

BOSTON PUBLIC HEALTH COMMISSION

Administration and Finance



Request for bid

for the procurement of

The Woods-Mullen Shelter

794 Massachusetts Avenue, Boston, MA 02118

Window Replacement RFB

November 3, 2025

Request for Proposal Timeline								
11/03/2025	Publication of Request for Bid (RFB) posted in The Boston Globe							
11/03/2025	RFB and instructions available online at www.bphc.org at 10:00 AM							
11/06/2025	<u>Mandatory Walkthrough</u> of Property location(s) 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. <table><tr><th>Time</th><th>Address</th><th>Building</th></tr><tr><td>9:00 AM</td><td>794 Massachusetts Avenue, Boston, MA 02118</td><td>The Woods-Mullen Shelter</td></tr></table> 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 location(s).		Time	Address	Building	9:00 AM	794 Massachusetts Avenue, Boston, MA 02118	The Woods-Mullen Shelter
Time	Address	Building						
9:00 AM	794 Massachusetts Avenue, Boston, MA 02118	The Woods-Mullen Shelter						
11/10/2025	Questions are due in writing by 2:00 PM to Jebarros@bphc.org & Ktejada@bphc.org Subject: 794 Massachusetts Ave Window Replacement RFB							
11/12/2025	Responses to questions will be posted on boston.gov/bids							
11/14/2025	2:00 PM EST - Bid documents must be submitted via email to Jebarros@bphc.org and KTejada@bphc.org Subject: 794 Massachusetts Ave Window Replacement RFB No Exceptions to This Deadline							
11/18/2025	Notification of Decision 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).							

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 remove, replace and reseal hung aluminum replacement windows with aluminum brick. We need all windows removed, disposed of replaced and resealed with aluminum windows that have safety features and are tamper proof.

BPHC encourages small, local, minority, disadvantaged, women-owned, veteran and/or service-disabled owned business enterprises to participate in all procurement opportunities.

****Contractors are responsible for their own measurements and window count.***

PROPOSED SCOPE OF SERVICE

The Boston Public Health Commission seeks bidders to remove, repair, reseal and replace windows located at The Woods Mullen Women's Shelter located at 794 Massachusetts Ave Boston Mass 02118. Windows are single hung aluminum replacement windows with aluminum brick. We need the windows removed, disposed of, and replaced with aluminum windows that have safety features and are tamper proof. Project will require replacement of the panning system.

We need all windows removed, resealed, and replaced with aluminum tamper proof windows. Many windows will need to be reframed, and the exterior may require repointing.

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 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 and window count.***

REQUIREMENTS

The following are 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 commercial glazing with a minimum of 3 or more contracts of comparable property size and scope as detailed herein. The bidder must be currently DCAMM certified in Door and Window Installation, "Work customarily performed by this industry, including installation of doors and windows made of wood, metal or other materials, both interior and exterior. This category does not include glass and glazing by itself."

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

BPHC, as the local board of health for the city of Boston, is the holder of private medical information. This service may expose the vendor employees to such information therefore, BPHC requires the vendor to sign the Health Insurance Portability and Accountability Act (HIPAA) - Business Associate Agreement to protect the privacy of BPHC clients.

The vendor must comply with the City of Boston Living Wage Ordinance. 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 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, vendor must report any incidents that involve vendor on BPHC property.

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 is required for invoice 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.

PREPARATION AND SUBMISSION INSTRUCTIONS

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 specified order as indicated is not submitted.

Bids may be withdrawn in writing by mail or email to BPHC prior to date and time of RFB opening. Withdrawn bids may be resubmitted until the date and time of 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 Sites	
794 Massachusetts Ave, Boston Ma 02118 The Woods-Mullen Women's Shelter	This is a 24/7 Women's Shelter



Cover Form

Request for Bid: The Woods-Mullen Women's Shelter-794 Massachusetts Ave Window Replacement RFB

Date Released: 11/06/2025

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 of window replacement.

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: The Woods-Mullen Women's Shelter-794 Massachusetts Ave Window Replacement RFB

Date Released: 11/06/2025

Bidder Company Name:

Bidder Contact:

Telephone Number:

List three (3) window 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: _____



Non-Collusion Form & Tax Compliance Form

Certificate of non-collusion

The undersigned certifies under penalties of perjury that this bid or proposal 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.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal

Company or Entity Name

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, 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.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal

Company or Entity Name