

BOSTON PUBLIC HEALTH COMMISSION

Property Management



Request for Bid

Emergency Repairs

Electrical, Plumbing, HVAC, Excavation, General Contractors

PM-001-2528

SPECIFICATION FOR EMERGENCY SERVICES

OWNER:

Boston Public Health Commission

Property Management Division
1010 Mass Avenue
Boston MA 02118

Owner's Representatives

Raul Gonzalez

Director of Property Management
Email: RGonzalez@bphc.org
Phone: (617) 534-2500

Request for Proposal Timeline											
9/26/2025	Publication of Request for Bid (RFB) printed in The Boston Globe										
9/26/2025	RFB and instructions available online at boston.gov/bids										
10/2/2025 & 10/10/2025	Mandatory Walkthrough of Property locations to assess the areas of requested services must be attended and completed by all prospective bid submitters. If a prospective submitter does not attend or complete the walkthrough, their submission will not be complete and will not be considered for the final contract. The mandatory walkthrough times and addresses are listed below. Attendance will be taken at each site.										
10/9/2025											
(Alternative Date - Same Locations & Times)											
	<table><tr><th>Time</th><th>Address</th><th>Building</th></tr><tr><td>10:00 AM (10/2/25) (10/9/2025)</td><td>785 Albany St, 774 Albany St & 794 Mass Ave, 26 Atkinson St, 112 Southampton St & 201, 205, 207, 209, 211, 213, 215, River St Buildings</td><td>Northampton Sq/Albany St/Southampton St Campus/Mattapan Campus</td></tr><tr><td>8:00 AM (10/10/25)</td><td>1 Moon Island, Quincy MA</td><td>Long Island Campus</td></tr></table>	Time	Address	Building	10:00 AM (10/2/25) (10/9/2025)	785 Albany St, 774 Albany St & 794 Mass Ave, 26 Atkinson St, 112 Southampton St & 201, 205, 207, 209, 211, 213, 215, River St Buildings	Northampton Sq/Albany St/Southampton St Campus/Mattapan Campus	8:00 AM (10/10/25)	1 Moon Island, Quincy MA	Long Island Campus	
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	Failure to raise concerns over any issues at this opportunity will not be considered in any protest filed regarding such items that were known as of the walkthrough property locations.										
10/4/2025	Questions are due in writing by 2:00 PM to Jebarros@bphc.org & Ktejada@bphc.org Subject: Emergency Services- BPHC RFB										
10/7/2025	Responses to questions will be posted on boston.gov/bids										
10/16/2025	2:00 PM EST - Bid documents must be submitted via email to Jebarros@bphc.org and KTejada@bphc.org Subject: EMERGENCY REPAIRS - BPHC RFB No Exceptions to This Deadline										
10/21/2025	Notification of Decision: The desired date for notification of award to bidder(s) however, BPHC has the discretion to extend this date without notice. BPHC reserves the right to accept or reject any or all bids. BPHC anticipates submitting a Notice of Award to the selected bidder(s) by email or address provided in the RFB responses. BPHC intends to award contracts to multiple responsive and responsible bidders under this Invitation for Bids to ensure adequate coverage for emergency and on-call services. This could include, but not limited to, repair services (HVAC, roof, etc.), natural disasters (like floods or hurricanes), or other events. BPHC reserves the right to make awards to more than one vendor if it is determined to be in the best interest of BPHC.										

BOSTON PUBLIC HEALTH COMMISSION
PROPERTY MANAGEMENT DIVISION

ADVERTISEMENT

EMERGENCY REPAIRS CONTRACT
November 1st, 2025 – November 30th, 2027

INVITATION TO INTERESTED, RESPONSIBLE AND COMPETENT PERSONS OR FIRMS ENGAGED IN HVAC, PLUMBING, ELECTRICAL, EXCAVATION, CONSTRUCTION WORK OR BUSINESS TO APPLY AND QUALIFY FOR CONTRACTS WITH THE BOSTON PUBLIC HEALTH COMMISSION

The Boston Public Health Commission, acting through its Property Management Division invites competent persons, firms or corporations to apply for on a bidder's list and thereafter enter into a contract or contracts as may be requested from time to time by the Official for the performance of ELECTRICAL, HVAC, PLUMBING, EXCAVATION, CONSTRUCTION general work, repairs, and/or preventive maintenance, and to perform such work when and as it may be required by the Official.

Copies of the RFP may be obtained via e-mail at: jebarros@bphc.org and ktejada@bphc.org on **September 22nd 2025**.

BIDS MUST BE SUBMITTED electronically via email to jebarros@bphc.org and ktejada@bphc.org of the Property Management Division Office, located at 205 River Street, Mattapan; no later than **2:00 PM on October 7th, 2025**; with the following items below: BIDS must be in the attachments section of the email. The subject line must be labeled

BIDS for contracts for such work will be accepted until **2:00 PM on October 7th, 2025**.
LATE PROPOSALS WILL NOT BE ACCEPTED.

The attention of all applicants is directed to the provision of the contract documents, and particularly to the requirements for insurance and security for performance as may be applicable.

The Boston Public Health Commission and the Awarding Authority reserve the right to contract only in those cases and in accordance with those applications as the Awarding Authority determines to be in the best interest of the Boston Public Health Commission. Except in case of emergency, contracts for regular upgrades, repairs / works will be awarded to the lowest responsive and responsible bidder after a solicitation of bids from qualified applicants.

INSTRUCTIONS TO BIDDERS

A fully completed Contract Proposal must be submitted electronically via email to Jeff Barros jebarros@bphc.org and Keren Tejada ktejada@bphc.org of the Property Management Division Office. Submissions have to be emailed no later than **2:00 PM on October 7th, 2025**; with the following items below: BIDS must be in email and subject line must be labeled "EMERGENCY ELECTRICAL HVAC, PLUMBING, EXCAVATION, CONSTRUCTION Repairs RFB" – **November 1st, 2025 – November 30th, 2027**". **LATE PROPOSALS WILL NOT BE ACCEPTED.**

- (1) If your company is considered a corporation, a Certificate of Authority is required. It must name the person who is your company's authorized signatory and must be signed and sealed by the clerk or secretary of your corporation. If no seal is obtained, the Certificate of Authority must be signed by two (2) company officials. This document must be original (no photocopies).
- (2) If your company is classified as incorporation, a copy of the Articles of Organization must be provided.
- (3) An ORIGINAL, CURRENT INSURANCE CERTIFICATE (S) is required.
- (4) The vendor must fill out all the forms enclosed.
- (5) Proof of OSHA training
- (6) 5% Bid Bond
- (7) All services shall be in compliance with current state and city ordinances.

Please be sure to review all sheets and completely fill out all forms with original signatures. Return the entire application. Do not discard any part of the package. THE PROPERTY MANAGEMENT DEPARTMENT RESERVES THE RIGHT TO REJECT ANY PROPOSALS SUBMITTED WITH INCOMPLETE DOCUMENTS. Any questions regarding this package may be directed to Jeff Barros jebarros@bphc.org and Keren Tejada ktejada@bphc.org.

BOSTON PUBLIC HEALTH COMMISSION

Notice to applicants

1. INVITATION

The Boston Public Health Commission, acting by its Property Management Department, qualified contractors to provide emergency services and to perform the work under emergency situations. *EMERGENCY WORK IS DEFINED AS ANY WORK REQUIRED TO BE PERFORMED WITHIN ONE HOUR OF NOTICE (AS DETERMINED BY THE BOSTON PUBLIC HEALTH COMMISSION), AND AFTER REGULAR BUSINESS HOURS AND ON HOLIDAYS – EMERGENCY WORK IS ANY WORK REQUIRED TO PREVENT OR MINIMIZE DAMAGE TO THE FACILITIES, BUILDING USERS AND RESTORE OR MAINTAIN CONTINUITY OF GENERAL PUBLIC SAFETY.*

Award of Contract:

BPHC intends to award contracts to multiple responsive and responsible bidders under this Invitation for Bids to ensure adequate coverage for emergency and on-call services. This could include, but not limited to, repair services (HVAC, roof, etc.), natural disasters (like floods or hurricanes), or other events. BPHC reserves the right to make awards to more than one vendor if it is determined to be in the best interest of BPHC.

Assignment of Work:

Work will generally be assigned to the lowest-priced vendor available at the time of need. If the lowest-priced vendor is unable to responding the timeframe required, BPHC may contact the next lowest-priced awarded vendor, until the service request is fulfilled. BPHC also reserves the right, in the event of an emergency or urgent need, to assign work to any awarded vendor capable of responding immediately, regardless of price ranking, if doing so is necessary to protect public health, safety, or property.

No Guarantee of Work:

Awarded vendors are advised that contracts are non-exclusive and BPHC makes no guarantee of any minimum amount of work under this agreement.

2. SUBMISSION OF BIDS

BIDS shall be filed at the place and time designated in the Advertisement. BIDS shall bear the original signature of the applicant and be submitted & directed to BPHC's property management team members *JEFF BARROS AT JEBARROS@BPHC.ORG AND KEREN TEJADA AT KTEJADA@BPHC.ORG.*

3. SPECIFICATIONS

BIDDERS shall fully inform themselves in regard to all conditions pertaining to

carrying out the contract as executed. Such contract shall be signed as part of their application but shall only be binding upon the written authorization. Any estimates, plans or other information relating to the goods, services, labor or materials or work required by the contract documents are to be considered solely for the purpose of qualifying for a contract that may be entered into by the Commission and comparing the several applications. The BPHC, nor its officers, agents nor employees shall be responsible for the accuracy of, or bound by, such estimates, plans or information.

4. TAXES

The Boston Public Health Commission is exempt from federal excise taxes (Federal Exemption No. E-043-316-655). Exemption Certificates will be provided, if requested, following award to the successful applicant.

5. BASIS FOR ACCEPTANCE/CONFLICT OF INTEREST

Any application will be accepted only on the basis that the applicant, by filing its application, represents that it is made in good faith without fraud, collusion, or connection of any kind with any other applicant for the same work; that the applicant is competing solely in its own behalf without connection with, or obligation to, any undisclosed person, firm or corporation; that no other person, firm or corporation has any interest in the contract; that no other officer, agent or employee of the Boston Public Health Commission is financially interested in the contract; that the applicant is fully informed in regard to all provisions of the contract documents, including, without limitation, the specifications and drawings, if any, the time of performance, and the provisions for liquidated damages, if any.

6. QUESTIONS

All questions as to the interpretation of the contract documents shall be submitted in email to the BPHC's property management team members *JEFF BARROS AT JEBARROS@BPHC.ORG AND KEREN TEJADA AT KTEJADA@BPHC.ORG* . These BPHC representatives will send the answers via email to such relevant and material questions to everyone on record as having taken a set of the application and contract documents. No questions will be answered unless received by the Officials at least seventy- two hours prior to the expiration of the time set for filing applications.

7. NON-EMERGENCY CONTRACT AWARD

Qualified contractors, resulting from this process, are selected to conduct emergency work. This contract is not exclusive for regular maintenance or repairs, preventive maintenance and facilities upgrades. Contractors are required and encouraged to participate in the competitive public bidding process in place to procure additional services.

8. HARMONIOUS LABOR RELATIONS

The submission of an application shall constitute the certification of the applicant that it is able to and will furnish labor that can work in harmony with all other elements of labor employed on the work.

9. QUALIFICATION OF APPLICANTS

It is the purpose of the Official not to award a contract to any applicant who does not furnish evidence, when requested, satisfactory to the Official that he has ability and experience in the pertinent class of work.

BOSTON PUBLIC HEALTH COMMISSION

Insurance requirements

1. The Contractor shall take out and maintain during the life of the contract such public liability, property damage, and Workmen's Compensation as shall protect him/her and any sub- contractor or person performing work covered by this contract from claims for personal injury, including wrongful death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by him/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them at and/or away from the Contractor's place of business and the amounts of insurance shall be as follows with the exception of Purchase Orders for furniture and/or equipment.
 - (A) Public Liability Insurance in an amount not less than ONE MILLION (\$1,000,000.00) DOLLARS for injuries, including wrongful death, to any person and subject to the same limit for each person in an amount not less than ONE MILLION (\$1,000,000.00) DOLLARS, on account of one (1) accident, and,
 - (B) Property Damage Insurance in an amount of no less than ONE MILLION (\$1,000,000.00) DOLLARS for damages on account of any one (1) accident and in an amount not less than ONE MILLION (\$1,000,000.00) DOLLARS, for damages on account of all accidents.
 - (C) The Contractor shall, before commencing performance of the work, provide by insurance for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws (The Workman's Compensation Law so-called) to all persons to be employed under this contract and shall continue such insurance in full force and effect during the term of the contract.

NOTE: Do not submit a Certificate of Insurance with only partial coverage. Full coverage of the above three categories is required by time the contractual documents are required. Late or partial coverage will disqualify your application. An original current Certificate of Insurance with an original signature is required. NO COPIES.

Boston Public Health Commission

Contract general conditions

1. During the term of this contract, the Contractor shall, upon the written request of the Official, provide a written offer (quotation or estimate) of the cost of the goods or services to be supplied or the work to be done on forms authorized or provided by the Official. If the Official accepts such offer, The Contractor shall do the work in question in accordance with the specifications provided.
2. The Contractor shall furnish and supply all labor, parts and materials and shall do everything necessary to complete the work to the satisfaction of the Official and within the time set forth in the terms of the accepted offer.
3. The form written to the Official shall contain, at a minimum, the following
 - Date
 - Description of work to be performed or goods to be supplied
 - Total labor time an hours and cost per man hr
 - Date of completion of the work
 - Total cost of the work
4. The Boston Public Health Commission shall not be required to pay in excess of an accepted offer unless the Official first approves both the additional work and the cost in writing. All such requests for additional compensation shall be submitted to the Official in the form described above. Additional payments will be approved only on the basis of a mutually unforeseen defect or other condition not apparent to the official and contractor at the time of the submission of a written offer.
5. This agreement does not bind the Contractor to submit bids or quotations, nor does it bind the Boston Public Health Commission to accept, in whole or in part, any bid or quotation submitted by the Contractor. It is agreed and understood that in each instance in which bids or quotations are submitted by more than one Contractor, the Official shall accept the written offer of the Contractor submitting the lowest most responsive bidder, who is eligible and capable to do the work or, in emergency situations, the offer specifying the earliest date of completion of the work.
6. It is understood that any contract for goods or services entered by the Boston Public Health Commission pursuant to these contract provisions is intended to cover the procurement of goods or services estimated to cost less than \$25,000.
7. The contractor shall submit a final invoice for finished work within 5 days of completion.

SCOPE shall include but not limited to the following:

Furnish all labor, materials and equipment necessary to perform various alternations, repairs and other related work in accordance with Standard Specifications on file at the Department or as specified on work orders in the category listed as follows:

**ELECTRICAL, HVAC, PLUMBING, EXCAVATION,
CONSTRUCTION REPAIR SPECIFICATIONS**

Please note: Contractor must hold valid license to be listed in this category.

CONTRACTORS MUST FURNISH ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PERFORM ELECTRICAL REPAIRS IN ACCORDANCE WITH STANDARD SPECIFICATIONS ON FILE AT THE DEPARTMENT OR AS SPECIFIED ON INVITED BIDS OR WORK ORDERS AS LISTED BELOW, REPAIRING AND REPLACING BROKEN, INOPERATIVE OR MISSING PARTS OF:

This contract provides contractors who provide construction, reconstruction, alteration, installation, demolition, maintenance and/or repair services and, if needed, associated materials.

Contract Categories

This contract includes five (5) categories of trade services as listed below:

Category 1: Electrician Services – Provides electrician services in a variety of areas to include but not limited to, installation of new electrical components, maintenance and repair of existing infrastructure, solar, lighting, and related devices.

Category 2: Plumbing Services – Plumbing services not limited to, gas, drainage, backflow, water heaters (related HVAC), storage tanks, fixtures, pumps, and energy efficiency equipment.

Category 3: Excavation Services – Services involving but not limited to, site preparation for construction, landscaping and maintenance of an area consisting of dirt, rocks, trees and more; typically using a wide range of heavy machinery.

Category 4: General Contracting Services – Full-service line of general contracting (GC) services related to the installation, construction, demolition, roof repairs, masonry, maintenance of a structure, project, and related work.

Category 5: HVAC Services – Providing equipment and service to all elements of heating, ventilation, and air conditioning to include sheet metal fabrication related to HVAC.

IN ADDITION, CONTRACTOR WILL BE CALLED UPON TO MAKE ANY OR ALL OTHER REPAIRS TO ELECTRICAL, HVAC, PLUMBING, EXCAVATION, CONSTRUCTION REPAIR Services SPECIFICALLY MENTIONED.

EMERGENCY REPAIRS CONTRACT

CONTRACTOR SELECTION PROCEDURE

Contractors who have BID and are approved/selected will be placed on alphabetical lists.

For Emergency Work, contractors will be notified on a rotating basis, subject to responsiveness.

Campuses will have their own respective lists.

For routine work, all contractors will be invited to bid.

The Boston Public Health Commission will have six active lists (one per Campus) for each category:

- Northampton Square – 785 Albany Street; South End Fitness Center; Three level Parking Garage, Mass Ave Store Fronts
- Long Island Campus – access is via maritime transportation provided by BPHC.
- Mattapan Campus 201,203,205,209,211,213,215
- Albany St. Campus - 774 Albany Street (Finland Bldg.) and 794 Mass Ave (Woods Mullen Female Shelter)
- 112 Southampton Street – Entrance via Atkinson St. (Men Shelter) and, Engagement Center at 26 Atkinson St.
- Gate House- 1 Moon Island

EMERGENCY REPAIRS CONTRACT

CONTRACTOR TERMINATION PROCEDURE

- 1) As per General Conditions, contractors shall 1) do the work in question in accordance with the specific requirements or specifications provided; 2) furnish and supply all labor, parts and materials; and 3) do everything necessary to complete the work to the satisfaction of the Official and complete the work within the time set forth in the terms of the accepted offer.
- 2) Contractors may be terminated from further eligibility to furnish services for the following reasons, and under the following procedures:

Reasons for Termination:

A Contractor will be terminated from further eligibility to furnish services under the contract if:

- a) Contractor does not perform services or;
- b) Contractor provides services which are not satisfactory; see [Boston Public Health Commission Standard Contract – General Conditions Article 8, Section 8.1]
- c) Contractor engages in unprofessional behavior, illegal activity, or violation of any policy or procedure as determined by the awarding Authority. (e.g. lapse of insurance, failure to pay police details, illegal dumping, operating without permits or licenses, etc.)
- d) **Contractor fails to show up for three or more consecutive calls for Emergency Work**
- e) **Contractor fails to respond to request for EMERGENCY WORK within time specified (answers call but fails to show at scene within time specified)**

A) General Procedure for termination:

- i) Upon first occurrence of one of reasons a, b, or c, the Project Manager will complete a Contractor Non-Compliance Form. The Contractor will receive a Notice of Termination of Eligibility to Provide Services by certified mail. The Contractor will no longer be considered for work in the applicable category (ies).
- ii) Within 30 days of receipt of Notice of Termination, the Contractor may appeal, in writing, for reinstatement of eligibility to the Director of Property Management.
- iii) The Director shall uphold the termination, or restore eligibility to the Contractor with additional requirements, where deemed necessary.

B) Failure to Respond or show to Emergencies:

- i) Upon failure to show up for three consecutive bid viewings, a failure to accept three calls for Requests for Emergency Work, any combination of the above, or upon acceptance of a call for Request for Emergency Work and a failure to show at scene within time specified, the Project Manager will complete a Contractor Non-Compliance Form. The Contractor will no longer be considered for work in the applicable category (ies). The Contractor will receive a Notice of Termination of Eligibility to Provide Services by certified mail.
- ii) Within 30 days of receipt of Notice of Termination, the Contractor may appeal, in writing, for reinstatement of eligibility to the Director of Property Management.
- iii) The Director shall uphold the termination, or restore eligibility to the Contractor with additional requirements, where deemed necessary.

BUILDINGS:

The following buildings are located on separate campuses as noted.

NORTHAMPTON SQUARE

Miranda/Cramer Building - 785 Albany Street Boston Mass 02118

ALBANY STREET COMPLEX

Woods Mullen Building – 794 Mass Ave- Homeless Shelter

Finland Building – 774 Albany Street Boston Mass

Mass Ave Store Fronts

MATTAPAN CAMPUS

201 River Street, Mattapan, MA- Transitions Building

205 River Street, Mattapan, MA- Property Management Building

207 River Street Mattapan, MA- White House

209 River Street, Mattapan, MA- Entre Familia Residential Building

211 River Street, Mattapan MA- Daycare

213 River Street, Mattapan MA- Food Pantry

215 River Street, Mattapan MA- Old Kitchen

Engagement Center

26 Atkinson Street Boston MA 02118

112 SOUTHAMPTON

112 Southampton Street Boston, MA 02118

LONG ISLAND CAMPUS

SOAR Building - Residential - One (1) Elevator

McGillivray Building - Kitchen/Cafeteria - Two (2) Elevators

Tobin Building - Homeless Shelter - One (1) Elevator

Morris Building - Residential - One (1) Elevator

Administration Building

Chapel/Church

Garage # 1 & #2

BPHC GATE HOUSE

1 Moon Island Road Quincy MA 02171

Emergency Repairs
Trade or Contractor Expertise

Please select Professional Expertise:

- ☐ ELECTRICAL
- ☐ PLUMBING
- ☐ HVAC
- ☐ EXCAVATION
- ☐ GENERAL CONTRACTOR-CONSTRUCTION
- ☐ OTHER

BOSTON PUBLIC HEALTH COMMISSION
VENDOR PROFILE

EMERGENCY REPAIRS CONTRACT

Please fill out and return this form with your bid submission, proposal, submission, CM/10 form or Purchase Contract. (If returned with your bid proposal do not submit a duplicate with your CM/10 or Purchasing Contract.) The Boston Public Health Commission is using this information to develop a master vendor list. Submission of this form does not constitute approval of your firm as a BPHC contractor.

IDENTIFICATION:

CEO Name: _____ Contact Person: _____

Business Name: _____ FIN or SSN: _____

Primary Headquarters Address:

Number	Street	City	State	Zip	Phone
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Local Branch Address: (if different)

Number	Street	City	State	Zip	Phone
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BUSINESS PROFILE – Please check appropriate categor(ies):

1. Type of Business:

Construction _____ Professional _____ Maintenance Service _____ Service _____
Manufacturing _____ Retail Sales _____ Other _____ Describe _____

2. Year business established _____ Year present ownership established _____

OWNERSHIP: (Check all applicable boxes)

Company is at least 51% owned, controlled, and actively managed by:

____ Woman/Women ____ Handicapped Persons ____ White / Not Hispanic Origin ____ American Indian/Alaskan ____ Asian or Pacific Islander ____ Black / Not Hispanic Origin ____ Hispanic	____ Other (Please Specify) _____
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If you are describing yourself as a minority or women owned business, please check one of the following:

- 1) Certified by the City of Boston as an M/WBE _____
- 2) Certified by SOMBWA as a M/WBE _____
- 3) Certified by another organization _____ which _____
- 4) Not Certified _____

If your business is not certified by the City of Boston or SOMBWA and you would like more information, please call the Minority/Women Business Enterprise Office 635-4084.

ASSURANCE OF EQUAL EMPLOYMENT OPPORTUNITY

Staff Employed by Contractor (Please Indicate Number):

_____ Black _____ White _____ Hispanic _____ Asian _____ American Indian _____ Other

Staff Servicing this Contract:

_____ Black _____ White _____ Hispanic _____ Asian _____ American Indian _____ Other

Responsibility for Equal Opportunity:

Name: _____

Title: _____

Signature

Date: _____

Contractor is an equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, age or handicap.

THIS FORM MUST BE COMPLETED

EMERGENCY WORK RESPONSIVENESS

Work, which in the opinion of the Property Management Department, is of an emergency nature requires that the contractor selected respond within a reasonable time. Contractors receiving Work Orders to perform emergency services should be prepared to respond at any hour to any building in the inventory. Requirements for response times will be determined on a case-by-case basis by the Property Management Department, and the time will be noted whenever possible. When times are not explicitly mentioned, contractors should assume that they must respond within one hour of the call.

The following questions must be answered if any material, equipment, or parts are an integral part of the services to be performed:

1. Do you have a material storage facility within five (5) miles of the City of Boston?
NO _____ YES _____
2. Do you have available material, trucks, equipment or parts stored for 24-hour emergency service?
NO _____ YES _____
3. Does your company regularly employ Comm. of Mass. Certified apprentices?
NO _____ YES _____
4. Does your company have voice mail / answering service?
NO _____ YES _____

Corporate Official Signature

Title

Date

BOSTON PUBLIC HEALTH COMMISSION

To the Official, acting in the name of and on behalf of the Boston Public Health Commission:

- A. The undersigned hereby makes applications to furnish all goods and services and all labor and materials to perform all work required for:

Boston Public Health Commission

in accordance with the terms of the accompanying specifications and other contract documents, and with special reference to the Notice to Applicants and the Contract General Conditions, the terms of which are incorporated herein and made a part thereof, and a copy of which has been provided by the Official, for prices to be established for purchases or tasks, as may be required by the Official from time to time and documented by the Boston Public Health Commission.

- B. The names and addresses of all persons interested in this application as principals other than the undersigned are:
-
-

The applicant is a/an:

(Individual-Partnership-Corporation-Joint Venture-Trust)

1. If applicant is a Partnership, state name and residential address of all general and limited partners (or attach listing):
-
-
-

2. If applicant is a corporation, state the following:

Corporation is incorporated in the State of _____

President is _____

Treasurer is _____

Place of Business is _____

(Street)

(City, State and Zip Code)

3. If applicant is a Joint Venture, state the names and business addresses of each person, firm or company that is party to the joint venture:

A Copy of the joint venture agreement is on file at _____
And will be delivered to the Official on request.

4. If applicant is a Trust, state the name and residential address of all Trustees:

The Trust documents are on file at _____

- C. Reference(s):

1. List three (3) or more contracts on which you served as vendor/contractor within the past two (2) years for work of similar character as required for the above-named contract:

<u>Work of Contract:</u>	<u>Business or Govt. Entity:</u>	<u>Amount of Contract:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Bank Reference(s)

<u>Name of Bank:</u>	<u>Telephone No.:</u>
_____	_____
_____	_____

- D. If the business is conducted under any title other than the real name of the owner, state the time when, and place where, the certificate required by General Laws c. 110, § 5, was filed:

-
- E. The Taxpayer Identification Number* of the applicant (the number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Form 941) is:

* If individual, use Social Security Number: _____

- _____
- F. Have been is business under present business name _____ years.
- G. Ever failed to complete any work awarded? _____ (if answer is yes, state circumstances)
- _____

- H. Pursuant to M.G.L. c62C, §49A, the undersigned certifies under the penalties of perjury that to the best of his/her knowledge and belief all state tax returns have been filed and that all state taxes required under law have been paid. (NOTE: The Taxpayer Identification Number will be furnished to the Massachusetts Department of Revenue to determine compliance with the above- referenced law.)
- I. The undersigned certifies under penalties of perjury that this application 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.

Bidder: _____

By: _____
(Sign Here)

Business Address: _____
(Street)

(City, State, Zip Code)

NOTE: This application must bear the written signature of the applicant.

If the applicant is an individual doing business under a name other than his own name, the application must so state, giving the address of the individual. If the applicant is a partnership, a general partner designated as such must sign the application. If the applicant is a corporation, trust or joint venture, a duly authorized officer or agent of such corporation, trust or joint venture must sign the application.

