/Holiday _____

*Emergency Calls:

Emergency Rate: _____

Minimum Hours: _____

Travel/Truck Charge: _____

Mark-up % on parts >\$500
(valid for 36 months) _____

Company Name: _____

Authorized Signature: _____

Print Name and Title: _____

Address: _____

City State Zip: _____

Phone and Fax: _____

Email: _____

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

Date: _____

**LIST OF REFERENCES
(AT LEAST THREE SCHOOLS)**

Print your company name: _____

Reference # 1 _____
Name: _____
Title: _____
Organization: _____
Phone: _____
Email: _____

Reference # 2 _____
Name: _____
Title: _____
Organization: _____
Phone: _____
Email: _____

Reference # 3 _____
Name: _____
Title: _____
Organization: _____
Phone: _____
Email: _____

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

LIST OF LICENSED/CERTIFIED TECHNICIANS

Print your company name: _____

Provide the names and years of experience of individuals holding the following licenses:

1. HVAC-Massachusetts License

2. Massachusetts Refrigeration Contractors License

3. Massachusetts Master Pipefitter License

4. Massachusetts Oil Burner License

5. OSHA 10 Certification:

6. Certified Energy Manager (CEM)

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

CERTIFICATE OF NON-COLLUSION

Pursuant to M.G.L. Chapter 268A, I certify under the 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.

FIRM NAME _____

AUTHORIZED SIGNATURE _____

BUSINESS ADDRESS _____

SOCIAL SECURITY OR EMPLOYER'S
FEDERAL TAX IDENTIFICATION NUMBER _____

DATE _____

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

**STATEMENT OF COMPLIANCE WITH
THE REVENUE ENFORCEMENT AND PROTECTION PROGRAM**

Pursuant M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief have filled all state tax returns and paid all state taxes required under law.

FIRM NAME _____

AUTHORIZED SIGNATURE _____

BUSINESS ADDRESS _____

SOCIAL SECURITY OR EMPLOYER'S
FEDERAL TAX IDENTIFICATION NUMER _____

DATE _____

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

CLERK'S CERTIFICATE

At a duly authorized meeting of the Board of Directors of _____
(Name of Corporation)

held on _____ at which all the directors were present or waived notice, it was
(Date)

voted that _____ the _____ of the company is
(Name of Corporate Officer) (Title)

hereby authorized to execute contracts in the name and on behalf of said company, and affix it's Corporate Seal thereto, and such execution of any contract or obligation in this company's name or on its behalf by such _____ under seal of the company, shall be valid and
(Title)

binding upon this company.

CLERK'S SIGNATURE

DATE

(CORPORATE SEAL)

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

EXHIBIT A – SUTTON PUBLIC SCHOOLS EQUIPMENT LIST

Item Number	Description	Location	Area Description
A/C Units, compressors, AHU, RTU etc			
ELEM AC1	Air conditioner - computer lab	Sutton Elementary School	Computer Lab (Elementary)
ELEM AC2	air conditioner computer lab	Sutton Elementary School	Computer Lab (Elementary)
ELEM AC3	Head-End Room Air Conditioner	Sutton Elementary School	Data Closet
ELEM AC4	Head-End Room Air Conditioner	Sutton Elementary School	Administration Area
ELEM AHU 1	ELEM Air Handler 1 library unit	Sutton Elementary School	Roof
ELEM CHILLER	Outside Chiller Unit for elementary school	Sutton Elementary School	Grounds
ELEM Chiller CP1	Chiller compressor #1	Sutton Elementary School	Classroom
ELEM Chiller CP2	Chiller compressor #2	Sutton Elementary School	Classroom
ELEM Chiller CP3	Chiller compressor #3	Sutton Elementary School	Classroom
ELEM COMPUTER Lab AC 1	sanyo 3 ton DS	Sutton Elementary School	Computer Lab (Elementary)
ELEM COMPUTER Lab AC2	sanyo 2 ton DS air conditioning unit	Sutton Elementary School	Computer Lab (Elementary)
ELEM RTU 1	ELEM Roof Top Unit 1 RM 100, OFFICE AREA	Sutton Elementary School	Roof
ELEM RTU 2	ELEM Roof Top Unit 2 Office area	Sutton Elementary School	Roof
HS CHILLER CH-1		Sutton High School	Roof
HS DCU-1 CONDENSING UNIT	DCU-1 Mitsubishi condensing unit	Sutton High School	Roof
HS DCU-1 EVAPORATOR	Evaporator Unit	Sutton High School	
HS DCU-10 CONDENSOR	DCU Condensor Unit	Sutton High School	Roof
HS DCU-10 EVAPORATOR	Evaporator Unit	Sutton High School	Roof
HS DCU-11 CONDENSOR	DCU Condensor Unit	Sutton High School	Roof
HS DCU-11 EVAPORATOR	Evaporator Unit	Sutton High School	Roof
HS DCU-12 EVAPORATOR	Evaporator Unit	Sutton High School	Roof
HS DCU-12 CONDENSOR	Condensor Unit	Sutton High School	Roof
HS DCU-13 CONDENSOR	Condensor Unit	Sutton High School	Roof
HS DCU-13 EVAPORATOR	Evaporator Unit	Sutton High School	Roof
HS DCU-14 EVAPORATOR	Evaporator Unit	Sutton High School	Roof
HS DCU-14 CONDENSOR	Condensor Unit	Sutton High School	Roof
HS DCU-15 EVAPORATOR	Evaporator Unit	Sutton High School	
HS DCU-15 CONDENSOR	Condensor Unit	Sutton High School	Roof
HS DCU-2 CONDENSING UNIT	DCU-2 Mitsubishi condensing unit	Sutton High School	Roof
HS DCU-2 EVAPORATOR	Evaporator Unit	Sutton High School	Roof
HS DCU-3 EVAPORATOR	Evaporator Unit	Sutton High School	Roof
HS DCU-3 CONDENSING UNIT	DCU-3 Mitsubishi condensing unit	Sutton High School	Roof
HS DCU-4 CONDENSING UNIT	DCU-4 Mitsubishi condensing unit	Sutton High School	Roof
HS DCU-4 EVAPORATOR	Evaporator Unit	Sutton High School	Roof
HS DCU-5 CONDENSOR	Condensor Unit	Sutton High School	Roof
HS DCU-5 EVAPORATOR	Evaporator Unit	Sutton High School	Roof

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

EXHIBIT A – SUTTON PUBLIC SCHOOLS EQUIPMENT LIST

HS DCU-6 CONDENSOR	Condensor Unit	Sutton High School	Roof
HS DCU-6 EVAPORATOR	Evaporator Unit	Sutton High School	Roof
HS DCU-7 CONDENSOR	Condensor Unit	Sutton High School	Roof
HS DCU-7 EVAPORATOR	Evaporator Unit	Sutton High School	Roof
HS DCU-8 CONDENSOR	Condensor Unit	Sutton High School	Roof
HS DCU-8 EVAPORATOR	Evaporator Unit	Sutton High School	Roof
HS DCU-9 CONDENSOR	Condensor Unit	Sutton High School	Roof
HS DCU-9 CONDENSOR	Condensor Unit	Sutton High School	Roof
HS ERV-1	Energy Recovery Ventilators	Sutton High School	
HS ERV-2	Energy Recovery Ventilators	Sutton High School	
HS HV-1	Hot Water Coil Heat/Vent Units	Sutton High School	Kitchen (High)
HS HV-2	Hot Water coil Heat/Vent Units	Sutton Middle School	
HS HV-3	Hot Water Coil Heat/Vent Units	Sutton High School	Gym (High)
HS HV-4	Hot water coil heating/vent unit	Sutton High School	Gym (High)
HS RTU1	Roof Top Unit	Sutton High School	Roof
HS RTU10	Roof Top Unit	Sutton High School	Classroom (Middle)
HS RTU11	Roof Top Unit	Sutton High School	Band Room
HS RTU2	Roof Top Unit	Sutton High School	Roof
HS RTU3	Roof Top Unit	Sutton High School	Roof
HS RTU4	Roof Top Unit	Sutton High School	Roof
HS RTU5	Roof Top Unit	Sutton High School	Roof
HS RTU6	Roof Top Unit	Sutton High School	Roof
HS RTU7	Roof Top Unit	Sutton High School	Roof
HS RTU8	Roof Top Unit	Sutton High School	Roof
HS RTU9	Roof Top Unit	Sutton High School	Administration Area
SCEL AC1 AHU	Air Handler 1	Simonian Center for Early Learning	Boiler Room
SCEL AC2 AHU	Air Handler 2	Simonian Center for Early Learning	Boiler Room
SCEL HV-4 Gym	SCEL HV-4 GYM AIR HANDLER	Simonian Center for Early Learning	Boiler Room
SCEL RET FAN 1	Return Fan for AC-1	Simonian Center for Early Learning	Boiler Room
SCEL RET FAN 2	Return Fan for AC-2	Simonian Center for Early Learning	Boiler Room
SCEL RET FAN 4	Return Fan for ac 4 blower(gym)	Simonian Center for Early Learning	Boiler Room
SCEL RTU3 AUD COMPRESSOR 1	Air Conditioner -Rooftop - large	Simonian Center for Early Learning	Roof
SCEL RTU3 AUD COMPRESSOR 2	Air Conditioner -Rooftop - large	Simonian Center for Early Learning	Roof
SCEL RTU3 CLASSROOMCAFE	Air Conditioner -Rooftop - large	Simonian Center for Early Learning	Roof
SCEL RTU4	SCEL RTU 4 over science and rm 20	Simonian Center for Early Learning	Roof
SCEL RTU5 AHU	SCEL RTU5 air handler unit in rear of auditorium	Simonian Center for Early Learning	Auditorium
SCEL RTU5 AUD	Large Air Conditioner unit for the auditorium	Simonian Center for Early Learning	Roof
SCEL YORK AC1	York A/C including compressors and condensing unit	Simonian Center for Early Learning	Roof
SCEL YORK AC2	York A/C including compressors and condensing unit	Simonian Center for Early Learning	Roof

Exhaust Fans on Simonian Center and Elementary Roof

Exhaust Fans on Middle School and High School Roof

Mitsubistu Electric City Multi

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

EXHIBIT A – SUTTON PUBLIC SCHOOLS EQUIPMENT LIST

Boilers, Burners, Hot Water Heaters, Circulation Pumps			
ELEM BOILER 1	Elementary boiler #1	Sutton Elementary School	Boiler Room
ELEM BOILER 2	elementary boiler #2	Sutton Elementary School	Boiler Room
ELEM BOILER 3	Domestic hot water boiler	Sutton Elementary School	Boiler Room
ELEM Boiler Rm heater	Boiler room ceiling space heater	Sutton Elementary School	Boiler Room
ELEM EXP TANK 1	Expansion Tank 1	Sutton Elementary School	Boiler Room
ELEM EXP TANK 2	Expansion Tank 2	Sutton Elementary School	Boiler Room
ELEM EXP TANK 3	Expansion tank 3	Sutton Elementary School	Boiler Room
HS AIR DAMPER 1 BOILERS	Variable speed inline ventilator damper for the heating boilers	Sutton High School	Boiler Room
HS AIR DAMPER 2 HOT WATER BOILERS	Variable speed inline ventilator damper for the hot water boilers	Sutton High School	Boiler Room
HS B-1 BOILER	Hot water boiler	Sutton High School	Boiler Room
HS B-1 BURNER 1	Burner section for boiler 1	Sutton High School	Boiler Room
HS B-2 BOILER 2	High school boiler 2	Sutton High School	Boiler Room
HS B-2 BURNER 2	Burner section for boiler 1	Sutton High School	Boiler Room
HS BOILER RM HEATER	Ceiling mounted heater unit for boiler room	Sutton High School	Boiler Room
HS BT-1 BUFFER TANK	Buffer Tank	Sutton High School	Boiler Room
		I	
		I	
HS E-1 EXPANSION TANK 1	Expansion Tank ET1 for heating water supply	Sutton High School	Boiler Room
HS E-2 EXPANSION TANK 2	Expansion Tank ET2 for glycol supply	Sutton High School	Boiler Room
HS E-3 EXPANSION TANK 3	Expansion Tank ET3 for cooling supply	Sutton High School	Boiler Room
HS HOT WATER CIRC PUMP #2	Circulator pump 2 for domestic hot water 120 deg	Sutton High School	Boiler Room
HS KITCHEN CIRC PUMP 1	Circulator pump 1 for kitchen 140 deg	Sutton High School	Boiler Room
HS FP-1 OIL PUMP SYSTEM	System pumps oil for boilers	Sutton High School	Boiler Room
HS PVI HOT WATER HEATER #1	Domestic hot water heater #1	Sutton High School	Boiler Room
HS PVI HOT WATER HEATER #2	Domestic hot water heater #2	Sutton High School	Boiler Room
HS PVI WATER BURNER #1	Burner section for PVI water heater #1	Sutton High School	Boiler Room
HS PVI WATER BURNER #2	Burner section for PVI water heater #2	Sutton High School	Boiler Room
SCEL BLR #1	SCEL main building boiler #1	Simonian Center for Early Learning	Boiler Room
SCEL BLR #2	SCEL main building boiler #2	Simonian Center for Early Learning	Boiler Room
SCEL Hot Water Boiler	Bock hot water heater	Simonian Center for Early Learning	Boiler Room
SCEL OIL SUPPLY PUMP #1 and Motor	Oil Pump 1	Simonian Center for Early Learning	Boiler Room
SCEL OIL SUPPLY PUMP #2 and Motor	Oil supply pump 2	Simonian Center for Early Learning	Boiler Room
WWTP Heater #1	Reznor heating units	Waste Water Treatment Plant	Sewage Treatment Room
WWTP Heater #2	WWTP Heater #2	Waste Water Treatment Plant	Sewage Treatment Room
WWTP Heater #3	WWTP Heater #3	Waste Water Treatment Plant	Sewage Treatment Room
HS OIL PUMP 1	Oil pump motor 1	Sutton High School	Boiler Room
HS OIL PUMP 2	Oil pump motor 2	Sutton High School	Boiler Room

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

EXHIBIT A – SUTTON PUBLIC SCHOOLS EQUIPMENT LIST

Refrigeration			
HS KITCHEN Cold Serving Unit	Cold serving unit	Sutton High School	Kitchen (High)
HS KITCHEN Cold/Warm Serving Unit	Cold & Warm serving unit	Sutton High School	Kitchen (High)
HS KITCHEN Deli Cooler	High school kitchen reaching cooler 2	Sutton High School	Kitchen (High)
HS KITCHEN Ice Cream Freezer 1	Ice cream freezer	Sutton High School	Kitchen (High)
HS KITCHEN Ice Cream Freezer 2	Ice cream freezer	Sutton High School	Kitchen (High)
HS KITCHEN ICE MAKER	Ice maker	Sutton High School	Kitchen (High)
HS KITCHEN MILK COOLER 1	Milk cooler 1	Sutton High School	Kitchen (High)
HS KITCHEN MILK COOLER 2	Milk cooler 2	Sutton High School	Kitchen (High)
HS KITCHEN Reach In Cooler 1	High school kitchen reach in cooler 1	Sutton High School	Kitchen (High)
HS KITCHEN Reach In Cooler 2	High school kitchen reach in cooler 2	Sutton High School	Kitchen (High)
HS KITCHEN WALKIN COOLER CONDENSING UNIT	Kitchen walkin cooler condensing unit	Sutton High School	Kitchen (High)
HS KITCHEN WALKIN COOLER EVAPORATOR	Kitchen main Wwkin cooler evaporator unit	Sutton High School	Kitchen (High)
HS KITCHEN WALKIN FREEZER CONDENSING UNIT	Kitchen walkin freezer condensing unit	Sutton High School	Kitchen (High)
HS KITCHEN WALKIN FREEZER EVAPORATOR	Kitchen main Walkin freezer evaporator	Sutton High School	Kitchen (High)
HS SCIENCE ICE MAKER	Ice Maker	Sutton High School	Teach Prep Room - 2nd Floor
HS ATHLETIC ICE MAKER	Ice Maker	Sutton High School	Athletic Storage
SCEL ICE CREAMFREEZER	Blue Bunny Ice Cream Freezer	Simonian Center for Early Learning	Cafeteria (Elementary)
SCEL MILK COOLER 1	Milk Cooler 1 (SCEL kitchen)	Simonian Center for Early Learning	Cafeteria
SCEL MILK COOLER 4	Milk Cooler 2 (SCEL kitchen)	Simonian Center for Early Learning	Cafeteria
SCEL MILK COOLER 3	Milk cooler 3 (elem/ms cafe)	Simonian Center for Early Learning	Cafeteria (Elementary)
SCEL REACH-IN COOLER #1	Reach in cooler #1 (SCEL kitchen)	Simonian Center for Early Learning	Cafeteria
SCEL REACH-IN COOLER #2	Reach-in cooler #2 (elem/ms cafe)	Simonian Center for Early Learning	Cafeteria
SCEL WALK IN COOLER #2 CONDENSOR	Condensor walk-in Cooler No. 2	Simonian Center for Early Learning	Boiler Room
SCEL WALK IN COOLER #2 EVAPORATOR	Walk In Cooler #2 Evaporator Unit	Simonian Center for Early Learning	Cafeteria
SCEL WALK-IN COOLER #1 Condensor	Condensor walk-in cooler #1	Simonian Center for Early Learning	Roof
SCEL WALK-IN COOLER #1 EVAPORATOR	Walkin cooler #1 evaporator unit	Simonian Center for Early Learning	Cafeteria
SCEL WALK-IN FREEZER Condensing Unit	Walk-in freezer whole unit including both Compressor and Condensing fan	Simonian Center for Early Learning	Roof
SCEL WALK-IN FREEZER EVAPORATOR	Walk- in freezer evaporator unit	Simonian Center for Early Learning	Cafeteria

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

EXHIBIT B - MAINTENANCE TASKS BY EQUIPMENT TYPE

I. Air Conditioning Units

See Exhibit A for Equipment List

Perform the following steps two (2) times per year

1. Belts – check tension and condition
2. Chiller – power wash coils on condensing unit
3. Coils - inspect for leaks and cleanliness, clean annually
4. Compressor – check voltage, amperage and test for refrigerant leaks
5. Compressor - check oil suction and discharge pressure
6. Condensing Unit - inspect for leaks and cleanliness
7. Connections - inspect flexible connections and ductwork for damage and leaks
8. Controls - test/calibrate superheat and sub cooling
9. Controls - test/calibrate high pressure safety and low pressure cutout
10. Controls - test/calibrate electronic temperature sensors/pneumatic relays
11. Dampers - clean louvers and intake screens and verify operation of linkages
12. Dampers – lubricate shaft bearings as appropriate
13. Drain pan and line - inspect and vacuum out as needed
14. Electrical - inspect control center, alarm points and infrared lights (if app.)
15. Electrical - check wire connections for overheating and tighten as needed
16. Fan – inspect, clean wheels, verify cycling controller operation
17. Fan – check for vibration and freedom of motion
18. Filters – Check filters and replace as necessary
19. Freeze control cutout - test and record temperature
20. Housing - inspect for security of assembly, damage, corrosion
21. Performance - check unit for maximum efficiency
22. Refrigerant - verify charge
23. Starter - inspect for signs of wear, arcing, overheating, burns, etc
24. Starter - megger motor at starter and measure operating amperage
25. Temperature Sensor - calibrate and adjust high limit safety and low limit control
26. Verify operation of steam traps, strainers and drains

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

EXHIBIT B - MAINTENANCE TASKS BY EQUIPMENT TYPE

II. **Boiler, Burners, Hot Water Heaters, Circulation Pumps**

See Exhibit A for Equipment List

Perform all steps one (1) time per year and steps 1-6 one (1) additional time per year

1. Burner - test fire and adjust as needed to achieve maximum efficiency
2. Burner - check P.E. switches, valves, pilot positioner, auxiliary control devices
3. Burner - clean/replace nozzle, remove/replace electrodes, fuel metering devices, fuel oil pump strainers, oil filter
4. Burner - degrease and clean components and housing and repair any oil leaks
5. Burner - lubricate burner motor and clean discharge grill
6. Burner - clean and test combustion control, pilot and main flame response timing
7. Chamber - clean smoke hood, breeching and combustion chambers
8. Connections – inspect/service couplings seals and piping from oil tank to burner
9. Controls - check and test all limit and operating controls
10. Combustion safety control – Pilot turndown test / Refractory hold in
11. Fire Box - remove all soot and ash
12. Fire Rate control – Check with combustion test
13. Flue - wire brush and vacuum clean the flue gas passageway of each boiler
14. Fuel - inspect fuel oil piping for proper pressure, flow, and leaks
15. Fuel – remove oil drawer assembly and clean
16. Housing - clean the boiler exterior surface
17. Housing - clean area around the boiler and remove all waste oils and rags
18. Ignition Assembly - remove and clean
19. Check water feed equipment, measure PSI, clean inlet strainers
20. Remove and clean low water cutoff and condensate control assemblies
21. Refractory - inspect chamber patch small cracks with refractory cement as needed
22. Refractory - cap top of chamber walls as needed with high temperature cement
23. Tanks - inspect holding and expansion tanks and pumps for leaks or corrosion
24. Valves - check operation of the boiler relief valve and check for leaks

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

EXHIBIT B - MAINTENANCE TASKS BY EQUIPMENT TYPE

III. Refrigeration

See Exhibit A for Equipment List

Perform the following steps two (2) times per year

1. Coils – power wash and inspect for leaks and cleanliness
2. Compressor – check voltage, amperage and test for refrigerant leaks
3. Compressor - check oil suction and discharge pressure
4. Condensing Unit - inspect for leaks and cleanliness
5. Controls - test/calibrate superheat and sub cooling
6. Controls - test/calibrate high pressure safety and low pressure cutout
7. Drain pan and line - inspect and vacuum out as needed
8. Electrical - inspect control center, alarm points and infrared lights (if app.)
9. Electrical - check wire connections for overheating and tighten as needed
10. Fan – inspect, clean wheels verify cycling controller operation
11. Freeze control cutout - test and record temperature
12. Performance - check unit for maximum efficiency
13. Refrigerant - verify charge and check for moisture in the line

**Invitation for Bid (IFB)
Heating, Ventilation, Air Conditioning (HVAC), Boilers, and Refrigeration
Sutton Public Schools**

AGREEMENT BETWEEN OWNER AND CONTRACTOR

This Agreement by and between the Sutton Public Schools, which has offices located at 383 Boston Road, Sutton, MA 01590 (hereinafter referred to as "District", and _____, with its principal offices at _____ (hereinafter referred to as "Contractor").

1. Contractor agrees to provide _____ services to the District for the period beginning _____ and ending _____, subject to the availability and appropriation annually of sufficient funds to meet the Board's extended obligation, in accordance with the Specifications issued by the District.
2. The Specifications, including the Notice to Bidders, Instructions to Bidders, General Conditions, Qualifications of Bidder, Bid Submission, all enclosed exhibits and any addendum (hereinafter referred to as "Specifications"), are incorporated in this Agreement as if set forth herein at length. The Contractor agrees to abide by and comply with each and every term of the Specifications and this Contract.
3. In consideration for the complete _____ services provided by the Contractor, the District agrees to pay to the Contractor the sum of \$_____. The annual contract amount for each year of this Agreement shall be paid in four (4) equal quarterly installments upon receipt of a duly executed voucher. Payment shall be made within thirty (30) days.
4. The Contractor acknowledges that all employees performing work under this Agreement, as defined in paragraph 1 of this Agreement and within the Specifications related thereto, are and shall remain solely employees of the Contractor. The Contractor agrees that it shall make all necessary deductions from the employees' salaries for all payroll taxes. The Contractor shall indemnify and hold the Board harmless, including reimbursement of attorneys' fees and cost of litigation, for any claims made by the Contractor's employees related to said payroll deduction.

WHEREFORE, the signatories below agree to be bound by the terms of this contract.

WITNESS:

Dated:

SUTTON PUBLIC SCHOOLS
By: _____

WITNESS:

Dated:

CONTRACTOR
By: _____