

## **BROOKLINE HOUSING AUTHORITY**

### **INVITATION TO BID**

#### **Elevator Maintenance and Repair Services at Brookline Housing Authority Properties**

The Brookline Housing Authority, Brookline, Massachusetts (the Authority) invites sealed bids to provide Elevator Maintenance and Repair Services at Brookline Housing Authority properties, in Brookline, MA in accordance with the bid documents as written by the Brookline Housing Authority.

The project consists of providing ongoing preventative maintenance and repair services to the Brookline Housing Authority's ten elevators at five locations for a period of three years with two possible one-year extensions at the BHA's discretion.

Estimated cost of this project is \$300,000 and the start of service is anticipated for January 1, 2020.

General bidders must be certified by the Division of Capital Asset Management and Maintenance (DCAMM) in the following category of work, **Elevators**, and must submit a current DCAMM Certificate of Eligibility and signed DCAMM Prime/General Contractor Update Statement.

General bids shall be accompanied by a bid deposit that is not less than five (5%) of the greatest possible bid amount (considering all alternates), and made payable to the Brookline Housing Authority.

Bid documents will be available on **October 23, 2019 after 9:00am** at the Brookline Housing Authority, 90 Longwood Avenue, Brookline MA 02446. Bidders may obtain bid documents weekdays, between the hours of 8:30 AM and 4:30 PM. There is no charge for the bid documents and they can be e-mailed upon request to [garrettlanderson@outlook.com](mailto:garrettlanderson@outlook.com)

General Bids will be received at the Brookline Housing Authority, 90 Longwood Avenue, Brookline MA 02446. no later than **Thursday, November 14<sup>th</sup> at 2pm** and opened forthwith. Bids that are mailed should be in a sealed envelope clearly marked: BID FOR: **Elevator Maintenance and Repair Services at Brookline Housing Authority Properties** and addressed to: Brookline Housing Authority, 90 Longwood Avenue, Brookline MA 02446 ATTN: George Lalli, with the name of the firm submitting the bid.

Site visits will be conducted on the following schedule:

Tuesday 10/29 and Friday 11/8: Morse Apartments 90 Longwood, Brookline 9:00am  
Tuesday 10/29 and Friday 11/8: Sussman House 50 Pleasant Street Brookline 10:00am  
Tuesday 10/29 and Friday 11/8: Kickham Apartments 190 Harvard Street, Brookline 10:45am  
Tuesday 10/29 and Friday 11/8: O'Shea, 61 Park Street, Brookline 11:30am  
Tuesday 10/29 and Friday 11/8: Walnut Street Apartments, 22 High Street, Brookline 12:15pm

By submitting a bid, the bidder warrants that s/he has examined the condition of the equipment installed at each location as well as the bid documents and, that the information provided through the site visits and bid documents are adequate and the required maintenance services can be

provided at the bid price submitted. No increase in the contract sum nor claim for damages due to delay will be permitted as a result of the Contractor's failure to accomplish any or all of these requirements.

The time of acceptance of the bid by the Brookline Housing Authority is 30 days from the date of the bid opening. Award of the contract is conditioned on approval by the Brookline Housing Authority Board of Commissioners. The contract is subject to appropriation of adequate funds, and may be cancelled in the event such funds are not available.

Bids are subject to M.G.L. c.149 §44A-J & to minimum wage rates as required by M.G.L. c.149 §§26 to 27H inclusive.

All general bids are subject to provisions of M.G.L. Chapter 149, Section 44. Award will be made to the most responsible and responsive bidder offering the best lowest total price. All other applicable state laws, municipal ordinances, and rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout and will be deemed to be included in the contract as if written out in full.

The Awarding Authority reserves the right to reject any and all bids and to waive any informalities in the bidding if it is in the public interest to do so. The Brookline Housing Authority also reserves the right to reject the bids if less than three bids are received.

Bidders shall promptly notify the Brookline Housing Authority in writing, of any ambiguity, inconsistency, or error, which may discover upon examination of the bid documents. No interpretations of the meaning of the specification or other pre-bid documents shall be made to any bidder orally. All requests for clarification or interpretation must be submitted in writing by **5:00 PM on Friday, November 8<sup>th</sup> 2019**. Requests should be sent to the following individual:

Garrett Anderson  
Owner's Project Rep.  
[garrettlanderson@outlook.com](mailto:garrettlanderson@outlook.com)  
617-549-2033

If an addendum is issued, it will be sent to all potential bidders via email no later than 48 hours before the General Bid Opening.