

GEORGETOWN PUBLIC SCHOOLS
51 NORTH STREET
GEORGETOWN, MASSACHUSETTS 01833

NOTICE TO BIDDERS

Georgetown Public Schools invites the submission of sealed bids on the following request for services:

TITLE: HVAC Maintenance and Support Services

BID OPENING

Monday, May 05, 2025 at 12:00 pm

Location: Georgetown Public Schools

Attention: Office of the Superintendent Director of Finance

51 North Street, Georgetown, MA 01833

Specifications and all other proposal documents may be obtained from the Office of the Superintendent of Schools, Business Office on or after April 14, 2025. Electronic Copies will be available by emailing cassidym@georgetown.k12.ma.us.

All sealed bids must be delivered to the Office of the Superintendent of Schools prior to the BID OPENING, as stated above, at which time and place they will be opened and read aloud. The bidder assumes the risk of any delay in the mail. Bids received after the official BID OPENING will be returned unopened.

The Georgetown Public Schools reserves the right to reject any or all bids, to accept either whole or in part, to award contracts by individual items or by lump sum total, or to waive any irregularities or defects in any bid, should it deem it to be in the best interest of the Georgetown Public Schools to do so.

Please note that mail delivery to this location may not be relied on to reach this office in time. Hand delivery, Federal Express, or other overnight service is recommended for delivery to the correct location at the correct time.

Dr. Margaret Ferrick
Superintendent of Schools
Georgetown Public Schools

Section I. General Bid Conditions

- 1 Sealed bids herein specified HVAC MAINTENANCE AND SUPPORT SERVICES for the Georgetown Public Schools will be received at the Office of the Superintendent of Schools on or before May 05, 2025 by 12:00 pm at which time bids will be publicly opened and read. A non-mandatory site visit will be held on Friday, April 25, 2025 at 8:30 am starting at Georgetown Middle High School, 11 Winter Street. We will meet at the Superintendent's office and then proceed to the schools if bidders are interested in building tours. An opportunity for bidders to tour various buildings covered under this specification will be made available at this time.
- 2 All bids must be submitted on and in accordance with forms provided by the Office of the Superintendent of Schools. Specifications and bid forms may be obtained at:

Officer of the Superintendent of Schools
51 North Street
Georgetown, MA 01833

- 3 All bids received after the time stated in the Notice to Bidders may not be considered and will be returned to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the School System. Whether sent by mail or by means of personal delivery the bidder assumes responsibility for having his bid deposited on time at the location and place specified.
- 4 All information required by the Notice to Bidder, Specifications, and Bid Offer in connection with each item against which a bid is submitted must be provided to constitute a regular bid.
- 5 The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the service required and is representation that the bidder can furnish the manpower and equipment necessary to properly render the desired service.
- 6 No alteration, erasure, or addition is to be made in the typewritten or printed matter.
- 7 Prices and information required, except signature of bidder, should be typewritten for legibility. Illegible or vague bids may be rejected. All signatures **must be written.** Facsimile, printed or typewritten signatures **are not acceptable.** All bid prices must be presented so that the total cost to the School System is clearly understandable.
- 8 Sales to School Systems are not affected by any fair trade agreements.
- 9 NO charge will be allowed for federal, state, or municipal sales and excise taxes since the School System is exempt from such taxes. The price proposal shall be net and shall not include the amount of any such tax.
- 10 Under the penalty of perjury, the bidder certifies that:
 - a. The bid has been arrived at by the bidder independently and submitted without collusion with any other vendor of materials, supplies, equipment, or services of the type described in the invitation for bid.
 - b. The contents of the bid have not been communicated by the bidder, nor, to its best knowledge and belief, by any of its employees or agent of the bidder or its surety of any bond furnished herewith prior to the official opening of the bid.

- 11 All bids must be sealed. They must be submitted in plain, opaque envelopes. All must be addressed to:

Georgetown Public Schools
Office of the Superintendent of Schools
Attention: Director of Finance
51 North Street
Georgetown, MA 01833

- Bid envelopes must be clearly marked "HVAC MAINTENANCE AND SUPPORT SERVICES BID". Also, the date and time of the bid opening as indicated on the Notice to Bidders must appear on the envelope. Telephone quotations or amendments will not be accepted at any time.
- 12 No interpretations of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the School System, not later than three (3) days prior to the date fixed for the opening of the bids. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record by the School System in the form of addenda to the specifications. All addenda so issued shall be sent via email on record, and shall become part of the contract documents. Failure of any bidder to receive any such addendum or interpretation shall not relieve any bidder from any obligation under his bid as submitted.

Section II. Awards

1. Awards may be made to the lowest responsive and responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder and the quality of the equipment to be furnished. The School System may make such investigations as are deemed necessary to determine the ability of the bidder to perform the work.
2. The School System reserves the right to reject all bids. Also reserved is the right to reject for cause, any bid in whole or in part; to waive technical defects; qualifications, irregularities; and omissions if in its judgment, the best interest of the system will be served.
3. Georgetown Public Schools has the right to make awards within thirty (30) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.
4. If identical bids are received and these bids are or become the low bid, the School System reserves the right to award the contract on the basis of the sole judgment of the School Business Manager and it is mutually agreed that the judgment in this contingency shall be final.

Section III. Contract

- 1 The placing in the mail of a notice of award or purchase order to a Successful Bidder, to the address given in his proposal, will be considered sufficient notice of acceptance of contract.
- 2 A contract may be canceled at the Successful Bidder's expense upon non-performance of the contract.
- 3 If the Successful Bidder fails to deliver as ordered, the School System reserves the right to cancel the contract and purchase the service from another source at the Successful Bidder's expense.
- 4 Cancellation of contract for any reason may result in removal of the Successful Bidder's name from mailing lists for future proposals for an indeterminate period.
- 5 It is mutually understood and agreed that the Successful Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or his right, title, or interest therein, or his power to execute such contract, or any part thereof to any person, company, or corporation, without the previous written consent of the School System.
- 6 The General Conditions, Specifications, Notice to Bidders, and Addenda, shall form a part of this contract and the provisions thereof shall be binding upon the parties thereto. The term "Contract Documents" shall include all of the aforesaid, together with the contract itself.
- 7 Each and every provision of law and clause required by law to be interested in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party, the contract shall forthwith be physically amended to make such insertion. Bidding and contract procedures will conform to the requirements of Section 44A through 44L inclusive of Chapter 149 of the General Law regarding prevailing wage.

Section IV. Guarantees of the Successful Bidder

1. The Successful Bidder guarantees:
 - A. That the company is financially solvent and has a minimum of 10 years of experience in the HVAC service industry, and is competent to perform the type of service to be performed and furnished by the company.
 - B. That the company has good title to all equipment, materials and supplies furnished by him and that no interest in same is retained by any other party by agreement of any sort.
 - C. That company carries adequate casualty and liability insurance to protect the School System from loss in case of fire, accident, theft, or from loss occasioned by personal injury or property damage to others as follows.
 - i. Compensation Insurance - The contractor shall, before commencing performance of the contract, provide insurance for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws to all persons to be employed under the contract, the premiums on which shall continue such insurance in full force and effect during the term of the contract and shall furnish the Owner with a certification of certificates showing such insurance coverage.

- ii. Public Liability and Property Damage Insurance - The contractor shall take out and maintain during the life of this contract such Public Liability and Property Damage Insurance as shall protect him, the Owner, and any subcontractor performing work covered by this contract, from claims for damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall be as indicated below.

The policies for Public Liability and Property Damage Insurance shall be so written as to include Contingent Liability and Contingent Property Damage Insurance to protect the Contractor and Owner against claims arising from the operation of subcontractors, and premiums for insurance shall be paid by the Contractor.

- A. Public Liability in an amount not less than \$3,000,000 for injuries, including wrongful death to any one person, and subject to the same amount, not less than \$3,000,000 on account of all accidents.
 - B. Property Damage Insurance in an amount not less than \$1,000,000 for damages on account of an accident, and in amount not less than \$1,000,000 for damages on account of all accidents.
- 2. Each bid must be accompanied by a bid deposit of 10% of the bid in the form of a certified check, cashier's check, or a bid surety bond made payable to the Town of Georgetown.
 - A. All bid deposits will be returned upon execution and delivery of the contract unless no award has been made at the expiration of thirty (30) business days after the opening of bids.
 - B. The Successful Bidder may be required to provide a performance bond with sureties for the duration of the contract. If said bond and sureties are requested by the Georgetown School Department, said bonding must be satisfactory to the School Department and be for the total amount of the contract.
 - 3. The Successful Bidder shall not be held responsible for any losses resulting in the fulfillment of the terms of the contract shall it be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God or for any other acts not within the control of the Successful Bidder and which, by the exercise of reasonable diligence, he is unable to prevent.
 - 4. The Successful Bidder will be required to have any and all employees who will service this account submit a CORI authorization form provided by the School Department. This CORI authorization form may need to be updated on an as needed basis. The Georgetown Public Schools follows all rules and regulations as prescribed by the Criminal History Systems Board guidelines.
 - 5. Due to the provisions found in this document regarding part/material replacement the following conditions will apply:
 - A. Vendor will mark up associated parts a maximum of 10%.
 - B. Vendor will submit a copy of each associated invoice on a monthly basis to the Business Manager.

- C. At the request of the school department the vendor may be asked to supply worn parts.
- D. The Georgetown Public Schools works towards saving energy and financial resources by reducing our energy consumption. We are involved with an energy conservation program, and from time to time ask the vendor to help us make system changes and adjustments to HVAC equipment within the school buildings. These services should be considered part of the scope of work of this contract.

Section V. HVAC Maintenance and Support Services

General Information

Georgetown Public Schools invites sealed bids from qualified vendors (hereinafter called “bidders”) to provide comprehensive maintenance and support systems for The Perley School, Penn Brook Elementary School, and Georgetown Middle High School.

Bids are subject to M.G.L. c.149 44 A-J and to minimum wage rates as required by M.G.L. c.149 s26 to 27D inclusive.

Bids must be accompanied by a bid deposit in the amount, no less than ten percent (10%) of the total bid amount, payable to the Georgetown Public Schools. Bid security deposits will be returned to the unsuccessful bidders within thirty (30) days following bid opening.

Bids shall be sealed and properly identified as HVAC MAINTENANCE AND SUPPORT SERVICES BID, and delivered or mailed to the Office of the Superintendent of Schools no later than Friday, May 05, 2025 at 12:00 pm. Bids shall be publicly opened and read by the Director of Finance at this time. Hours for the office are 8:00 AM – 4:00 PM, Monday through Friday. Any bid received after this date and time will be returned to the Bidder unopened and will be rejected.

A non-mandatory site visit will be held on Friday, April 25, 2025 at 8:30 am starting at Georgetown Middle High School, 11 Winter Street. This is an opportunity for bidders to tour various buildings covered under this specification will be made available at this time. Any bid submitted by a company failing to attend the pre-bid meeting will be considered non-responsive and will be rejected.

The contract will be awarded within thirty (30) days after the bid opening unless the time for award is extended by mutual consent of the parties.

If any changes are made to this IFB, an addendum will be issued. Addenda will be emailed or faxed to all bidders on record as having picked up the IFB.

Questions concerning this invitation for bids must be submitted in writing to Michael Cassidy, Director of Finance and Human Resources at cassidym@georgetown.k12.ma.us.

No information will be provided by telephone. Questions may be delivered via e-mail. Written email responses will be e-mailed to all bidders on record as having picked up the IFB.

A bidder may correct, modify, or withdraw a bid by written notice received by the School Department prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. ." Each modification must be numbered in sequence, and must reference the original IFB.

INSURANCE: The contractor shall provide evidence of insurance coverage in the form of certificates of insurance, which shall be insured before the commencement date of the contract and shall be updated on each anniversary date or upon any change in insurance carrier by the contractor. The contractor shall carry liability insurance with a minimum of three million dollars (\$3,000,000) per incident. The contractor shall carry Workmen's Compensation Insurance and shall provide evident coverage for all subcontractors, per M.G.L. c. 149.

PAYMENT AND PERFORMANCE BOND: The Georgetown Public Schools in accordance with M.G.L. c 149, requires the contractor, upon notice of contract award, to provide a payment bond and a performance bond in the amount of one hundred percent of the annual contract amount and to provide such Bonds annually, before renewal of the Contract. The dates on the bonds must coincide with the Contract date, and a current Power-of-Attorney must be attached to each bond.

ELIGIBILITY: The contractor shall hold and shall provide D.C.A.M. Certificates of Eligibility in the following categories:

Heating, Ventilation & Air Conditioning and Energy Management Systems

MINIMUM WAGE RATES: The contractor shall be required to adhere to the provision of Massachusetts General Laws chapter 149 Sections 26 to 27D, relative to minimum wage rates, a copy of which is included in these specifications as appendix A.

SUBCONTRACTORS: No subcontractor for any portion of the work is allowable by the contractor without prior written approval by the Georgetown Public Schools.

CONTRACT TERM: The project work includes the inspection service, repair and maintenance of all items in Section B, in complete compliance with these specifications contained herein. The contract will be for a period of three consecutive years. The contract shall be **July 01, 2025 to June 30, 2026.**

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Georgetown Public Schools or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

The Georgetown Public Schools may cancel this IFB, or reject in whole or in part any and all bids, if the School Department determines that cancellation or rejection serves the best interest of the Georgetown Public Schools.

All bid prices submitted in response to this IFB must remain firm for forty-five (45) days following the bid opening.

If, at the time of the scheduled bid opening the Superintendent's office is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until the next business day. Bids will be accepted until that date and time.

The bid must include a non-collusion form, tax compliance certificates, and a bid pricing sheet.

A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner, and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

Georgetown Public Schools

Invitation to Bid to Furnish Maintenance and Support of Heating, Ventilating, Air Conditioning Systems and Automation Systems

I. Intent of Agreement

- A. Under this agreement, the Contractor will be responsible for providing a comprehensive maintenance and support program for Building Automation Systems, Automatic Temperature Controls, Heating, Ventilating, and Air Conditioning Systems at the Perley School, Penn Brook Elementary, and Georgetown Middle High School locations. In essence, the contractor will absorb all costs associated with this comprehensive maintenance and support program as described herein.
- B. Each bidder is required to visit the site of the equipment and systems prior to submitting its bid. The purpose of this visit is to acquaint itself with any and all jobsite conditions and to identify, inspect and inventory the equipment.
- C. The bidders shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required with this specification.
- D. The Successful bidder must meet all requirements under heading "Bidders Qualification". Any bid, which does not meet these requirements, is incomplete, conditional, obscure, or which contains additions not called for, or irregularities of any kind will be rejected.
- E. It is the intention of this specification to establish and define those services that are to be performed and, to determine the capability and experience of the bidders desiring to provide such services. The intent is to secure one Contractor to maintain all HVAC equipment and Automation systems and to provide a single focal point for HVAC and Building Automation services – Meta heat control system.

- F. The contract will be awarded to the lowest responsible bidder who meets these specifications including the bidder's qualifications as listed in paragraph III, Bidder's Qualifications".
- F. The contractor shall be required to adhere to all the provisions of Massachusetts's general laws chapter 149 sections relative to minimum wages.

II. General Conditions

- A. The Contractor shall furnish all labor, parts, materials, test equipment, tools and services necessary to perform the scope of work specified herein.
- B. The contractor will be given reasonable access to the facilities to inspect all equipment and systems prior to submitting its bid.
- C. If in the opinion of the Georgetown Public Schools, the preventative maintenance program is not being properly executed by HVAC mechanic and or automation technician regularly assigned by the contractor, the Town of Georgetown and Georgetown School Department may, at its option request, and the contractor shall agree, to assign different skilled HVAC mechanic and or automation technician to implement the program, or shall at the Town's request, provide additional time on the job-site, at no additional cost to the Town.
- D. Service personnel shall, on each service visit, sign in at the start of each visit and out at the end of each visit in a logbook, which will be kept in an office to be designated by school personnel.
- E. When making a scheduled preventative maintenance visit, the service personnel shall prepare in duplicate a "work report" which is to be written in a legible manner. The work report will show the time of arrival and departure, the hours spent on the job, and any adjustments made or deficiencies noted for each system serviced. A representative of Georgetown Public Schools shall sign this report and one copy of the report shall be left with this representative.

When performing a preventative maintenance visit or responding to a service call, a service mechanic finds evident misuse or damage to the equipment, he/she shall immediately and personally contact school personnel within a period of seven (7) calendar days, giving school personnel full details of the matter. These details shall include the date of and extent of damage, plus cost to repair the damage.

- F. To insure efficiency in implementing this comprehensive program the successful bidder shall assign a lead mechanic and technical specialist who will be knowledgeable of the building layouts and manage the program.
- G. All services required to correct items such as faulty electrical meter, cabinets, fuse panels, disconnect switches, electrical power lines to the equipment, refrigerant lines, cabinets, cases door seals, hardware, piping and piping components, air balancing and ductwork are not covered by this Agreement.
- H. This Agreement contains the entire Contract and the parties hereby agree that this Agreement shall become a valid Contract only when accepted and approved by an authorized person for both parties, and no statement, remark, agreement or understanding, oral or written, not contained herein, will be recognized.

III Bidders Qualifications

- A. The importance of maintaining and repairing all covered equipment requires that such maintenance and repair be performed by a responsible and eligible Contractor who has satisfactorily, or performed the same services on similar equipment under other contracts of the same scope and sophistication, on that specified herein.
- B. Prior to the award of this contract, the successful bidder shall be subject to an inspection of his local personnel, equipment and facilities by the Georgetown Public Schools for determination of the bidders' qualifications to enter into this agreement.
- C. The successful bidder must be qualified by the Division of Capital Asset Management (D.C.A.M.) Commonwealth of Massachusetts, prior to bidding in both in the areas of HVAC and Energy Management Systems. A copy of this certification must accompany this sealed bid.
- D. The successful bidder must submit bid surety in the form of certified check, money order, or bid bond payable to the Town of Georgetown in an amount equal to ten percent (10%) of the bid amount.
- E. The successful bidder must be available for service, and system supports 24 hours per day. As such they must have a 24-hour per day manned telephone number and on-call service technicians available. All service and system support calls must be responded to within two (2) hours.
- F. The successful bidder shall employ a minimum of ten (10) full time service HVAC mechanics, which are resident within (50) miles of the job site and have at least eight (8) years experience servicing equipment of the sophistication of that specified herein. Work will be performed by properly trained and license Journeymen mechanics. Licenses of those mechanics that will be performing work on this contract must be supplied with contractor's bid documents.
- G. The successful bidder shall provide at least three (3) references that are satisfactory to the Georgetown Public Schools, which will serve to illustrate the ability of his/her firm to act as the primary contractor to accomplish a comprehensive maintenance program in accordance with these specifications.

IV. Each Bidder must furnish the following with its bid: Failure to comply with these requirements will result in disqualification of bidder.

- A. A statement that it acknowledges the requirement to furnish all mechanics and technicians with trucks, uniforms, cell phones, and tools and equipment required to perform the specified work commencing on the first day of the Contract.
- B. A statement certifying that the bidder has never defaulted on a contract or has had a contract terminated for non-performance.
- C. A statement certifying that the bidder is listed as an approved vendor under the Commonwealth of Massachusetts Tradespersons Contract (Repair and Maintenance Services) TRD01. Bidder must also include a copy of notification of award for the current year.
- D. A list of service mechanics with resumes and applicable licenses/training certificates who would be performing work on this contract.

- E. A valid, current Certificate of Eligibility and Update Statement issued by the Division of Capital Asset Management (D.C.A.M.), Commonwealth of Massachusetts, in both areas of HVAC and Energy Management Systems.
- F. A bid surety in the form of certified check, money order, or bid bond payable to the Georgetown Public Schools in an amount equal to ten percent (10%) of the bid amount.
- G. Upon award of the contract, the Contractor shall provide certificates of insurance. The contractor shall carry liability insurance with a minimum of five million dollars (\$5,000,000) per incident. The contractor shall carry Workmen's Compensation Insurance and shall provide evidence of similar coverage for any and all subcontractors, per M.G.L. c. 149.
- H. The Bidders must include any and all of the items as listed in paragraph IV above. Failure to do so will disqualify the bidder from being awarded this contract.
- I. Copy of HVAC and Controls training course content and proof of local training capabilities

V. Scope of Work

- A. The contractor shall provide preventative maintenance service on all systems, equipment and associated devices related to the heating, ventilating, air-conditioning equipment, and temperature controls Systems as outlined within the specifications.
- B. The Successful Bidder shall provide seasonal startup/shutdown and preventative maintenance, including calibration, adjustments, routine inspection/ system diagnostic and accurate recording of services performed on and HVAC systems in Georgetown Public Schools at locations listed herein. The successful bidder with assist the Georgetown Public Schools in an energy conservation program as any steps and recommendations relate to the HVAC systems and equipment.
- C. The Successful Bidder shall furnish all labor and materials to perform preventative maintenance at the specified locations. All work is to be performed during normal working hours (Monday through Friday from 6:00 a.m. to 2:30 p.m.).
- D. The successful bidder shall provide the necessary labor and chemicals to properly maintain all water systems within the heating and cooling system to control metal corrosion, scale formation, biological fouling, or contaminated discharge.
- E. Repair Services/Replacement Components
 - 1. The Contractor shall be responsible for the cost of all labor, expenses, materials, and replacement components to repair any covered equipment that malfunctions at the Perley School, Penn Brook Elementary and Georgetown Middle High School. Contractor is required to attach original invoice for equipment cost indicating what contractor paid for each item. Any replacement parts shall be new and shall be an exact duplication of the part being replaced. No substitution of the original equipment for the designated manufacturer model, type or size shall be allowed unless approved by Georgetown Public Schools personnel.
 - 2. All repair calls shall be made with personnel regularly employed by the Contractor.
 - 3. Unless otherwise authorized by the Georgetown Public School personnel, all repair calls shall be responded to within 2 hours of the time the original call was placed.

4. Once repairs are started, they shall continue without interruption until completed.
5. No repairs and/or additional work not included in this Agreement shall be accomplished without the written authorization of the owner.

F. Maintenance

Maintenance operations shall include, but not be limited to:

- (1) Seasonal startup and shutdown of systems, based on manufacturer's recommendations. This process is to include furnace and breaching cleaning a minimum of one time each calendar year.
- (2) Regular calibration of temperature, safety and operating controls.
- (3) Lubrication of motor bearings, linkages and valves.
- (4) Adjustment of belts, dampers, set points, electrical connections and fittings.
- (5) Replacement of work or faulty mechanical equipment and controls.
- (6) Computerized scheduling of maintenance.
- (7) Twenty-four-hour emergency service.
- (8) All parts, materials, replacement components to include replacement of furnace/unit ventilator filters a minimum of three times annually (August, December, April). After each service call is completed a service report shall be furnished to a designated representative of the School System for signature. Monthly service records must be sent to the Director of Finance for the duration of this agreement.
- (9) Energy Conservation Program: The Georgetown Public Schools is constantly evaluating and reviewing our operation procedures, usage practices, HVAC equipment, and operation schedules in order to conserve energy and reduce our consumption rates and usage. The successful bidder should be prepared to help the Georgetown Public Schools personnel, as well as the Energy Manager, in this effort, and be ready to assist the Schools in managing these systems, understanding the HVAC digital control software programs, and make recommendations to achieve these savings.

G. Preventive Maintenance Scheduling

The Service Company shall schedule preventive maintenance (hereinafter referred to as PM) tasks by computer to assure a uniform and detailed method of scheduling work. A reference list of customers with whom the bidder has for five (5) years had computerized PM covering total systems will be submitted upon request.

H. Inventory and Test Equipment

The Service Company shall maintain in their local office an adequate inventory of replacement parts and components, and shall demonstrate they own the proper tools and test equipment to maintain all the systems under contract:

For temperature control maintenance, this includes all temperature sensors, controllers, dampers, valves, actuators, relays, air compressors, flame safeguards and boiler controls.

For mechanical maintenance, this includes vibration detector, infrared scanner, water treatment chemical drop test kit, meager tester, conductivity tester, refrigeration oil test kit, and electronic refrigeration leak detector.

J. Training

Service Company shall provide annual HVAC and Controls training for designated school personnel. Training will take place at Service Company's local training facility or be on-site at the Georgetown Public Schools location. Copy of course content as well as Company's local training capabilities to be included as part of bid documents.

- A. The successful bidder will submit a list of personnel and current CORI (Criminal History System Board Record Disclosure) prior to the assignment of that employee to a Georgetown school building.
- B. The proposing party must certify that they have never defaulted on a contract nor had a contract terminated for non-performance.
- C. Prior to the award of any contract, the Town reserves the right to request certified financial statements from the selected firm.
- D. Each contracting firm must provide evidence of capabilities in their respective areas of expertise in providing maintenance services to at least five similar clients.
- E. Each firm must be located within fifty miles of the Town of Georgetown to insure prompt response to any service calls.
- F. Each firm must be currently licensed in the Commonwealth of Massachusetts.
- G. The HVAC and control service contractor must respond within two hours of any call deemed as an "emergency". Such determination shall be at the sole discretion of the Town of Georgetown but will be generally defined as an "emergency" if a "no heat" situation arises during the winter months or a "no-cooling" situation occurs during the summer months.
- H. This emergency service shall be on a twenty-four (24) hours per day, three hundred sixty-five (365) days per year basis, the cost of which is to be included in the contractor's program. The service contractor must provide a continuously monitored, twenty-four (24) hour phone number to a business principal.

VI. Contract Terms and Conditions

- A. The contract shall commence July 01, 2025 and remain in effect until June 30, 2026.
- B. No subcontracting for any portion of the work is to be let by the Contractor without prior approval in writing by the Georgetown Public Schools.
- C. Bid award will be no later than thirty (30) calendar days after submission of bids.
- D. The Georgetown Public Schools reserves the right to add additional services and buildings if it is deemed to be in the best interest of the Georgetown Public Schools. Such additional services to be performed at a cost to be negotiated between the successful bidder and the Georgetown Public Schools.

VII. Equipment Schedule and locations

Each bidder is expected to familiarize themselves with the computerized energy management systems at the Penn Brook School, Perley School, and the Middle High School.

LIST OF MAINTAINED EQUIPMENT

The following list is an estimate of the equipment to be maintained under this contract. The bidder is responsible for a site visitation to determine the exact number of components and to acquaint himself with any and all conditions at the site and to identify, inspect and to inventory the

equipment. Contractor is responsible for maintaining all HVAC equipment and is not limited to equipment listed in this document. Verification of size, quantity, and type of equipment for each school is the responsibility of the Contractor.

PERLEY SCHOOL

QTY.	DESCRIPTION (TYPE OF EQUIPMENT, MODEL NO., ETC.)		MANUFACTURER	LOCATION
4	Air handlers		McQuary	Various
6	Ductless Split Systems AC Units		Mitsubishi	Roof
5	Cabinet unit heaters		Rosemax	Various
19	Exhaust Fans		Greenheck	Roof
15	Unit vents		McQuary	Various
2	Gas Hot Water Boilers		Hydrotherm 1,600,000 BTU	Mechanical Room
2	Gas Hot water heaters		Ruud	Mechanical Room
2	Pumps to distribute water for the heating system		Bell Gossett 25 HP	Mechanical Room
1	Metasys heat control software		Facilities explorer by Johnson Controls	Various

PENN BROOK ELEMENTARY SCHOOL

QTY.	DESCRIPTION (TYPE OF EQUIPMENT, MODEL NO., ETC.)		MANUFACTURER	LOCATION
6	RTU with built in chillers		McQuary	Roof
6	Ductless Split Systems AC Units		Sanyo	Roof
2	Heating & Ventilating Units		Trane	Gym
15	Exhaust Fans		Greenheck	Various
3	Gas Hot Water Boilers		Crest Condensing Boiler	Mechanical Room
2	Gas Hot water heaters		Conquest	Mechanical Room
6	Pumps to distribute water for the heating system		Baldor Reliancer	Mechanical Room
1	Metasys heat control software		Facilities explorer by Johnson Controls	Various

GEORGETOWN MIDDLE/HIGH SCHOOL

QT Y.	DESCRIPTION (TYPE OF EQUIPMENT, MODEL NO., ETC.)		MANUFACTURER	LOCATION
6	Air handlers		McQuary	Various
43	Ductless Split Systems AC Units		Various Models	Roof
4	Cabinet unit heaters		Rosemax	Various
78	Exhaust Fans		Greenheck	Roof
50	Unit vents		McQuary	Various
3	Gas Hot Water Boilers		Well McLain 88	Mechanical Room
5	Gas Hot water heaters		Ruud	Various
2	Pumps to distribute water for the heating system		Bell Gossett 30 HP	Mechanical Room
2	RTU		Aaon	Roof
1	Metasys heat control software		Facilities explorer by Johnson Controls	Various

(Mandatory Submission – Non Cost Proposal)

EXHIBIT A: CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the _____
(Name of Corporation)
held on _____ at which all the Directors were present or waived notice, it
(Date)

Was voted that _____
(Name) (Officer/Title)
of this company be and he hereby is authorized to execute contracts and bonds in the name and behalf of said
company, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this company's
name on its behalf of such

_____ under seal of the
(Name) (Officer/Title)
company, shall be valid and binding upon this company.

A TRUE COPY, ATTEST: _____
(Signature/Title)

Place of Business: _____

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)
that _____ is duly elected _____
(Officer, Name) (Title)
of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of
the date of this contract.

(Signature/Title) (Typed Name/Title)

(Date)

Subscribed and sworn to before me: _____
(Corporate Seal) *If applicable, not
necessary for sole proprietorships
or partnerships.*
This _____ day of _____, 2025

(Notary Seal)
Notary Public

My Commission Expires: _____

(Mandatory Submission – Non Cost Proposal)

EXHIBIT B: NON-COLLUSION STATEMENT

The following certificate is required by Massachusetts General Laws, C. 40 S. 4B-1/2. Please include it in your bid proposal.

The undersigned certifies under penalties of perjury that this 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.

Name and Title of person signing proposal: _____

Name

Title

Name of Company

EXHIBIT C: TAX COMPLIANCE STATEMENT

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor/vendor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

* Signature of Individual
or Corporate Name (Mandatory)

Corporate Officer

** Social Security Number
(Voluntary or Federal Id Number)

* Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Mass. G.L. C. 62C S. 49A.

(Mandatory Submission – Non Cost Proposal)

EXHIBIT D: TAX IDENTIFICATION NUMBER

Contractors are required to submit the following information in order to comply with the reporting requirements and implementing regulations of the Internal Revenue Service.

TAXPAYER IDENTIFICATION NUMBER (TIN)

☐ TIN: _____

☐ TIN has been applied for

☐ TIN is not required (state basis)

CORPORATE STATUS

☐ Corporation engaged in providing
medical or health care services

☐ Other corporate entity

☐ Not a corporate entity

☐ Sole proprietorship

☐ Partnership

☐ Tax exempt

☐ Controlled by a common parent

☐ Common parent
TIN

The contractor shall certify the firm has the ability to add additional buses as necessary.

Name of Company

Name and Title of Individual with authorization to sign

Signature

Date: _____

EXHIBIT E: ATTESTATION CLAUSE

Under Section 35 of Chapter 233, political subdivisions and agencies of the Commonwealth must annually furnish to the Commissioner of Revenue a list of all persons who have provided goods, services or real estate space in the aggregate of five thousand dollars (\$5,000.00) or more.

Chapter 233 of the Acts of 1983, Sections 35 and 36 require that each provider or vendor of goods and services to any municipal agency must attest that it/he is in compliance of all the laws relating to taxes.

The Attestation must occur at the time of issuing, renewing, or extending a license, contract, or agreement.

Any person/company failing to execute the Attestation Clause shall not be allowed to obtain, renew, or extend a license, contract, or agreement.

Each successful bidder shall certify that he is in compliance with Chapter 233 by providing a Social Security Number or Federal Identification Number when a contract is issued.

SIGNATURE: _____

PRINTED NAME: _____

COMPANY: _____

DATE: _____

EXHIBIT F: ASSURANCE OF NONDISCRIMINATION COMPLIANCE

The undersign certifies that he/she does not subject employees or applicants for employment by this firm to discrimination on the basis of race, color, national origin, handicap, age or sex, in any of the following areas:

Recruitment, hiring, upgrading, promotion, whether for full-time or part-time employment, consideration for demotion, transfer, layoff, or hiring.

Rates of pay or any other form of compensation and changes in compensation.

Job assignments and seniority status.

Granting and returning from leaves of absence, leave for pregnancy, or any other leave.

Fringe benefits available by virtue of employment, whether or not administered by the recipient.

Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, selection for tuition assistance, and selection for sabbaticals and leaves of absence to pursue training.

Employer-sponsored activities, including social or recreational programs.

Any other term, condition, or privilege of employment.

SIGNATURE: _____

PRINTED NAME: _____

COMPANY: _____

DATE: _____



Georgetown Public Schools
51 North Street, Georgetown, Massachusetts 01833

**HVAC MAINTENANCE &
SUPPORT BID FORM**

To: The AWARDING AUTHORITY

Name of Proposer/Company

Signature of Corporate Officer

I hereby propose.

The undersigned proposes to offer information Comprehensive Maintenance and Support services to the Town of Georgetown according to the specifications dated April 14, 2025 for the Contract Price specified below, subject to additions and deductions according to the terms of the Contract Documents.

The undersigned Proposer has received Addenda numbered _____ and has included their provisions in his bid.

NON-COLLUSION CERTIFICATE: The undersigned certifies under penalties of perjury that this bid 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 any other business or legal entity.

In submitting this bid, I agree:

1. To hold my bid open for thirty days after the date of bid opening.
2. To accept the provisions of the Instructions to Proposers.
3. To enter into and accept a contract with the Georgetown School Committee in an approved form, to perform and furnish all services scheduled in the Contract Documents for the Contract Price indicated in this bid and in accordance with the other terms and conditions of the Contract Documents.

CONTRACT: The undersigned agrees that, if he is selected as the successful proposer he will, within thirty days (30), Saturdays, Sundays and legal holidays excepted after presentation thereof by the Awarding Authority and execute a contract in accordance with the terms and conditions of bid.

PAYMENTS TO THE GEORGETOWN PUBLIC SCHOOLS (GPS): The proposer agrees to pay the GPS, the amount listed below, payable in monthly installments for the use of two classrooms, access to the cafeteria and gym (custodial services included):



Georgetown Public Schools
51 North Street, Georgetown, Massachusetts 01833

HVAC MAINTENANCE & SUPPORT BID FORM

This bid includes addenda number(s) _____.

TOTAL BID PRICE: _____

TOTAL BID PRICE: _____
(in words)

Labor & Material cost for work not covered in these specifications:

	Vendor charge to District
Mechanic- Regular Labor Rate	
Mechanic-Overtime Labor Rate	
Materials-Cost	Cost: <u> +/- </u> manufacturer's list price

BIDDER INFORMATION

Name of Proposer: _____

Address: _____

Telephone: _____ Email: _____

Date: _____

BIDDER REQUIREMENTS CHECK LIST

	YES	NO
1. Proof of Workmen's Compensation Insurance		
2. Proof of Liability and Property Damage Insurance		
a. "Public" liability in an amount not less than \$3,000,000 for injuries, including wrongful death to any one person, and subject to the same amount not less than \$3,000,000 in an account of all accidents.		
b. Property Damage insurance in an amount not less than \$1,000,000 for damages on account of an accident, and in an amount not less than \$1,000,000 for damages on account of all accidents.		
3. Bid bond equal to 10% of the one year contract.		
4. List of favorable company references (letters of recommendation strongly suggested)		
5. A statement certifying that the bidder has never defaulted on a contract or has had a contract terminated for non-performance.		
6. Supply an itemized list that identifies those services that will be subcontracted during the duration of this contract.		
7. Evidence of current licenses issued in the state of Massachusetts.		
8. Certified signature acknowledging that the bidder will provide a board of probation criminal background check on each individual that will be assigned to work in the Town of Littleton, Public Schools.		
9. Signed EXHIBITS A - G.		

A "NO" response to any one of the above listed requirements will result in rejection of the bid without further action.

ATTACHMENT

**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND
WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS**

Prevailing Wage Rates

As determined by the Director under the provisions of the
Massachusetts General Laws, Chapter 149, Sections 26 to 27H

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