

INVITATION FOR BIDS

The City of Quincy invites sealed bids for furnishing, delivering and installing furniture, furnishings and equipment for the Central Middle School, 875 Hancock Street, Quincy MA 02169, in accordance with the Contract Document prepared by Integrated Contract Design, Inc. Bids will be received by the City of Quincy until **April 4, 2013 at 11:00AM**, after which time bids will be publicly opened and read aloud at City of Quincy, City Hall, 1305 Hancock St Quincy MA 02169.

A copy of the Contract Document may be obtained through Andrew T. Johnson, 15 Tremont Place, Boston, MA 02108, 617-742-1610, fax: 617-523-0719, beginning March 12, 2013 at 1:00PM, for the following categories of furniture, furnishings and equipment: Student Chairs, Student Desks & Tables, Seating, Desks, Worksurfaces & Credenzas, Conference & Side Tables, Files, Shelving & Metal Shelving, Library Stacks, Library End Panels, Library Chairs, Library Study Tables & Carrels, Library Furnishings, Furnishings, Music Furnishings, Art Furnishings & Equipment, Equipment, Music Instruments & Equipment, Industrial Equipment, Science Equipment, Gym Equipment, Audio/Visual Equipment, Office Equipment, Medical Equipment, Dining Equipment, Appliances, Custodial Equipment.

There is a \$50.00 non-refundable mailing fee for this project. Checks shall be made payable to Andrew T. Johnson, 15 Tremont Place, Boston, MA 02108, 617-742-1610, fax: 617-523-0719. Include a written request naming the project with your check. Bidding documents will also be made available online at atjplanroom.com. Go to www.atjplanroom.com, click on Public Jobs then the project name. Drawings and Specifications will be available to view and download. To download you must register for a free account, which will place you on the plan holders list to receive addendums when issued.

Central Middle School is a two phase project. Phase 1 is scheduled to install from August 5, 2013 to August 30, 2013. Phase 2 is scheduled to install from September 9, 2013 to September 20, 2013. For Phase 2 Work: QUINCY CENTRAL MIDDLE SCHOOL School Project, No Contact with Students, CORI Reporting.

The Contractor/Vendor shall ensure that all the workmen on the Project shall not intermingle with the student population or otherwise enter Owner-occupied premises, except with the knowledge and approval of the Owner. The Owner shall have the ability to immediately stop work in the event such work has been authorized in advance, or is being performed in a manner that threatens the safety of the building occupants, or otherwise interferes with the Department's educational program. All workers on the project shall wear visible I.D. badges at all times. The Contractor/Vendor shall be responsible for issuing these badges and enforcing this requirement. Workers failing to display their I.D. badges may, at the Owner's Representative's option, be removed from the site.

In accordance with G.L. c. 71 Section 38R, the Superintendent of Schools or School Principal may require criminal record information ("CORI") from the criminal history systems board. The names of all managers, supervisors and workmen shall be submitted for CORI checks one month prior to any scheduled access to the construction site, surrounding area or existing buildings. No one shall be permitted to enter the construction site, surrounding area, or existing buildings without an approved background check during such time as Quincy Public Schools personnel or students are at the premises. Additionally, all workmen shall wear identification badges at all times issued by the Contractor/Vendor. The Contractor/Vendor and all subcontractors shall cooperate fully and immediately with any request from the Superintendent or Principal relative to compliances with the above. If the Owner notifies the Contractor/Vendor of any worker who is ineligible, in the Owner's determination, to work on the Project as a result of the CORI check, the Contractor/Vendor shall immediately remove such worker from the Project site. The Owner reserves the right to stop work if there has been a failure to comply with this paragraph, in which event the Contractor/Vendor and subcontractors shall have no claim for damages, delays or time extensions against the Owner.

The installation will occur during normal construction hours, 7:30am - 3:30pm, Monday through Friday, and the elevator will be available for use. This project is subject to construction progress schedules. The City of Quincy reserves the right to change the timetable due to unforeseen conditions. The Owner reserves the right to change the construction schedule with a 30 day notice to the awarded vendors.

All bids shall be submitted in accordance with the "Instructions to Bidders/General Conditions" of the Contract Document. Each bid (CONTRACT DOCUMENT form, VENDOR APPLICATION AND PRICE TABLE) shall be submitted in quadruplicate on the forms provided by Integrated Contract Design, Inc., and shall be accompanied by a bid security deposit for five (5) percent of the base bid amount as surety for the acceptance of the contract. Bid security deposits will be accepted in the form of a bid bond, certified check, cashier's check or treasurer's check issued by a responsible bank or trust company, payable to the City of Quincy. Bid security deposits will be returned within thirty (30) days to all unsuccessful bidders. The bid security deposit for each successful bidder shall be retained by the City of Quincy. The bid security deposit shall be returned to the awarded bidder upon receipt of a signed contract and a one hundred (100) percent performance and payment bond. In lieu of providing a one hundred (100) percent performance and payment bond, a security deposit for five (5) percent of the contract amount will be accepted in the form of a certified check, cashier's check or treasurer's check issued by a responsible bank or trust company, City of Quincy as surety for the faithful performance of his/her Contract and for the payment of all persons performing labor or furnishing materials in connection therewith.

Bids **MUST** be mailed and/or delivered to the address below, prior to the time specified above, and addressed as follows:

**QUINCY CITY HALL-PURCHASING DEPT.
ATTN: KATHRYN R. HOBIN
1305 HANCOCK STREET
QUINCY, MA 02169**

All documents must be submitted in a sealed envelope, plainly marked with the reference, Central Middle School FF&E, 2013. These sealed envelopes shall have the name and address of the bidder, section number(s) and section title(s) prominently indicated on the bid envelope. Any bid submitted will be binding for forty-five (45) working days beyond the bid opening. Bids will be awarded within forty-five (45) working days of the bid opening. The City of Quincy reserves the right to accept or reject any or all bids, or any part of any bid, if it is in the public's interest to do so.

Bidder attention is called to the fact that this project is required to comply with, in addition to all other requirements of this Contract Document, the Equal Employment Opportunity, Anti-Discrimination, Minority, and Affirmative Action Regulations of the Commonwealth of Massachusetts.

Thomas P. Koch, Mayor
Quincy, MA

Kathryn Hobin, Director of Purchasing
Quincy, MA

LEGAL: MARCH 13, 2013
LEGAL: MARCH 21, 2013

GOODS AND SERVICE
P.O. # S040413

DEPT. CHARGED: BUILDING MAINTENANCE