



Town of Hanson
Office of the Select Board
542 Liberty Street
Hanson, MA 02341

Town of Hanson
Invitation for Bids
Elevator Maintenance and Repair Service

1. INTRODUCTION

The Town of Hanson (hereinafter referred to as “the Town”) is soliciting bids from qualified vendors to perform maintenance and as-needed service for town elevators located at two municipal buildings. Qualified vendors are requested to submit bids in accordance with the instructions contained within this Invitation for Bids.

A contract for a three-year period, November 1, 2023 to November 30, 2026 will be awarded to the lowest responsive and responsible bidder with the option for a one-year extension.

Sealed bids entitled “Elevator Maintenance and Services” must be submitted to the Office of the Select Board, c/o Lisa Green, Town Administrator, 542 Liberty Street, Hanson, MA 02341, by 1:00p.m., on Thursday, October 05, 2023 at which time the bids will be publicly opened and read.

Notice of this Invitation for Bids is posted on the Town website (www.Hanson-ma.gov) under “Procurement”.

The Town of Hanson reserves the right to reject any and all bids, wholly or in part, or to accept any bid even if the bid is not the lowest cost, if it is deemed to be in the best interest of the municipality, to waive informalities deemed inconsequential and to make awards in a manner deemed to be in the Town’s best interest. Bid packages that do not conform to bid submission requirements will be rejected as non-responsive.

Publication information: Goods and Services Bulletin, COMMBUYS, Whitman-Hanson Express

2. SCOPE OF SERVICES

The scope of work consists of monthly inspections of elevators and biannually inspection of the lift, furnishing of all labor, materials, equipment, and vehicles as required for the maintenance of the specified elevators/chairlifts at various municipal buildings. Maintenance shall include: cleaning, adjusting, lubricating and ensuring normal elevator and lift functioning. Additionally, inspect hoist, pit equipment, electrical rails and guides, doors, hoist rope, re-lamp all signals as required and any other equipment which is necessary for safe operation of the elevator and/or lift. The Contractor will assure each elevator meets appropriate state codes or other codes pertaining to these elevators and repair or renew elevator to correct any inspector citations.

The scope also includes coordinating one annual state inspection.

In performing the required work, the successful bidder agrees to provide only genuine parts used by the manufacturers of the equipment for replacement or repair and to use only those lubricants obtained from and/or recommended by the manufacturer of the equipment. The Town or its representative shall have the right to reject any part of the work if the material or workmanship is not of satisfactory quality.

The successful bidder must agree to around the clock coverage and shall provide the Town with a telephone number where the contractor can be reached in an emergency. All service calls shall be answered within one (1) hour.

There will be no compensation for mileage or travel time. Computation of the number of hours worked shall include only those hours spent at the job site excluding meal times. Work time shall be computed to the nearest quarter hour (15 minute) time period.

It is expected that the service vehicle used for all service trips will be well stocked with standard replacement parts and a complete set of standard tools and equipment so as to eliminate unnecessary time away from the job site.

Only one (1) tradesman shall be assigned to work on a job. Prior permission must be received before the vendor can assign more than one (1) worker per job, including apprentices/helpers.

The successful bidder shall, as required, furnish estimates of the work required at no cost to the Town. Work shall be authorized by the Town Administrator and Facilities Maintenance Technician. In an emergency call, a verbal request by the Town Administrator and Facilities Maintenance Technician, with written authorization to follow, is sufficient.

The Contractor will be required to furnish written estimates of work required and obtain advanced approval from the Town for any single job with an estimated total cost in excess of \$500. The Owner reserves the right to solicit bids from other vendors for any work estimated at above \$5,000.00. In the event of an emergency, a verbal request by the Town's representative is sufficient and a written authorization/reasoning will be placed in the Contractors file.

The Contractor shall create a checklist/log of all preventative maintenance services to be performed. The successful bidder will submit a copy of the checklist signed by examiner on the date of service and supplied with time sheet.

All materials and equipment provided under the contract shall be listed and labeled for the purpose intended. All work provided under this contract shall have, as a minimum, a one (1) year warranty from the date of final acceptance thereof against any latent defects, design, materials, workmanship and installation without cost to the Town.

All material and debris shall be cleaned up immediately and removed from the building, leaving the premises in a clean condition. The Contractor shall protect all walls, floors, ceilings and furniture

from damage. Any damage to the building caused by the Contractor shall be repaired or replaced at the Contractor's expense including damage to insulating or encapsulating materials.

A. As-Needed and Emergency Repair Services

The Contractor shall provide certified mechanics to respond to as-needed and emergency service for repair of town elevators. As needed services could occur during regular business hours with emergency service begins after business hours, on weekends and holidays.

B. List of Elevators (Location and Type)

TOWN HALL

542 Liberty Street
Hanson, MA 02341

UNIT # 1: Elevator, State ID #: 123-P-16

POLICE STATION

775 Main Street
Hanson, MA 02341

UNIT #3: Elevator, State ID #: 123-P-20

It is intended that the Contractor shall accomplish the majority of the work during normal business hours and on a straight time basis. Work shall not be accomplished on an overtime basis unless prior approval has been obtained from the Town Administrator or authorized representative.

The hourly rates shall reflect the amount a Contractor will charge in total per hour only and not per hour per person. Prior permission must be received before the Contractor can assign more than one worker per job. The Contractor shall only use trained, properly licensed personnel who are directly employed and supervised by the Contractor unless prior approval is obtained.

The Contractor shall submit an invoice for each job listing all the materials used and labor hours expended. Materials shall be invoiced at actual cost plus the contracted percentage surcharge and invoices shall show quantities and unit costs. Copies of the Contractor's own material invoices shall be made available to the Town upon request. Labor shall be invoiced at the contracted hourly rates and shall include only the actual time expended on the job and shall not include travel time.

Invoices shall be submitted within thirty (30) days of completion of services to the Office of the Select Board, 542 Liberty Street, Hanson, MA 02341.

The Contractor shall comply with prevailing wage laws, when required.

3. BID SUBMISSION REQUIREMENTS:

1. All bids are to be delivered no later than 1:00p.m., on Thursday, October 05, 2023 to Office of the Select Board, c/o Lisa Green, Town Administrator, 542 Liberty Street, Hanson, MA 02341. Any bids received after 1:00p.m., on Thursday, October 05, 2023, will not be considered.
2. All bids shall be properly signed, enclosed in an envelope, sealed and plainly marked on the outside of the envelope, **“Elevator Maintenance and Repair Service”**. The bid must be signed by an individual authorized to bind the bidder to the proposed contractual agreement.
3. Bid price proposals shall include the following:
 - Bid Proposal form;
 - Bid Certification form;
 - Non-Collusion and Tax Compliance Forms;
 - Contact Information; and
 - References

Questions must be submitted in writing or by email to Lisa Green, Assistant Town Administrator, Office of the Selectmen, 54 South Avenue, Hanson, MA 02382, lgreen@Hanson-ma.gov, 781-293-2131, no later than 1:00pm on Thursday, September 28, 2023. Questions will be answered in an addendum and emailed to all vendors who request copies of the Invitation for Bid and posted on the website: www.hanson-ma.gov/town-administrator

A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the due date and time. Each modification package must be sealed and marked with the proposer’s name and address, and “Bid for Elevator Maintenance and Service, Modification #___”.

The Town will check references to determine if the organization submitting the bid is a responsible contractor. At the discretion of the Town, any unfavorable reference checks or lack of experience with the required services may result in a bid rejection.

4. ADDENDA

If any changes are made to this IFB, an addendum will be issued. Addenda will be mailed or emailed to all bidders on record as having picked up the IFB from the Town. Ultimately the contractor shall be responsible for contacting the Town to verify that they have received any and all addenda issued, for familiarizing themselves with all addenda requirements and inclusion of all addenda requirements and inclusion of all requirements into their bid prices. Failure to obtain and include all addenda issued by the Town and to list them on the bid form shall be grounds for disqualification.

5. CONTRACTOR REQUIREMENTS

Each bidder must demonstrate that it meets the following minimum requirements:

1. Have at least three (3) years of relevant experience in their particular trade. Also, must be able to commit to the required response times stated in this bid document.
2. Bidder shall only use trained and licensed personnel who are directly employed and supervised by the Contractor unless prior approval is obtained. The Contractor shall not subcontract or sublet any portion of the work.
3. Have (directly employed) a minimum work force consisting of not less than two (2) full-time maintenance repairmen.
4. Bidder shall submit a detailed list of all staff technicians that are employed and may be assigned to work on Town of Hanson assignments, including a copy of any current licenses and/or certificates.
5. All bidders must submit a minimum of three (3) references for elevator maintenance projects completed within the past 24 months with contact names and telephone numbers.
6. Carry the required amount of insurance as shown by the Insurance Requirements enclosed in the sample contract herewith. Certification of Insurance shall be provided to the Town prior to commencement of work and not later than fifteen (15) calendar days from notice of contract award. Insurance shall remain in force during the full term of the contractual agreement and/or until work is completed and accepted by the Town.

6. EVALUATION OF BIDS

Bids will first be examined for their responsiveness to what is requested in this IFB. Responsibility of the bidder will then be ascertained. Finally, the aggregate price for the products delivered offered by each responsive and responsible bidder will be calculated for the first year solely of the proposed contract. The Town is required to award the contract to the lowest responsive and responsible bidder.

- Responsiveness

Bidders must completely fill out and submit the bid form and all other required forms. All supplies and services that are the subject of the bid must meet the minimum standards and scope of services set forth in the purchase description including the standards by which the procurement officer will determine acceptability as to quality, workmanship, results of inspections and tests, and suitability for a particular purpose.

- Responsible

Bidders must demonstrate that they meet measures of responsibility. The Town will not award a contract to any bidder who cannot furnish satisfactory evidence of his ability and experience in this type of work and that he has sufficient plant and capital to enable him to prosecute and complete the work as outlined in the Specifications. The Town may make such investigations

as it deems necessary to determine the above and a bidder shall furnish any information requested in this regard.

All costs not listed on the bid price sheet will not be considered part of the contract and therefore will not be paid. The Town will not be charged fuel surcharges or administrative fees as part of any contract entered into as a result of this IFB. Additionally, the Town will not be charged late fees.

7. INVOICING

The successful bidder shall submit monthly invoices for work performed for the price submitted on the Bid Form. The Town shall not loan or advance any funds to the vendor for any purposes.

The successful bidder shall submit, for each job, a work order listing the materials needed and labor hours expended. Materials shall be invoiced at actual cost plus the contracted percentage surcharge (mark-up) and invoices shall show quantities and unit costs. Labor shall be invoiced at the contracted hourly rates and shall be computed to the nearest quarter hour (15 minute) time period and shall not include travel time. Invoices shall be submitted within thirty (30) days of completion of services to the Town of Hanson, Select Board office, 542 Liberty Street, Hanson, MA 02341.

Purchases made by the town are exempt from federal excise taxes and material prices must exclude any such taxes. Tax exemption certificates will be furnished upon request. The Town reserves the right to audit vouchers for materials to determine proper pricing.

8. TERMS OF CONTRACT

The Town of Hanson is seeking to award a three-year contract with one (1) additional one-year optional renewal, solely at the discretion of the Town. The Town will provide written confirmation of renewal at least sixty (60) days prior to the end of the contract period. Notwithstanding anything in this document to the contrary, any and all payments which the Town is required to make shall be subject to appropriation of funds.

BID PROPOSAL

The Contract will be awarded to the responsible, responsive bidder offering the lowest aggregate price for the three years of the proposed contract. All prices are to remain firm for the duration of the Contract. There shall be no reimbursement for out of pocket or other expenses incurred by the vendor in connection with providing the required goods and services. The annual state inspection fee and any fee for coordinating and processing the annual state inspection shall be included in the Section A unit pricing. This bid must be submitted without conditions or exceptions. Any exceptions may result in the rejection of the bid. Normal work hours are Monday thru Friday, 8:00 a.m. to 5:00 p.m.

Year 1 – November 1, 2023 through October 31, 2024

A. Preventative Maintenance and Annual Inspection

TOWN HALL

UNIT # 1: 542 Liberty Street \$ _____

POLICE DEPARTMENT

UNIT #2: 775 Main Street \$ _____

SECTION A TOTAL \$ _____

B. As-Needed Service

Regular business hours 10 hours \$ _____ \$ _____

Non business hours 3 hours \$ _____ \$ _____

SECTION B TOTAL \$ _____

Grand Total for year one, Section A plus Section B: **\$ _____**

C. Parts

List parts and rate of discount if any, attach pages if necessary.

% _____ (written) _____

Year 2 – November 1, 2024 through October 31, 2025

A. Preventative Maintenance and Annual Inspection

TOWN HALL

UNIT # 1: 542 Liberty Street \$ _____

POLICE DEPARTMENT

UNIT #2: 775 Main Street \$ _____

SECTION A TOTAL \$ _____

B. As-Needed Service

Regular business hours 10 hours \$ _____ \$ _____

Non business hours 3 hours \$ _____ \$ _____

SECTION B TOTAL \$ _____

Grand Total for year two, Section A plus Section B: \$ _____

C. Parts

List parts and rate of discount if any, attach pages if necessary.

% _____ (written) _____

Year 3 – November 1, 2025 through October 31, 2026

A. Preventative Maintenance and Annual Inspection

TOWN HALL

UNIT # 1: 542 Liberty Street \$ _____

POLICE DEPARTMENT

UNIT #2: 775 Main Street \$ _____

SECTION A TOTAL \$ _____

B. As-Needed Service

Regular business hours 10 hours \$ _____ \$ _____

Non business hours 3 hours \$ _____ \$ _____

SECTION B TOTAL \$ _____

Grand Total for year three Section A plus Section B: \$ _____

C. Parts

List parts and rate of discount if any, attach pages if necessary.

% _____ (written) _____

BID CERTIFICATION

As required under Chapter 149 Section 44E of Massachusetts General Laws, when returning the Town's solicitation documents, certification must be made to the following by signing in the space indicated below.

Failure to offer such signature will result in rejection of the bid.

The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

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. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F (29F) of chapter twenty-nine (29), or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

This bid is submitted by: _____
Name of Company

Signature of Principal: _____

Contact Person: _____

Business Address: _____

Telephone: _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under 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.

Signature _____

Date _____

Print Name & Title

Company Name

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A (b), I

_____, authorized signatory for _____
Name of individual *Name of contractor*

do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts, and the Town of Hanson, relating to taxes, permit or other fees, reporting of employees and contractors, and withholding and remitting child support.

Signature

Date

Federal Identification Number

CERTIFICATE OF AUTHORITY

CORPORATE

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)

2. corporation, and that _____
(insert the name of officer who signed the bid documents and bonds)

3. is the duly elected _____
(insert the title of the officer)

4. of said corporation, and that on _____
(insert a date that is **ON OR BEFORE** the date the officer signed the bid documents and bonds)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert name from line 2) (insert title from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____
Signature of Clerk or Secretary*

**AFFIX CORPORATE
SEAL HERE**

7. Name: _____
Print or type name of Clerk or Secretary*

8. Date: _____

** The name and signature inserted must be that of the clerk or Secretary of the corporation*

CONTACT INFORMATION

REGULAR SERVICE CALLS: For service calls Monday thru Friday, between 8:00A.M. and 5: 30P.M, the contact person will be:

1. Primary Contact: _____
Title: _____
Phone: _____
State License#: _____
2. Secondary Contact: _____
Title: _____
Phone: _____
State License#: _____

AFTER HOURS/SATURURDAY/SUNDAY/HOLIDAY CALLS:

For emergency calls Monday thru Friday, between 5: 30P. M. and 7: 00A.M. the contact person(s) will be:

1. Primary Contact: _____
Title: _____
Phone: _____
State License#: _____
2. Primary Contact: _____
Title: _____
Phone: _____
State License#: _____

All calls must be returned within one (1) hour. Photocopies of licenses are required.

REFERENCES Bidder Name: _____

1. Name: _____
Phone: _____
Address: _____

Total contract amount : _____

Description of Work: _____

2. Name: _____
Phone: _____
Address: _____

Total contract amount : _____

Description of Work: _____

3. Name: _____
Phone: _____
Address: _____

Total contract amount : _____

Description of Work: _____

4. Name: _____
Phone: _____
Address: _____

Total contract amount : _____

Description of Work: _____

5. Name: _____
Phone: _____
Address: _____

Total contract amount : _____

Description of Work: _____

*** Add additional pages if necessary*