

**TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**INVITATION FOR BIDS 21-03**

**RESIDENTIAL GAS/AC TRAINERS FOR HVAC & R SHOP**

**BID DUE DATE: NOVEMBER 18, 2020**

**10:00 AM E.S.T**

Bid Date: November 2, 2020

**TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT  
147 POND STREET  
FRANKLIN, MA 02038**

**INVITATION FOR BIDS**

**Title: RESIDENTIAL GAS/AC TRAINERS FOR HVAC & R SHOP**

The Tri-County Regional Vocational Technical School District is seeking bids for the materials necessary to build 20 Residential Gas/AC Trainers for use in our HVAC & R shop.

Bids are subject to Chapter 30B of the Massachusetts General Laws.

Sealed bids will be accepted at the Business Office of the Tri-County Regional Vocational Technical School District, 147 Pond Street, Franklin, MA 02038 until 10:00 a.m. on Wednesday November 18, 2020 at which time they will be publicly opened and read aloud. All bids must be clearly marked.

All proposals must be submitted on forms provided by the District, in a sealed envelope marked on the outside with the following information: (1) the name of the person, firm, or corporation making such proposal, (2) the IFB number, and (3) titled with the words "Residential Gas/AC for HVAC&R Shop." Two copies of each bid are required. For Corporations, signed copies of the Certificate of Corporate Vote with seal affixed must accompany each bid.

The bid document may be obtained from the District's website ([www.tri-county.us](http://www.tri-county.us)) starting November 2, 2020 and are also available from Monday through Friday 9:00am – 4:00pm, by contacting the Business Office at Tri-County RVTHS, 147 Pond Street, Franklin, MA 02038, Telephone 508-528-5400. On the District website, the bid document for the "Residential Gas/AC Trainers for HVAC & R Shop" can be found by choosing About Us - Business Office - Purchasing.

Bidders obtaining the bid document from the District's website are to send an email confirmation containing the Bidder's contact information to [haynes@tri-county.us](mailto:haynes@tri-county.us) in order to receive any addendums that may be issued.

A contract will be awarded to the responsive and responsible bidder offering the lowest total price for all items.

The Tri-County RVTSD reserves the right to reject any and all bids if it is considered to be in the best interests of the District, and to award a contract to other than the lowest bidder if, in its opinion, the lowest bidder is not the lowest "responsive and responsible bidder" in accordance with Section 5(g) of Chapter 30B, to adjust the items specified, and to waive any informalities in the bidding, if it be in the public interest to do so.

**TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT  
147 POND STREET  
FRANKLIN, MA 02038**

**INVITATION FOR BIDS**

for

**RESIDENTIAL GAS/AC TRAINERS FOR HVAC & R SHOP**

**I. GENERAL INFORMATION and BID SUBMISSION REQUIREMENTS**

**Prior to Bidding**

Specifications and bid forms may be obtained beginning November 2, 2020 at 9:00am at the Office of the School Business Administrator, Tri-County RVTHS, 147 Pond Street, Franklin, MA 02038, by phone, (508) 528-5800 x112, by fax (508) 528-3698, by e-mail [haynes@tri-county.us](mailto:haynes@tri-county.us) or from the District's website at [www.tri-county.us](http://www.tri-county.us). On the District website, the bid document can be found by choosing About Us - Business Office-Purchasing.

**Bid Delivery**

Sealed bids will be received at the office of the School Business Administrator of the Tri-County RVTHS, 147 Pond Street, Franklin, Massachusetts, until Wednesday, November 18, 2020 at 10:00 a.m. E.S.T., at which time they will be publicly opened and read aloud.

Bids received after the stated time will be returned to the sender unopened, regardless of the postmark or cause for delay in the receipt of any such bid.

Bids received prior to the time established for the receipt of bids will be securely kept unopened.

All bidders shall use the bid forms provided by the District, submitted in duplicate, and meet the specifications attached hereto and made a part hereof by reference. Bids must be submitted in a sealed envelope marked on the outside with the following information:

- (1) the name of the person, firm, or corporation making such proposal,
- (2) the IFB number, and
- (3) titled with the words "Residential Gas/AC Trainers for HVAC & R Shop."

If the bids are forwarded by mail, the sealed envelopes mentioned above must be enclosed in another envelope, addressed to the Tri-County RVTHS, 147 Pond Street, Franklin, Massachusetts, ATTN: Business Office, and marked "IFB NO. 21-03 ENCLOSED."

No responsibility will be attached to the awarding authority for previous opening of a bid not properly addressed and identified.

Faxed or e-mailed bids are not acceptable and will be automatically rejected.

## **Unforeseen Office Closure**

If, at the time of the scheduled bid opening, the Tri-County Business Office is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the opening will be postponed until 10:00 a.m. on the next normal business day. Bids will be accepted until that date and time.

## **Withdrawal of Bids**

Bids may be withdrawn prior to the public opening and reading of bids. The withdrawal must be in writing, signed by the bidder, and received in the Tri-County Business Office prior to the time fixed for bid opening. No bidder may withdraw their bid for a period of thirty (30) days, exclusive of Saturday and Sunday, after the time set for opening thereof.

## **Interpretations**

Every request for an interpretation as to the meaning of specifications or other matters concerning this invitation for bid must be submitted in writing to: Daniel B. Haynes, School Business Administrator, 147 Pond Street, Franklin, Massachusetts by Thursday November 12, 2020. Questions may be delivered or mailed to the address listed above, faxed to (508) 528-3698 or e-mailed to haynes@tri-county.us. Written responses to a bidder will be mailed, faxed or e-mailed to all bidders on record as having picked up or received this IFB. Any specification changes or other matters concerning this invitation for bid will be mailed in the form of an addendum. All such addenda shall become part of the contract documents. Failure of the District to send, or of any bidder to receive, any such interpretation shall not relieve any bidder from any obligation under their bid as submitted.

Verbal questions, statements, or responses in regards to said specifications by any party, at any time, shall not be valid or binding on either the bidder or the School District. Only written responses shall become part of the contract documents.

## **Modifications, Mistakes, and Minor Informalities**

A bidder may correct or modify a bid by written notice received by the District prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled with "Modification No. \_\_\_" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the original IFB No.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interest of the Awarding Authority 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.

## **Award of Contract(s) and Rejection of Bids**

Only bidders of record having requested a copy of the specification package and listed their business and/or corporation name and address, will be considered for award of the contract(s).

A contract will be awarded to the responsive and responsible bidder meeting the specifications and offering the lowest price for each item to the Tri-County RVTSD.

Action on the award of bids will be taken within thirty (30) days after the opening of bids. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the District and the apparent lowest responsive and responsible bidder.

Bid quotations submitted on the Bid Forms provided shall remain firm for a period of sixty (60) days after the time set for the opening of bids.

The Tri-County RVTSD may cancel this bid, or reject in whole or in part, any and all bids if the District determines that cancellation or rejection would be in the best interests of the public.

## **Bid Form**

All bids must be submitted in duplicate on the Bid Pricing Sheets prepared by the Tri-County RVTSD, state the proposed price, be signed by the bidder, and be in all respects properly completed. Erasures or other changes must be explained or noted with the bidder's signature appearing immediately adjacent to the same.

If required under the terms of the bid, bidders must submit with their bids a certificate or letter, from an insurance company legally authorized to act within the Commonwealth of Massachusetts, which states that the bidder is insurable to the extent required by the contracted documents.

## **Minimum Evaluation Criteria**

The minimum evaluation criteria are the standards that will be used to evaluate whether the bid is "responsive" and to identify "responsible" bidders. The minimum standards for this bid are:

The Bidder must have completed and submitted all of the required bid documents.

- (1) Bid Pricing Sheet. (Each of the required materials identified in Appendix A must be listed on a separate sheet).
- (2) Reference List
- (3) Certificate of Non-Collusion
- (4) Tax Compliance Certification Form
- (5) Assurance of Non-Discrimination Compliance
- (5) Delegation of Authority Form (if bidder is a corporation)

References may be checked as part of the minimum criteria. Failure to contact a reference due to inaccurate information or an unfavorable recommendation from a reference can be considered as being non-responsive on the bidder's part.

## **Minimum Evaluation Criteria (Continued)**

The Bidder must have been in business providing similar goods and/or services for a minimum of five (5) years.

The Bidder must be able to deliver the requested goods to the Tri-County RVTSD by no later than Wednesday, December 16, 2020.

The Bidder shall not have been in a Chapter 11 Bankruptcy Proceedings within the past four (4) years.

Failure to meet any of the minimum criteria will result in the bidder being declared a non-responsive Bidder.

## **Bidder Requirements**

The Company must complete all forms included in this bid request.

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 named and attested to on the Delegation of Authority Form found in Appendix B.

## **II. SPECIFICATIONS:**

See Appendix A for specifications.

## **III. REFERENCES**

Bidders must submit three (3) recent commercial customer references. Massachusetts references preferable. Massachusetts Regional Vocational School references are a plus.

## **IV. RULE OF AWARD**

A contract will be awarded to the responsive and responsible bidder offering the lowest total price for all the items.

## **V. ADDITIONAL CONTRACT TERMS AND CONDITIONS**

### **Remedies of the School Committee**

Should the Vendor fail to comply with any of the terms or conditions set forth in this Agreement, or should the Owner determine that the Vendor is unfit, unqualified, or unable to perform all of the needs of the Owner under the contract, or the Vendor fails to comply with any warranty or representation contained herein, then in that event, with fifteen (15) days written notice to the Vendor, the Agreement may be terminated and Owner shall retain any and all rights and remedies in both law and equity against Vendor. Vendor agrees to pay all costs and expenses, including reasonable attorneys' fees, incurred by Owner which arise or are connected in any way to Vendor's failure to comply with any term or condition set forth in this Agreement.

The Vendor shall save and hold the Owner harmless and shall defend Owner from and against all liability, personal injury, damage, loss, claims, demands and actions of any nature whatsoever which arise out of or are connected in any way with, or are claimed to arise out of or be connected with, any of the work done or services provided by the Vendor, its agents, servants, subcontractors, employees or anyone for whom Vendor has legal responsibility in connection with this Agreement

### **Warranties and Representations**

All equipment provided by Vendor pursuant to this Agreement shall be first quality, new and of the best grade, and shall be subject to the approval of the Owner's Superintendent-Director or his/her representative, approval not to be unreasonably withheld by Owner or its representatives. All workmanship shall conform to the best practice in the trade and skilled workers in their field shall perform all work, or licensed tradesmen where a license is required. Authorized District personnel shall have the right to reject any part of the work in the event that equipment and/or workmanship are not of satisfactory quality. Vendor shall confer with and cooperate with Owner to keep Owner apprised of project progress, to aid in rapid completion of the project, and to prevent unnecessary delay.

### **Payments**

Payment will be made upon acceptance of the equipment by the District. The Vendor shall not assign or subcontract, or in any way transfer any interest in this contract without prior written consent of the District.

**TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**  
**RESIDENTIAL GAS/AC TRAINERS FOR HVAC & R SHOP**

**APPENDIX A – SPECIFICATIONS**

Bids must include all items to specifications as listed below.

**GENERAL**

The HVAC & R department at Tri-County Regional Vocational Technical School requests bids for the following equipment, to meet the following specifications:

**20 Residential Gas/AC Trainers Material Quote List**

1. 20 units Gas Furnace
  - a. 95% 2.5ton 40 MBH Ecm multi position
2. 20 units 2 Ton multi position full cased TXV Coil for furnace
3. 20 units 2 Ton 13SEER R410A Condensers
4. 20 units Nat-Lp conversion Kit
5. 20 units 3/8X50' Refrigerant tube
6. 20 units 3/4X50' Refrigeration tube
7. 20 units 3/4x1/2 ARMAFLEX Insulation
8. 20 units Malco DSKR HVAC 29 Piece Deluxe Starter Kit

**TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**APPENDIX B**

**CHECKLIST OF REQUIRED FORMS FOR BID SUBMISSION**

1. Bid Pricing Sheets
2. Non-Collusion and Tax Compliance Form
3. Assurance of Non-Discrimination Compliance
4. Delegation of Authority (If Corporation)

**TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**BID PRICING SHEET**

**RESIDENTIAL GAS/AC TRAINERS FOR HVAC & R SHOP**

The undersigned proposes to furnish the supplies, services and/or equipment as set forth on the preceding sheets for the TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT in accordance with the description and specifications furnished.

Price to include all delivery charges to the shop floor excluding the actual connection to electricity at Tri-County Regional Vocational Technical High School.

Description	Amount
Materials for 20 Residential Gas/AC Trainers	
Freight	
Less Educational Discount	
Total Bid Price	

**FIRM NAME** \_\_\_\_\_

**SIGNATURE OF BIDDER** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**DATE** \_\_\_\_\_ **TELEPHONE NUMBER** \_\_\_\_\_

**TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT  
NON-COLLUSION, TAX COMPLIANCE AND OSHA CERTIFICATION FORM**

**CERTIFICATE OF GOOD FAITH**

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and 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 other business or legal entity.

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, S49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Signature of individual submitting bid or proposal

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Name of Business

**TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**ASSURANCE OF NON-DISCRIMINATION COMPLIANCE**

The undersigned 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.
- Rate of pay or any other form of compensation and changes in compensation.
- Job assignments and seniority status.
- Granting and returning from leave 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.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

**TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**DELEGATION OF AUTHORITY**

At a duly authorized meeting of the Board of Directors of the \_\_\_\_\_  
Name of Corporation

held on \_\_\_\_\_ at which a quorum was present and acting throughout,  
Date

the following vote was duly adopted:

VOTED: That \_\_\_\_\_ the \_\_\_\_\_  
Name of Individual Officer

of this company be and hereby is authorized to affix the Corporate Seal, sign and deliver in the name and on behalf of the Corporation, bids, proposals, contracts, bills of sale, conditional sale agreements, leases, bonds, applications, affidavits and certificates, and any other similar documents required in connection with the sale of the Corporation's products to any purchaser, including assignments and satisfactions of any such documents. Such execution of any contract or obligation in this company's name on its behalf shall be valid and binding upon this company.

This authority is hereby delegated and shall be exercised by the aforesaid person in connection with his/her duties as

\_\_\_\_\_ of \_\_\_\_\_  
Title Name of Corporation

and not otherwise.

I hereby certify that I am the Clerk of the \_\_\_\_\_  
Name of Corporation

that \_\_\_\_\_ is the duly elected \_\_\_\_\_  
Name Title

of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

(Affix Corp Seal)

A true copy,  
Attest \_\_\_\_\_  
Clerk

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_ NOTARY PUBLIC

**TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT  
REFERENCE FORM**

Bidder's Name: \_\_\_\_\_

IFB Title: **RESIDENTIAL GAS/AC TRAINERS FOR HVAC & R SHOP**

Bidder must provide three (3) recent commercial customer references. Massachusetts Regional Vocational School references are a plus.

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Description and date of contract:

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Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Description and date of contract:

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**TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**  
**REFERENCE FORM**

Bidder's Name: \_\_\_\_\_

IFB Title: **RESIDENTIAL GAS/AC TRAINERS FOR HVAC & R SHOP**

Bidder must provide three (3) recent commercial customer references. Massachusetts Regional Vocational School references are a plus.

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Description and date of contract:

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Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Description and date of contract:

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