

# *Bellingham Housing Authority*

*10 Wrentham Manor  
Bellingham MA 02019  
Office: 508-883-4999  
Fax: 508-883-6719*

## **Notice of Request for Proposals**

September, 2016

The Bellingham Housing Authority invites written proposals from contractors for the:

Installation of GFCI receptacles in kitchen and bathroom

The Project consists of: Installation of GFCI receptacles in kitchen and bathroom which is described in the attached procurement package.

Contractors are encouraged to use the enclosed form for proposal. Proposals are subject to M.G.L. c.149 sec.44A (2)(A) and to minimum wage rates as required by M.G.L. c.149 §§26 to 27H inclusive.

Proposals must be received before 11:00 AM Wednesday October 5, 2016

Proposals should be mailed, faxed, or emailed to:

Bellingham Housing Authority

10 Wrentham Manor

Bellingham, MA 02019

FAX: 508-883-6719

E-Mail: [bellinghamha@comcast.net](mailto:bellinghamha@comcast.net)

and received no later than the date and time specified above

The Project site will be available for inspection between:

11:00 AM and 12:00 PM on Wednesday September 28, 2016

Questions or requests for an appointment to see the work site should be directed to:

Monique S. Bergeron at 508-883-4999 or [bellinghamha@comcast.net](mailto:bellinghamha@comcast.net)

This Procurement Package Includes:

- General Provisions
- Form for Bid-Please use this form to submit a quote
- Sample Owner Contractor Agreement Form Sample of Form successful Offeror must sign
- Prevailing Wage Rates
- Scope of Work

**\$0,000 - \$10,000**  
**GENERAL PROVISIONS**

**1.0 SALES TAX EXEMPTION AND OTHER TAXES**

**1.1** To the extent that materials and supplies are used or incorporated in the performance of this Contract, the Contractor is considered an exempt purchaser under the Massachusetts Sales Act, Chapter 14 of the Acts of 1966.

**1.2** The Contractor shall be responsible for paying all other taxes and tariffs of any sort, related to the work.

**2.0 PERMITS, FEES, AND NOTICES**

**2.1** The Contractor shall secure for the building permit which shall be paid for by the Owner. The Contractor shall coordinate all efforts required to obtain this permit. All other permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work shall be secured and paid for by the Contractor.

**2.2** The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on performance of the Work. If the Contractor performs Work knowing it to be contrary to laws, statutes, ordinances, building codes, and rules and regulations without such notice to the Owner, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs.

**3.0 INSURANCE REQUIREMENTS**

**3.1** The Contractor shall calculate as part of its bid price and provide the following insurance coverage. This insurance shall be provided at the Contractor's expense and shall be in full force and effect during the full term of this contract. The Owner shall be named as additional insured on the Contractor's Liability Policies

**3.2 WORKER'S COMPENSATION** Not Required if ALL work is done by a Self-employed Contractor with No Employees.

Worker's Compensation: Coverage A Per G.L. c149 §34 and c152, as amended.

Employer's liability: Coverage B up to \$500,000 each accident

**3.3 CONTRACTOR'S COMMERCIAL GENERAL LIABILITY**

Bodily Injury & \$1,000,000. each occurrence  
Property Damage \$1,000,000. general aggregate

**3.4 VEHICLE LIABILITY**

Bodily Injury & \$ 200,000 each person  
Property Damage \$ 500,000 each accident  
\$1,000,000 Combined Single Limit

**4.0 WAGES**

Bidders shall include in their bid wages calculated from the wage rates established by the Massachusetts Department of Labor Division of Occupational Safety and subject to M.G.L. c.149 §26 to 27H inclusive.

This provision does not apply if work is done by a Sole Proprietor, doing the work alone.

**5.0**

**MISCELLANEOUS REQUIREMENT**

**5.1 EXECUTIVE ORDERS**

The Contractor shall comply with the provisions of EPA Regulation 40 CFR 745;M.G.L. c.151B; Executive Order 478, Order regarding non-discrimination, diversity, equal Opportunity, and Affirmative Action; prohibiting the use of undocumented workers on state contracts and all regulations promulgated pursuant thereto. The aforementioned law, executive orders, and regulations are incorporated herein by reference and made a part of this Contract.

**6.0 CONFLICT OF INTEREST**

The Contractor covenants, that (1) presently, there is no financial interest and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which would violate M.G.L. c.268A, as amended; (2) in the performance of this Contract, no person having any such interest shall be employed by the Contractor or engaged as a subcontractor by the contractor; and (3) no partner or employee of the firm is related by blood or marriage to any Board Member or employee of the Awarding Authority."



# FORM FOR BID

c.149  
\$0-10,000

TO THE AWARDING AUTHORITY:

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

Project Description:

for the \_\_\_\_\_ Housing Authority, Development No. \_\_\_\_\_ in  
\_\_\_\_\_ Massachusetts in accordance with the Contract Documents supplied by the  
City or Town

\_\_\_\_\_ Housing Authority for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. The proposed contract price is :  
\_\_\_\_\_ dollars (\$ \_\_\_\_\_).

C. The undersigned hereby certifies that they are able to furnish labor that can work in harmony with all the other elements of labor employed or to be employed on the Work and that they will comply fully with all laws and regulations applicable to awards made subject to MGL. c.149 sec.44A-J.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. The undersigned further certifies under the penalty of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any other rule or regulation promulgated thereunder. As used in this certification the word "person" shall mean natural person, joint venture, partnership, corporation, or other business or legal entity.

\_\_\_\_\_  
Name of Bidder

By:

\_\_\_\_\_  
Signature + Title of person signing Bid

\_\_\_\_\_  
Business Address

Date: \_\_\_\_\_

\_\_\_\_\_  
City and State

Note: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of general partners if different from business address.

**OWNER-CONTRACTOR AGREEMENT**

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

This agreement made the NNth day of Month 2010 by and between City or Town Name Housing Authority hereinafter called the "Owner", and Contractor's Name \_\_\_\_\_ hereinafter called the "Contractor"

CONTRACTOR'S NAME

Witnesseth, that the Owner and the Contractor, for the consideration hereinunder named, agree as follows

**Article 1. Scope of Work:** The Contractor shall perform all Work required by the Contract Documents for Brief Description of the Work prepared by Name of Architect or Engineer acting as and referred to in the Contract Documents as the "Architect".

**ARTICLE 2. TIME OF COMPLETION:** The Contractor shall commence work under this Contract on the date specified in the written "Notice to Proceed" and shall bring the Work to Substantial Completion within NNN calendar days of said date. Damages for delays in the performance of the Work shall be in accordance with Article 9 of the General Conditions of the Contract.

**ARTICLE 3. CONTRACT SUM:** The Owner shall pay the Contractor, in current funds, for the performance of the Work, subject to additions and deductions by Change Order, of the Contract Sum of:

Contract Amount in Words

CONTRACT SUM IN WORDS

Dollars

**Contract in Numbers**

CONTRACT SUM IN NUMBERS

**ARTICLE 4. THE CONTRACT DOCUMENTS:** The following, together with this Agreement, form the Contract and all are as fully a part of the contract as if attached to this Agreement or repeated herein: The Advertisement, Bidding Documents, Contract Forms, Conditions of the Contract, and Specifications as enumerated in the Table of Contents, the drawings as enumerated in the List of Contract Drawings, and all Modifications issued after execution of the Contract. Terms used in this Agreement which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

**ARTICLE 6. REAP CERTIFICATION:** Pursuant to M.G.L. c.62(c) §49(a), the individual signing this Contract on behalf of the Contractor, hereby certifies, under the penalties of perjury, that to the best of their knowledge and belief the Contractor has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support

**ARTICLE 7. WORKER DOCUMENTATION CERTIFICATION:** In accordance with Executive Order 481 the undersigned further certifies under the penalties of perjury that the Contractor shall not knowingly use undocumented workers in connection with the performance of this contract; that pursuant to federal requirements, the Contractor shall verify the immigration status of all workers assigned to such contract without engaging in unlawful discrimination; and that it shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). The Contractor understands and agrees that breach of any of these terms during the contract period may be regarded as a material breach, subjecting the Contractor to sanctions, including but not limited to monetary penalties, withholding of payments, contract suspension or termination.

**ARTICLE 8. CONFLICT OF INTEREST:** \_\_\_\_\_ The Contractor covenants, that (1) presently, there is no financial interest and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which would violate M.G.L. c.268A, as amended; (2) in the performance of this Contract, no person having any such interest shall be employed by the Contractor or engaged as a subcontractor by the contractor; and (3) no partner or employee of the firm is related by blood or marriage to any Board Member or employee of the Awarding Authority."

*In Witness Whereof, the Parties Hereto Have Caused This Instrument to be Executed Under Seal.*

**<sup>1</sup> CONTRACTOR**

Contractor's  
Name  
\_\_\_\_\_  
Name of Contractor  
Contractor's  
Street Address  
\_\_\_\_\_  
Street  
Contractor's City  
State Zip  
\_\_\_\_\_  
City State Zip  
By: \_\_\_\_\_  
Signature and Seal  
Witness \_\_\_\_\_

**<sup>2</sup> AWARDING AUTHORITY**

**Name of Housing Authority**  
\_\_\_\_\_  
Name of Housing Authority  
LHA Address  
\_\_\_\_\_  
Address  
Signature and Seal  
\_\_\_\_\_  
Title  
Attest: \_\_\_\_\_

<sup>1</sup> If a Corporation, attach a notarized copy of the Corporate Vote authorizing signatory to sign Contract.

<sup>2</sup> If signed by someone other than a Housing Authority Board member, attach a copy of Certified Board Vote authorizing the signatory to sign Contract.

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Date

## SCOPE OF WORK

The Wrentham Manor, 667-2 development consists of (7) low-rise, 2-story buildings on a site of approximately 20 acres. Construction of the development was completed in 1975. There are a total of 56 dwelling units.

There is also a community/office building on the site. The community/office building has a kitchen that is included in the scope of work.

Some of the kitchens and bathroom have GFCI protection. The housing authority was doing it on a tenant turnover bases.

Each of the (56) apartments has (2) receptacles in the kitchen and (1) receptacle in the bathroom. The community room has (2) bathrooms each with a receptacle and (2) receptacles in the kitchen.

The total number of receptacles is 172. 67 of the receptacles have been installed and the remaining 105 receptacles are presented in the attached table, BELLINGHAM HOUSING AUTHORITY, WRENTHAM MANOR 667-2, GFCI RECEPTACLES REQUIRED.

Allow for up to 10% errors in the table.

Receptacles: Receptacles shall be flush mounted, Tamper Resistant, Twenty (20) ampere ground fault interrupter, grounding type NEMA 5 20R. All devices to be of same manufacturer.

Acceptable Manufacturers:

Cooper VFG20

Pass and Seymour 2095TR

Leviton X7899-T

Or equal

The housing authority is required to give the tenants 48 hour notice in order to enter the tenant’s apartment. Therefore a project schedule is very important and a projection of the time in the apartment.

<b>BELLINGHAM HOUSING AUTHORITY</b>		
<b>WRENTHAM MANOR 667-2</b>		
<b>GFCI RECEPTACLES REQUIRED</b>		
<b>Apartment</b>		<b>GFCI Kitchen</b>
<b>Community Room</b>		<b>GFCI Bathroom</b>
		2
11	<b>BUILDING 10</b>	2
12		1
13		0
14		2
15		0
16		2
17		0
18		2
21	<b>BUILDING 20</b>	0
22		0

23		0	0
24		2	1
25		2	0
26		0	0
27		1	0
28		0	0
31	<b>BUILDING 30</b>	2	1
32		2	1
33		0	0
34		0	0
35		2	1
36		2	1
37		1	0
38		2	1
41	<b>BUILDING 40</b>	2	1
42		2	1
43		2	1
44		2	1
45		2	1
46		2	1
47		1	0
48		2	1
51	<b>BUILDING 50</b>	2	1
52		0	1
53		2	1
54		2	1
55		1	0
56		2	1
57		2	1
58		2	1
61	<b>BUILDING 60</b>	2	1
62		2	1
63		2	1
64		2	0
65		2	1
66		2	1
67		2	1
68		0	0
71	<b>BUIDING 70</b>	0	0
72		0	0
73		2	1
74		0	0
75		2	1

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76		0	0
77		0	0
78		0	0
		73	32

105