

BOSTON PUBLIC HEALTH COMMISSION

Property Management



Request for Bid

35 Northampton St Garage Rolling Gates

NHS-045-26

OWNER:

Boston Public Health Commission
Property Management Division
1010 Mass Avenue
Boston MA 02118

Owner's Representatives

Estuardo Escoto
Northampton Square &
Albany Street Campus
(617) 534-5800

And

Raul Gonzalez
Mattapan Campus &
112 Southampton
(617) 534-2500

Request for Proposal Timeline								
10/03/2025	Publication of Request for Bid (RFB) printed in The Boston Globe							
10/03/2025	RFB and instructions available online at www.boston.gov/bids							
10/09/2025	<p><u>Mandatory Walkthrough</u> 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.</p> <table><tr><th>Time</th><th>Address</th><th>Building</th></tr><tr><td>11:00 AM</td><td>35 Northampton Street Boston, Ma 02118</td><td>Northampton Street Garage</td></tr></table> <p>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.</p>		Time	Address	Building	11:00 AM	35 Northampton Street Boston, Ma 02118	Northampton Street Garage
Time	Address	Building						
11:00 AM	35 Northampton Street Boston, Ma 02118	Northampton Street Garage						
10/13/2025	<p>Questions are due in writing by 2:00 PM to Jebarros@bphc.org & Ktejada@bphc.org</p> <p>Subject: BPHC's 35 Northampton Street - Garage Rolling Gates RFB</p>							
10/16/2025	<p>Responses to questions will be posted on boston.gov/bids</p>							
10/21/2025	<p>2:00 PM EST - Bid documents must be submitted via email to Jebarros@bphc.org and KTejada@bphc.org</p> <p>Subject: BPHC's 35 Northampton Street - Garage Rolling Gates RFB</p> <p>No Exceptions to This Deadline</p>							
10/27/2025	<p>Notification of Decision</p> <p>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. The contract(s) will be awarded to the lowest responsible and responsive bidder(s) meeting all requirements. The lowest responsible and responsive bidder shall mean the bidder that best meets the requirements set forth in this solicitation and offers the lowest cost. The contract(s) resulting from this RFB shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).</p>							

The responsibility for submitting a bid to BPHC on or before the stated time and date will be solely and strictly the responsibility of the bidder. BPHC will in no way be responsible for delays caused by the United States Mail delivery or caused by any other occurrence. In case of delays as a result of weather emergencies, or natural or man-made disaster, bids may be accepted the next available business day.

OVERVIEW

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable populations.

BPHC is seeking requests for bids from qualified contractors to replace 3 rolling gates and its associated components, which include motors to power each gate. We also need to confirm the new gate system can synchronize with BPHC's existing security network system. More details will be available during the mandatory walkthrough. This RFB will take place at 35 Northampton Street Boston, Ma 02118 parking Garage.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises (CUBE) that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non-Profit (MNPO), Women Non-Profit (WNPO), Minority Women Non-Profit (MWNPO) and local businesses to apply to this RFB.

*Contractors are responsible for their own measurements.

PROPOSED SCOPE OF SERVICE

The Boston Public Health Commission seeks bidders to replace 3 rolling gates and its associated components, which include motors to power each gate. We also need to confirm the new gate system can synchronize with BPHC's existing security network system that is located at the 35 Northampton Street Boston Ma 02118 parking garage.

The Winning bidder will need to deliver all associated equipment and materials to the parking garage located at 35 Northampton Street Boston Ma 02118. Also, all additional measurements and equipment details will be the contractor's responsibility to coordinate. We will discuss finer details during the mandatory walkthrough scheduled on 10/2/25 at 11:00 am at 35 Northampton Street Boston Ma 02118.

BPHC reserves the right to award one or multiple bidders based upon bid is deemed most favorable to BPHC. The bidder shall agree that BPHC may add or remove properties and/or services at any time during the term of the contract. BPHC has the discretion to modify the scope as necessary prior to execution of the contract with the selected bidder(s). No services shall commence until all necessary contract documentation is fully executed by BPHC and the awarded vendor(s). BPHC will work selected bidder(s) to adjust cost(s) based on any revisions to the scope of service. BPHC will not be responsible for any transportation fees or costs, including but limited to, mileage or fuel cost.

*Contractors are responsible for their own measurements

REQUIREMENTS

The following are the minimum qualifications and licensing requirements that the bidder must meet to be eligible to submit a bid. Bidders must demonstrate compliance with minimum qualifications. BPHC reserves the right but is not obligated to obtain clarification from the bidder if compliance with the minimum qualifications is not clear in the bid. Those that are not clearly responsive to these minimum qualifications shall be rejected by the BPHC without further consideration.

The bidder must have a minimum of 5 years' experience in gate installation and services with a minimum of 3 or more contracts of comparable property size and scope as detailed herein.

Vendor(s) selected to perform the services must agree to the following:

The vendor must comply with the Prevailing Wage laws. Prevailing wage forms were sent with the RFB package and weekly certified payroll is required.

Vendor is solely responsible for informing BPHC if vendor is or has been debarred, suspended, proposed for debarment, excluded, or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, subcontracts, and Federal assistance and benefits in any amount. BPHC will ensure that no party found on the Systems for Award Management (SAM) list is awarded a contract.

The vendor must immediately report any discovered damaged property or inoperative items to BPHC so as not to be held accountable. In addition, the vendor must report any incidents that involve the vendor on BPHC property.

The vendor must assign a supervisor to each location. All services must be performed by employees of the vendor. The vendor agrees to assume responsibility for the actions and conduct of any of its employees. Vendor's employees who violate any rules shall immediately be removed and banned from all BPHC premises. The vendor must provide a list of employees under the contract if requested by BPHC.

Invoice Requirements

The vendor must assign an accounting / financial representative for invoicing and all fiscal responsibilities and correspondence. The following are required for invoices and payments:

Vendors must submit a typed or printed invoice; handwritten invoices are not acceptable.

A valid Purchase Order Number must be obtained prior to preparing invoices. Purchase Orders must be typed or printed on each invoice.

All invoices must have a unique invoice number.

Invoices without the required information or documentation will not be processed. The vendor will be informed in writing to revise and resubmit the invoice.

Invoice payments will be released within 30 days of the invoice date after approval by the authorized BPHC personnel.

TERMS OF SERVICE

BPHC may cancel the RFB or reject all bids at any time prior to the award, if BPHC determines its best interest will be served by such action. Written notice of the cancellation will be made to bidders. A bidder's failure to satisfactorily furnish the required contract documents within BPHC's Procurement Office request time may result in the bidder forfeiting its award. BPHC reserves the right to select the next lowest responsive and responsible bidder for this RFB.

Services are expected to be performed by the vendor on or about Dec 1st, 2025 - June 30th, 2026 ("Initial Term"). No services shall commence until all necessary contract documentation is fully executed by BPHC and the awarded vendor(s).

BPHC has the discretion to select the next lowest responsible and responsive bidder under this RFB. Written notice of termination or cancellation shall be given to the vendor through the contact listed in the contract by BPHC. Vendor shall have no right to recover other amounts, including but not limited to amounts for lost profits, indirect, incidental, or consequential damages.

PREPARATION AND SUBMISSION INSTRUCTIONS

The bidder must review the specifications of this RFB and prepare and submit all bidding documents in the order listed below.

- Complete all bidding documents in Arial or Calibri font and size 12 point.
- Complete all bidding documents; do not leave any questions or requests as blank (unanswered); include "N/A" for any areas not applicable.
- All documents requiring signature must be signed in ink.
- Do not alter any RFB forms. Additional forms requested may be submitted per the company's format.
- Questions and responses and/or addendums must be signed by the bidder and submitted with bidding documents. Please list the amount of addendum received in the space provided on the cover sheet.

Submit all required bidding documents in the following order:

1. Cover Form
2. Business Profile
3. Scope of Service
4. Reference Form
5. DCAMM Certification
6. OSHA Training Certificate
7. Certificate of Liability Insurance
8. 5% Bid Deposit
9. 100% Payment Bond (Within 5 business days of award)
10. 100% Performance Bond (Within 5 business days of award)
11. W-9 Form
12. Questions & Responses and/or Addendums (if applicable)

Submit all required bid cost sheets in the following order:

1. Cover Form
2. Property Hours of Service
3. Property Location and Facilities
4. Company / Entity Cost Sheet

Bids will be rejected if required documentation in the specified order as indicated is not submitted.

Bids may be withdrawn in writing by mail or email to BPHC prior to the date and time of RFB opening. Withdrawn bids may be resubmitted until the date and time of the bid opening.

- Email Request: shall have letter attached on company letterhead with the bidder contact's signature and submitted five (5) business day before the date of RFB opening to Jebarros@bphc.org & Ktejada@bphc.org.

Property Hours of Service

BPHC Project Site	
35 Northampton Street Boston, Ma 02118 Parking Garage	Operates 24/7



Cover Form

Request for Bid: [BPHC's 35 Northampton Street - Garage Rolling Gates RFB](#)

Date Released:

Completion and submission of the cover form of the Request for Bid and information below indicates the intention of the bidder to comply with specifications, requirements, and terms of the Boston Public Health Commission's request for Chiller replacement(s).

This form serves as the cover page for bid documents and bid cost submissions. Bids will be rejected without a Cover Form.

Addendum Received: _____ out of _____
Company / Entity Information

Company or Entity Name: _____

Address: _____

Telephone: _____

Email: _____

Taxpayer Identification #: _____

Business Classification:

Check appropriate item(s) and submit certification(s) in the bidding documents.

_____ Small Local Business Enterprise

_____ Minority Owned Business Enterprise

_____ Woman Owned Business Enterprise

_____ Veteran Owned Business Enterprise

_____ Disabled Owned Business Enterprise

_____ Lesbian Gay Bisexual Transgender Owned Business Enterprise

_____ Non-Profit

Bidder Contact

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Reference Form

Request for Bid: [BPHC's 35 Northampton Street - Garage Rolling Gates RFB](#)

Date Released:

Bidder Company Name:

Bidder Contact:

Telephone Number:

List three (3) Chiller replacement projects of similar scope within the past five (5) years.

Business Reference 1

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 2

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 3

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

