

RENOVATIONS for CORKIN BUILDING

IFB SCOPE

General Specifications

INTRODUCTION:

The Corkin Trustees, in conjunction with the Randolph Board of Health, is seeking IFB for the following project:

Second egress for the Corkin Building, including design and build with specific requirements listed. The roof replacement is priority one on the list of bids presented.

The Corkin building is a 3 level brick building with a basement, and is approximately 30 X 40 ft long.

A basic plan exists on the building, dated 3/31/79, and is available in the office for copying as needed.

The decision for the Bid process will be known within 30 days of the due date and the contractor/s chosen notified.

This IFB is subject to the availability of monies for the project.

The Contractor must agree to all the provisions of the bid specification as presented herein. Failure to comply with bid specifications may result in immediate rejection of the bid.

The Bid will be awarded to the Contractor that has the best overall management and services required for optimum performance at the lowest cost possible. The bid will be evaluated on the following areas: (1) Price (2) References (3) company expertise and field service personnel experience (4) Any additional information deemed appropriate.

BID PROCEDURE:

Procedures for the bidding process shall conform to MGL CH 149 sec 44A-H. The bidder will provide information as required and adhere to all applicable regulations advertisements and formalities. Corkin Building site visits may be prearranged with the Director of Public Health or Town Executive Secretary at a mutually convenient time.

Company Profile

Submit in writing, a brief company history management principles and expertise, as it pertains to the contract in question. Educational background or credentials is appreciated, but considered optional information. Include the reference list sheet references that

reside within a 50 mile radius of The Town of Randolph. Provide names and phone numbers that can be contacted by the Trustees. All information will be held in the strictest confidence, and will not be shared with other bidders.

ROOF BID SPECIFICATIONS:

General System & Product Requirements

1. SPECIFICATIONS FOR THIS WORK

The Randolph Board of Health and Corkin Trustees require general renovation for the Corkin building. All work must be done in accordance with current applicable codes that include: the Standard Building Code; Standard Mechanical Code; Standard Plumbing Code; National Electric Safety Code; Fire Code and any applicable Federal or State Codes for Public Building Construction. Any hazardous material encountered must immediately be reported to the Town and officials. Contractor must obtain all necessary permits before work. This work will consist of:

SCOPE OF WORK--CORKIN BUILDING **Specific Requirements**

SECOND EGRESS

1. Location is front right side of building flush with outside parking lot
2. Handicap accessible 5x5' with automatic button
3. Glasswork and door to match the front main door style bronze aluminium frame
Tempered glass self closing. Lock and key entry.

WINDOWS

1. 4 upstairs one bathroom(fogged) one kitchenette replacement. 5/8 insulated tempered glass.
2. Metal fixed panel on top open hopper window below
3. Fogged damaged first floor windows need replace as necessary

BATHROOM

1. This was the old kitchenette. Make into fully functional unisex Handicap bathroom with automatic steel frame door
2. New plumbing as needed, wall mount baby changer table with exhaust fan to outside stainless steel hardware.
3. Tile floor blue board plaster walls skim coat.

FLOORS

1. Carpet entire second floor and stairs (color to be determined).
2. Damaged walls repair blue-board and plaster skim coat
3. Main floor and kitchenette new floor stripped to sub-floor if needed w/ 1/2 " plywood and new linoleum 12" commercial tile.

ELECTRICAL /TELECOM

1. Outlets, cable, computer access and telephone as needed both floors

CEILINGS/WALLS

1. Upstairs office new suspended ceiling
2. Main floor replace worn or discolored tiles as needed.

KITCHENETTE

1. New cabinets and countertop sink hardware (this is now the old bathroom)
2. Gut to studs and replace walls blue-board skim coat plaster.

COSMETIC ROOF

1. New roof over basement entry replace basement steel flat panel door w/ lockset
2. Replace damaged plywood on main roof parapet cover w/ bronze finish (see main Town Hall roof for design)
3. Prefabricated fiberglass, composite material for decorative balusters matching old balusters

* Demolition materials must be disposed of in a proper and legal manner by the contractor.

*Return the buildings and grounds to pre-construction state. This includes, but is not limited to, streets, sidewalks, landscape, masonry, sheetrock, ceiling tile, etc.

Company Name _____

Address _____

Phone: _____

e-Mail _____

Contractor Signature _____ Date _____

RANDOLPH BOARD OF HEALTH
CORKIN TRUSTEES

CONTRACTOR QUESTIONNAIRE

Check all that apply use N/A for information you do not have or deem proprietary.

1. Name of Firm: _____

2. Address: _____ 3. Date: _____

_____ (city)

_____ (state)

_____ (zip)

4. Phone: () _____ 5. Contracting Specialty & Licenses: _____

6. Contact Person: _____ 7. Title: _____

8. Year Business Started: _____ 9. Type of Business: Corp. Part. Prop. Sub. S. Corp.

10. State of Incorporation: _____ 11. Area of Operation: _____

12. List the corporate officers, partners or proprietors of your firm:

	<u>Name</u>	<u>Yr. of Birth</u>	<u>Position</u>	<u>Percent Owned</u>	<u>Name of Spouse</u>
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____

13. Do you have all appropriate standard Local, Federal or State licenses required for this work? Yes No
If no, explain: _____

14. Does the firm have all required insurance coverage? Yes No

15. Does your firm comply with the State income Tax law? Yes No

. Federal Tax ID#: _____
. Social Security #'s: _____

16. How many people does your firm employ? _____ 19. How many work crews? _____

17. Has your firm, or any of its principals, ever petitioned for bankruptcy, failed in business, or defaulted so as to cause a loss to a surety? Yes No. If yes, please explain: _____

18. Is your firm, or any of its owners or officers, currently involved in any litigation? Yes No. If yes, explain _____

19. What percentage of the firm's work is normally for:

Government Agencies _____ % Private Owners _____ %

20. What percentage of the firm's work is normally subcontracted: _____ %

21. Are bonds required of subcontractors? Yes No

22. What trades do you normally subcontract? _____

23. What is largest amount of uncompleted work on hand at any one time in the past?

Amount: \$ _____ Year: _____

24. What is the largest job you expect to do during the next year? \$ _____

25. Bonding Companies:

<u>Name</u>	<u>Reason for Leaving</u>
A. _____	_____
B. _____	_____
C. _____	_____

26. List five of your largest contracts:

<u>Job Name</u>	<u>Contract Price</u>	<u>Gross Profit</u>	<u>Completion Date</u>	<u>Bonded?</u>
A. _____	_____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner: _____	Design Professional: _____			
B. _____	_____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner: _____	Design Professional: _____			
C. _____	_____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner: _____	Design Professional: _____			
D. _____	_____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner: _____	Design Professional: _____			
E. _____	_____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner: _____	Design Professional: _____			

27. List five of your major suppliers:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Contact</u>
A. _____	_____	_____	_____
B. _____	_____	_____	_____
C. _____	_____	_____	_____
D. _____	_____	_____	_____
E. _____	_____	_____	_____

28. List five subcontractors (or contractors if you are a subcontractor) that you do business with:

A. Name: _____
Address: _____ Telephone: _____
Contact: _____ Job: _____

B. Name: _____
Address: _____ Telephone: _____
Contact: _____ Job: _____

C. Name: _____
Address: _____ Telephone: _____
Contact: _____ Job: _____

D. Name: _____
Address: _____ Telephone: _____
Contact: _____ Job: _____

E. Name: _____

29. List key personnel, foremen or supervisors:

Name	Position	Yr. of Birth	Yrs. Exper.	Other
A. _____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____
C. _____	_____	_____	_____	_____
D. _____	_____	_____	_____	_____
E. _____	_____	_____	_____	_____

30. List other insurance coverage currently in effect:

	<u>Limits in '000's</u>	Carrier	Expiration Date
A. General Liability:	\$ _____	_____	_____
B. Auto Liability:	\$ _____	_____	_____
C. Umbrella:	\$ _____	_____	_____
D. Workers compensation:	\$ _____	_____	_____

31. List any subsidiaries and affiliates of the contracting firm:

Firm Name	Ownership	Type Business	Code
A. _____	_____	_____	_____
B. _____	_____	_____	_____
C. _____	_____	_____	_____
D. _____	_____	_____	_____
E. _____	_____	_____	_____

REMARKS: _____

Completed by: _____

Title: _____

Date: _____

SAMPLE WEIGHTED FACTOR RATING SYSTEM FOR EVALUATING BIDS

Price should not be the only factor when weighing several bids from competing firms. The following weighted factor rating system can be used to help evaluate each bidder on several factors simultaneously. The factors and weights used in this system can be modified if necessary according to priorities.

FACTORS	Maximum	Contractor		
		A	B	C
References	25	_____	_____	_____
<i>TECHNICAL FACTORS</i>				
Familiarity/Experience	5	_____	_____	_____
Contractor experience/training	5	_____	_____	_____
Previous experience servicing Towns	5	_____	_____	_____
Licenses	5	_____	_____	_____
<i>PRICE FACTORS</i>				
Realistic time/pricing estimates	5	_____	_____	_____
Price	30	_____	_____	_____
Manpower resources	5	_____	_____	_____
Ability to respond to emergency	5	_____	_____	_____
Requests/calls for service				
Managerial, financial capabilities	5	_____	_____	_____
Quality control program	5	_____	_____	_____
TOTAL SCORE	100	_____	_____	_____

Contractor

A. _____

B. _____

C. _____

REFERENCES

COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHOULD BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? YES NO
TYPE OF WORK? _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT? _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? YES NO
TYPE OF WORK? _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT? _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? YES NO
TYPE OF WORK? _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT? _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? YES NO
TYPE OF WORK? _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT? _____
(i.e., contract manager, purchasing agent, etc.)

The undersigned certifies that the information contained herein is complete and accurate, and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Corkin Trustees.

DATE: _____ BIDDER: _____
SIGNATURE: _____
PRINTED NAME: _____ TITLE: _____

Job Cost Breakdown Sheet

Company Name: _____

Project Name/Description: _____

ESTIMATED BID/CONTRACT PRICE \$ _____ 100 %

CONTRACT COSTS/EXPENSES BREAKDOWN

Total Estimated Labor Costs	\$ _____	%
Total Estimated Material Costs	\$ _____	%
Total Subcontract Costs	\$ _____	%
Overhead Expense	\$ _____	%
Estimated Profit	\$ _____	%

Comments:

Completed By:

Name & Title: _____

Signature: _____ Date: _____

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other Bidder or with any competitor.
2. Unless otherwise required by law, the prices, which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor.
3. No attempt has been made or will be made by the Bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.
4. The Bidder understands that any willful participation in an agreement or collusion in restraint of freedom of competition to bid at a fixed price, or to refrain from bidding or otherwise is unlawful, and that such agreement or collusion will render this bid void and will disqualify the bidder from submitting further bids. The Bidder certifies that no representative of the bidder, to the Bidder's knowledge, is a party to, or has participated in, any agreement or collusion in restraint of freedom of competition with respect to the project bid herein.

Dated: _____

Signature: _____

Printed Name: _____

Town of Randolph, Massachusetts

INDEPENDENT CONTRACTOR AGREEMENT

Corkin Building Renovation

THIS AGREEMENT made and entered into on the date last written below, by and between The Town of Randolph Massachusetts (the "Town"), Board of Health, Corkin Trustees, and _____, an independent contractor ("Contractor");

WITNESSETH

WHEREAS, the Town of Randolph desires to retain the services of the Independent Contractor, and the Contractor desires to render services to the Town of Randolph, upon the terms and conditions hereinafter stated:

NOW, THEREFORE, the parties hereto, intending to be legally bound hereby, do hereby promise and agree as follows:

I. SERVICES

The Town hereby retains the Contractor and the Contractor hereby agrees to render services upon the terms and conditions hereinafter set forth subject to the availability of funds.

II. TERM

Subject to the provisions for termination as hereinafter provided, the term of this Agreement, as amended from time to time, shall begin on _____, 2005 and shall terminate on _____, 2005 and shall be renewable thereafter if agreed upon in writing

_____/_____
INITIALS

III. POSITION

The Contractor shall render services for the Town and Corkin Building Trustees and will operate within all applicable regulations of the United States, Town and State of Massachusetts. The Contractor shall adhere to the goals, guidelines, budgets, directives, position description, policies and procedures now or at some later date established or approved by the Corkin Building Trustees and Town of Randolph.

The contractor also agrees to the following provisions:

- a. To provide, maintain and insure company-owned vehicles and equipment;
- b. To pay all required income taxes, social security taxes, and unemployment and workman's compensation insurance; (M.G.L. c. 149, §§26-37)
- c. To maintain all required general liability insurance;
- d. To be paid by the job finished or agreed upon increments
- e. To furnish all required health, benefits and other related insurance.
- f. To comply with the prevailing wage laws and DLWD criteria if applicable
- g. Certify Compliance with State tax law.
- h. Furnish weekly progress reports to the Town for review
- i. Itemize all costs of materials and labor .

IV. COMPENSATION

The Contractor's compensation for all services to be rendered under this Agreement shall be \$ _____ Dollars. The Contractor work shall be inspected. Such authorized expenditures will be reimbursed upon presentation by the Contractor to the Town and Corkin Building Trustees of an accounting of such inspections and receipts relating thereto in the form requested by the Town or Corkin Trustees.

VI. TERMINATION FOR CAUSE

The Town and Corkin Building Trustees expressly reserve their full rights during the term of the Agreement, and particularly the right to discharge the Contractor for cause, and to cancel this Agreement on that account. Such cause shall consist, by way of illustration and not limitation, of one or more of the following: conviction of a felony, fraud, disloyalty, inattention to duties, and moral turpitude.. The Town and Corkin Building Trustees shall also have the right to cancel this Agreement and terminate the Contractor's services hereunder at anytime for material violation of the terms of this Agreement or bid specifications by the Contractor. In any such case of discharge, cancellation, and termination, written notice thereof shall be given to the Contractor and shall be effective as of the date mailed in accordance with this Agreement or, if delivered, upon delivery to the Contractor.

_____/_____INITIALS

VII. LIABILITY

The Town and Corkin Building Trustees shall not be liable for the acts of the Contractor or his/her servants or agents in the performance by the Contractor of his/her duties, except for acts caused directly by the Town or Corkin Building Trustees, or by the Town's agents or employees.

VIII. RELATIONSHIP

Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto and the Contractor shall be deemed at all times to be an independent contractor.

IX. ARBITRATION

Any controversy, or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules then in effect of the American Arbitration Association and judgment upon the award rendered may be entered in any court having jurisdiction thereof.

X. NOTICE

Any notice required or permitted to be given under this Agreement shall be sufficient if in writing, and if sent by registered mail to the residence in the case of the Contractor, or to the principal office in the case of the Company.

XI. BINDING EFFECT

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective heirs, representatives, successors and assigns, but shall not be assignable by the Contractor without the prior written consent of the Town and Corkin Building Trustees.

XII. ENTIRE AGREEMENT

This Agreement shall be deemed to express, embody and supersede all previous understandings, agreements and commitments, whether written or oral, between the parties hereto with respect to the subject matter hereof and to fully and finally set forth the entire agreement between the parties hereto. No modifications shall be binding unless stated in writing and signed by both parties hereto with the approval of the Corkin Building Trustees.

XIII SEVERIBILITY.

The provisions of this Contract are severable. If any section, paragraph, clause or provision of this Contract shall be finally adjudicated by a court of competent jurisdiction

LEGAL ADS

Invitation For Bid (IFB) –Repair / Replacement @ Corkin Building

The Corkin Building Trustees, in conjunction with the Town of Randolph Board of Health, invites sealed bids for design build with specific requirements listed of: Roof cosmetic repair, windows, needed second egress, interior electrical, ceilings, walls, floors, water damage and bathroom plumbing at the Corkin Building Randolph Massachusetts, The work is projected not to exceed \$60,000. The order of priority is as first listed above and replacement /repairs are subject to funds. Bid packets can be obtained at the Board of Health and bids will be received and publicly opened at the Board of Health Office, 1 Turner Lane Randolph, Ma 02368. General Bids will be received until 11:00 AM Friday , 8/25/06 and publicly opened at the Trustee meeting. All bids will be received and opened at the above address. Mailed bids should be sent to this address and received no later than the date and time specified above.

Bids must include: a Certificate in General Building Construction , Insurance coverage and a 5% bid deposit by a bid bond, cash, certified, treasurer's, or cashier's check. The successful bidder must furnish 50% Performance and Payment Bonds. All bids are subject to MGL c. 149, Sections 44 A-J. The minimum wage rates of the US Department of Labor should apply. The site visit is on 8/11/06, 10:00 AM at 19 North Main St. Randolph, Ma 02368. The contacts are John McVeigh, Director of Public Health, (781) 961-0924. The Corkin Building Trustees reserve the right to waive any informalities or to reject any or all general bids in the public interest.

CORKIN TRUSTEE'S
RANDOLPH BOARD OF HEALTH

CONTRACTOR PACKET FOR

REQUEST FOR PROPOSALS (RFP)

[CORKIN BUILDING RENOVATIONS.]

Those wishing to offer services are invited to submit proposals in conformance with the requirements established by the specifications herewith.

Minority Business Enterprises Are Encouraged To Respond To This Solicitation.

Publication Date: 8/06

