

REQUEST FOR QUOTES

**DFW- 2015-056 Electrical Repairs at the Northeast District Office
Ayer, Massachusetts**

MASSACHUSETTS DIVISION OF FISHERIES AND WILDLIFE

85 Fitchburg Road, Ayer, Massachusetts

ID#: DFW-2015-056

PURCHASING DEPARTMENT: Department of Fish and Game - Division of Fisheries and Wildlife

CONTACT PERSON: Patricia Huckery, District Supervisor, Division of Fisheries & Wildlife Northeast District, 85 Fitchburg Road, Ayer, MA 01432

TELEPHONE: 978-772-2145

BRIEF DESCRIPTION OF PROCUREMENT: The contract will consist of the replacement of multiple electric panels that have been deemed fire hazards with new panels, relocation of existing circuits, and conversion of existing switches as well as identifying all existing circuits and disconnecting of unused circuits in the workshop and office. Contractor is responsible for securing and complying with all applicable permits. Work must be done in compliance with current Massachusetts electrical codes.

ACQUISITION METHOD: Fee for service.

SINGLE OR MULTIPLE CONTRACTORS ARE REQUIRED FOR CONTRACTS: Single

SINGLE OR MULTIPLE DEPARTMENTS ABLE TO USE: Only procuring department may contract under this RFR.

PREVAILING WAGE APPLICABLE: Yes. Wage Sheets attached.

BIDDERS CONFERENCE: There will be a mandatory Bidders Conference for this job held at the site on Thursday, May 21, 2015 at 10:00 am. Bidders are required to attend the scheduled bidder's conference to be eligible to bid.

QUALIFICATION REQUIREMENT TO BID: Bidders must be licensed electricians in the state of Massachusetts. The Contractor shall submit to the Owner all names and license numbers for workers employed on this project.

EXPECTED DURATION OF CONTRACT: Contract will terminate June 30, 2015.

OPTION TO RENEW: No

ANTICIPATED EXPENDITURES FOR EXPECTED DURATION OF CONTRACT: \$20,000.00.

INTRODUCTION AND PURPOSE OF PROCUREMENT:

The Commonwealth of Massachusetts, Department of Fish & Game, Division of Fisheries and Wildlife (DFW) is seeking a qualified electrician to perform all work associated with completing applications, obtaining permits, and completing work associated with a satisfactory electrical system including:

- a. Installation of overhead electric service from an existing public utility pole.
- b. Installation and testing all electrical work including, but not necessarily limited to 200 Amp, 120/240V circuit panels, conduits, wiring, lighting, outlets, breakers, signs, as specified herein, all completed in accordance with Local, State, and National Codes.

All Permits AND Permit Fees associated with the Work shall be the responsibility of the Contractor.

CONTRACT PERFORMANCE AND BUSINESS SPECIFICATIONS:

Definitions for the section are as follows:

Contract Manager – Pat Huckery, Northeast District Supervisor, Massachusetts Division of Fisheries and Wildlife, 85 Fitchburg Rd, Ayer, MA 01432

Contractor – The individual or company selected for project award.

SPECIFICATIONS

The following specifications must be met for the successful completion of the contract. The contractor must consider these specifications when bidding. The bid price should include costs for all the specifications listed below. No additional costs will be considered. All work must be in compliance with applicable State Building Code.

SECTION 01010 SUMMARY OF WORK

1. GENERAL SCOPE OF WORK

Office Building

- 1 - Replace existing 200 AMP - 120/240 Volt single phase (overhead) electric service.
- 2 – Install a photocell to control the existing parking lot floodlight.

Employee office / shop

- 1 - Replace existing 400 Amp 120/240 volt single phase (overhead) electric service. The two existing 200 amp panels shall be replaced with 40 circuit minimum panels.
- 2 - Relocate the existing 200 amp 120/240 volt panel (one of the above) in office area to the wall directly behind in the workshop area next to the workshop panel.
- 3 - Relocate existing circuits in the employee sink area to the newly installed panel in the shop area.
- 4 – Trouble shoot and repair existing receptacles in employee office and kitchen areas.

- 5 – Identify all existing circuits and disconnect any unused circuits in both the workshop and employee office panels.
- 6 – Relocate existing meeting room light switch to the wall in the meeting room.
- 7 – Convert single pole switch for workshop lights to 3 way switches one at the existing location the other at the kitchen entrance door.
- 8 – Convert the existing single pole switch in the employee office area to 3 way / 4 way switches. One located at the entrance where the existing single pole switch is located, one at the bank of switches in the office area, and one at the entrance to the kitchen area.

Garage area

Replace the existing fuse panel with a circuit breaker panel.

SECTION 16440 PANELBOARDS

PRODUCTS

2.1 MANUFACTURERS - PANELBOARDS

- A. Cutler-Hammer.
- B. General Electric
- C. Co. Square D. D.
- D. or approved equal.

PART 3 EXECUTION

3.1 INSTALLATION

- B. Install wall mounted panelboard plumb in conformance with NEMA PB 1.1, at a height of 6 feet to the top of the panelboard.
- C. Provide typed circuit directory for each branch circuit panelboard.
- D. Make all electrical connections including grounding.
- E. Provide engraved nameplates in accordance with Section 16075.

END OF SECTION

**SECTION 10440
INTERIOR SIGNAGE**

PART 1 GENERAL

1.1 SECTION INCLUDES

PART 2 PRODUCTS

2.1 MATERIALS

- A. Emergency Exit Sign & Fixture
 - 1. Furnish and install four (7) emergency exit signs and fixtures centered above each mandoor.
 - 2. Emergency exit signs & fixture shall be Lithonia, Model LHQM S W 3 R 120/277, or approved equal.
 - 3. Housing material shall be Thermoplastic
 - 4. Battery type shall be sealed lead calcium
 - 5. Letter size shall be 3/4"x6"
 - 6. Lamp type shall be LED with universal directional Chevron indicators

Sign	Color	Size	Quantity
Fire Extinguisher	Red, White and Black	9" x 12"	0
Danger High Voltage	Red, White and Black	10" x 14"	0
Exit (w/ Emergency Lighting Fixtures)	Red, White, Black	9 7/8" x 21 1/4"	7

END OF SECTION

A. The Work under the Contract consists of:

- (1.) All work associated with completing applications, obtaining permits, and completing work associated with a satisfactory electrical system including:
 - a. Installation of overhead electric service from an existing public utility pole.
 - c. Installation and testing all electrical work including, but not necessarily limited to 200 Amp, 120/240V circuit panels, conduits, wiring, lighting, outlets, breakers, signs, as specified herein, all completed in accordance with Local, State, and National Codes.
- (2.) All Work included in the specifications and contract, unless specifically indicated as not to be done. The Owner will open bids then determine the extent of Alternates (if any) to be included in the Contract scope.

- (3.) All Permits AND Permit Fees associated with the Work shall be the responsibility of the Contractor.
- (4.) Licensed electrician(s) in the Commonwealth of Massachusetts shall perform all electrical work for this project. The Contractor shall submit to the Owner all names and license numbers for workers employed on this project.
- (5.) All utility applications, scheduling of work, AND fees shall be the responsibility of the Contractor.

B. In addition, the Work under the Contract includes:

- (1.) Work outside the Project Site as called for in the Contract Documents and as required for the performance of the Work.
- (2.) The restoration of any items damaged or destroyed by encroaching upon areas outside the Project Site.
- (3.) Providing and restoring, where appropriate, all temporary facilities.
- (4.) All work associated with this contract is subject to Massachusetts Prevailing Wage laws and the prevailing wage rates assigned specifically for this project. Prevailing Wage Rates for this project are attached herewith by the Awarding Authority and made part of this Contract. The Contractor AND any/all Sub-Contractors shall comply with the Prevailing Wage Rate laws and submit Certified Weekly Payroll report forms directly to the Awarding Authority as required by law. Payment requests for the work will not be processed without Certified Payroll reports.

2. PRE-BID MEETING

- A. A **MANDATORY** pre-bid meeting is required for all Contractors who wish to bid on this project. The pre-bid meeting will be held on-site on Thursday, May 21, 2015 at 10:00 AM. The work site is located at the Division of Fisheries and Wildlife – Northeast District Office, 85 Fitchburg Road, Ayer, MA 01432. No Contract shall be Awarded to a Contractor who does not attend and officially sign-in to this MANDATORY pre-bid meeting.

3. TIME OF COMPLETION

- A. The Work shall start as stated in the Notice to Proceed and shall be completed by **no later than June 30, 2015**

SECTION 16210
ELECTRIC SERVICE ENTRANCE

PART 1 GENERAL

1.1 WORK INCLUDED

- A. Arrangement with Utility Company for permanent electric services.
- B. Payment by the Contractor for all Utility Company charges for the permanent electric services.

1.2 SYSTEM DESCRIPTION

- A. System Voltage 120/240 volts, single phase, 3-wire, 60 Hertz.

1.3 QUALITY ASSURANCE

- A. Utility Company: National Grid
- B. Install service entrance in accordance with Utility Company's rules and regulations. Obtain utility Company approvals prior to start of installation.

PART 2 PRODUCTS

2.1 SERVICE EQUIPMENT

- A. Main Service Disconnect.
 - 1. 200 amp main circuit breaker in panelboard.
- B. Utility Meter
 - 1. Meter socket, furnish in accordance with utility requirements.
 - 2. Meter - furnished by Utility.
- C. Provide wire and conduit, sized in accordance with Main Service requirements.
- D. Provide sufficient length of wire for connections by the Utility at the utility pole.

EXECUTION

3.1 INSTALLATION

- A. Make arrangements with Utility Company to obtain permanent electric services.
- B. Install meter socket in accordance with Utility requirements..

END OF SECTION

SECTION 16050
BASIC ELECTRICAL REQUIREMENTS

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes
 - 1. Basic Electrical Requirements specifically applicable to Division 16 Sections

1.2 REFERENCES

- A. NFPA 70 - National Electrical Code
- B. Massachusetts Electric Code
- C. NFPA 79 - Electrical Standard for Industrial Machinery
- D. ANSI/ISA-S5.4 - Instrument Loop Diagrams

1.3 SUBMITTALS

- A. Documentation shall conform with the latest versions of NFPA 79 and ANSI/ISA -S5.4.
- B. Submit a written warranty.

1.4 REGULATORY REQUIREMENTS

- A. Conform to applicable Massachusetts Building Code.
- B. Electrical - Conform to Massachusetts Electrical Code.
- C. Conform to applicable City Building Codes.
- D. Obtain and pay for all applicable permits.
- E. Schedule and pay for all inspections necessary for the electrical installation including, but not necessarily limited to, the general electrical inspection and fire department inspections.

3. WORK UNDER SEPARATE CONTRACT

A. Coordination by Owner

- (1.) As provided in Article 7 of the General Conditions, the following items shall be provided by others under a separate agreement with the Owner for which the Owner has coordinating responsibility.

(a.) **NONE - ANTICIPATED**

B. Coordination by Contractor

- (1.) The following items shall be provided by others under a separate agreement with the Owner for which the Contractor has coordinating responsibility.

a.) All required permit applications and costs of permits for the electric work shall be the responsibility of the Contractor.

4. ITEMS FURNISHED BY OWNER

- A. The following items will be furnished and delivered f.o.b. to the Project Site by others at no expense to the Contractor.

NONE -ANTICIPATED

END OF SECTION

1.5 PROJECT CONDITIONS

- A. Install Work in locations specified herein, unless prevented by Project conditions.
- B. Location of electrical equipment, devices, and similar items, as indicated, are approximate only. Exact locations are to be determined by CONTRACTOR during construction. If any location is different from those indicated (greater than 5 feet away from location shown on Drawings), ENGINEER must give approval to the change.
- C. Verify in field, data required for Work, and final locations of equipment installed under other Sections, specified and indicated for placing of electrical work.
- D. Equipment Wiring
 - 1. Equipment power and control wiring is based on specific manufacturers and models. Actual wiring required may be different.
- E. Drawings and Specifications
 - 1. Drawing and Specifications are typical of work done and of the arrangement desired. Provide accessories and appurtenances necessary for complete installation (i.e. home runs, conduit, and wire for instrumentation and control wiring) that are required to provide a complete electrical system.

1.6 SEQUENCING & SCHEDULING

- A. Construct work in sequence under provisions required herein.

1.7 WARRANTY

- A. Submit a written warranty, executed by the Contractor and the Manufacturer agreeing to the replacement and installation of all material, parts and adjustments required due to failure in materials or workmanship within one year from the final acceptance of the Work.
- B. This warranty shall be in addition to, and not a limitation of, other rights and remedies the Owner may have against any party under the Contract Documents. This warranty is in addition to all other warranties existing under either the Contract Documents or required

by law.

PART 2 PRODUCTS

2.1 FINAL SYSTEM DOCUMENTATION

- A. Prior to final acceptance of the system, provide operating and maintenance manuals (O&M's) covering instructions and maintenance.

3. WORK UNDER SEPARATE CONTRACT

A. Coordination by Owner

- (2.)** As provided in Article 7 of the General Conditions, the following items shall be provided by others under a separate agreement with the Owner for which the Owner has coordinating responsibility.

(a.) **NONE - ANTICIPATED**

B. Coordination by Contractor

- (1.)** The following items shall be provided by others under a separate agreement with the Owner for which the Contractor has coordinating responsibility.

a.) All required permit applications and costs of permits for the electric work shall be the responsibility of the Contractor.

4. ITEMS FURNISHED BY OWNER

- A.** The following items will be furnished and delivered f.o.b. to the Project Site by others at no expense to the Contractor.

NONE - ANTICIPATED

END OF SECTION

GENERAL

- 1) The contractor shall submit a lump sum offer, payable to the Commonwealth of Massachusetts for this job.
- 2) It is the responsibility of the contractor to make all necessary measurements or assessments for bidding on this job.
- 3) Proof of liability insurance coverage shall be attached to the signed contract prior to project commencement.
- 4) This is a prevailing wage rate job. Contract must conform to the attached prevailing wages assigned to this job.
- 5) All operations must be performed during normal working hours (Monday – Friday, 7:00 a.m. to 5:00 p.m.) unless other arrangements are made.
- 6) The total offer should not be limited to the previous description but shall include all materials and labor necessary to produce a completed job equal to or exceeding industry standards.
- 7) Upon contract award, contractor must furnish a Payment Bond and Performance Bond each in the amount of 100% of the contract price.
- 8) This project will not commence until a “Letter to Proceed” has been received by the Contractor from the Division’s Chief Financial Officer.
- 9) Any additional project costs must be approved by the Division’s Central District Supervisor and Chief Financial Officer prior to being incurred.
- 10) The Division will close the contract following a satisfactory completion and inspection of finished job.
- 11) **Written quotes for this project must be submitted on the form provided no later than 2:00 pm on Thursday, May 28, 2015. On the outside of the envelope clearly mark quote enclosed, DFW-2015-056: Northeast. Quotes received after this time will not be considered.**

INSTRUCTIONS FOR SUBMISSION OF RESPONSES:

- 1) **Two complete paper copies** of your response must be submitted, in writing on the form provided, to:

**Division of Fisheries and Wildlife
Attn: Lori Cookman
1 Rabbit Hill Rd
Westborough, MA 01581**

On the outside of the envelope clearly mark: Quote Enclosed, **DFW- 2015-056: Northeast Electric.**

All responses must include **two copies** of the documents listed below.

- 1) Completed bid form and
- 2) Business Reference Form outlining the bidders experience for conducting the type of work described in this RFR.

The winning vendor will be required to submit the following items upon award:

- 1) Construction Contract Form
- 2) Commonwealth Terms and Conditions filled out and signed by the respondent (If not already on file)
- 3) Commonwealth W-9 tax information form filled out and signed by the respondent (If not already on file)
- 4) Contractor Authorized Signatory Listing, completed and signed by the vendor.
- 5) Revenue Enforcement and Protection Certification
- 6) Compliance with MA Security Law certification
- 7) Proof of liability insurance coverage naming the Division of Fisheries and Wildlife as
- 8) Payment and Performance bonds, each in the full amount of the contract price.

DEADLINE FOR RESPONSES

Written quotes must be returned no later than Wednesday, May 28, 2015 @ 2:00 PM.

RESPONSE EVALUATION

The contract will be awarded to the lowest responsible and eligible bidder.

The term "lowest responsible and eligible bidder" shall mean the Bidder whose Bid is the lowest of those Bidders demonstrably possessing the skill, ability, and integrity necessary for the faithful performance of the work, and who meets the requirements set forth in M.G.L. c.149 sec.44 (2)(B) and not debarred from bidding under M.G.L. c.149 §44C; and who shall certify that they are able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work.

The Owner reserves the right to waive any informalities in, or to reject any or all Bids, if it be in the public interest to do so.

DISCLAIMER/LIABILITY CLAUSE: The Contractor will release and agree to hold blameless the Commonwealth of Massachusetts, Division of Fisheries and Wildlife, its employees and agents acting within the scope of their official duties from any and all liability or loss resulting from acts or omissions except willful torts.

BUDGET AND SCHEDULE OF PAYMENT

Payment shall be made as a single payment, upon the DFW/DFG determination of completion of work, or as agreed upon in the scope of services and payment plan, and shall be made by DFW/DFG within thirty (30) days of receipt of an invoice. This provision shall not apply if the DFW notifies the Contractor of insufficiencies in the work or non-compliance with the contract terms within thirty (30) days of receipt of said invoice. If so notified, the invoice amount will not be remitted and no invoice or demand for payment will be accepted until the contract compliance has been met. Once compliance has been met, payment after resubmission of an invoice will be made within thirty (30) days.

The bidder shall also supply the Division as part of their bid package a statement of their qualifications to conduct the type of work required under this RFR. The contractor shall also include a list of the similar jobs they have completed previously, including the names and addresses of the owners of the job sites.

The above offer is to include and cover the furnishing of all materials, except as herein otherwise specifies, the performing of all the labor, requisite or proper, and the providing of all necessary machinery, tools, apparatus and other means of construction, and the doing of all the above mentioned work in the manner set forth, described and shown in the specifications for the work and in the form of contract, and the completion thereof by

_____ (enter date work to be completed by)

Signed by _____ Title _____

Name (printed)		Date	
Company		Phone	
Street Address		Email	
City, state, zip code			

Signature conveys approval with all proposed bids and agreement with all terms set out in this Request for Quotes.

Notice: Bid should be signed in ink by a person having proper legal authority, and the person's title should be given, such as "owner" in the case of an individual, "partner" in the case of a general partnership, "president," "treasurer" or other authorizing officer in the case of a corporation.

BUSINESS REFERENCE FORM

The bidder shall supply the Division as part of their bid package a statement of their qualifications to conduct the type of work required under this RFR. Attach additional sheets if necessary.

Bidder: _____

RFR Name/Title: _____

RFR Number: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

