



TOWN OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

Maintenance & Repair of Town Facility's HVAC Systems

Contract #26C-192-0031

This is an unofficial Bid Spec. Contractors that wish to participate in this bid process must attend the Mandatory pre-bid walk-through **September 24, 2025, 9:00 AM** beginning at the Town Hall Annex, 25 Center Street, Burlington, MA as well as provide contact information to Lisa Matarazzo at lmatarazzo@burlington.org to be added to the bidders list.

Department of Public Works
25 Center Street
Burlington MA 01803

October 1, 2025

Table of Contents

<i>INVITATION FOR BID</i>	3
<i>PROJECT DESCRIPTION</i>	4
<i>INSTRUCTIONS TO BIDDERS</i>	8
<i>FORM OF GENERAL BID</i>	12
<i>ADDENDA</i>	13
<i>BID FORM</i>	14
<i>TOTAL BID PRICE</i>	16
<i>CONTRACTOR REFERENCES</i>	17
<i>CONTRACTOR CERTIFICATION</i>	18
<i>AGREEMENT</i>	19

INVITATION FOR BID

PUBLIC WORKS CONSTRUCTION

Sealed bids for Maintenance & Repair of Town Facility's HVAC Systems must be received by Department of Public Works - Engineering Division, Town Hall Annex, 25 Center Street, Burlington, Massachusetts, 01803 until October 1, 2025 at 10:00 AM and will be publicly opened and read aloud at such time.

- Specifications and bid forms are available on the Town's website site at: www.burlington.org, on the DPW's page under Projects Out to Bid.
- Each bidder must attend a **mandatory pre-bid walk through** of the facilities on Wednesday, September 24, 2025 at 9:00 AM beginning at the Town Hall Annex, 25 Center St, Burlington, Massachusetts to participate in this bid.
- Specifications and bid forms may be obtained at the Department of Public Works, Town Hall Annex, 25 Center Street, Burlington, Massachusetts, 01803 after September 17, 2025 between 8:30 AM and 4:00 PM for a fifty (\$50.00) dollar reproduction cost.
- A bid bond of five (5) percent is required.
- Successful bidder must provide 100% Payment and Performance bonds.
- This project is bid according to MGL 30-39M.
- Town's Designated Representative and point of contact for questions is: Frank Anderson, fanderson@burlington.org, 781-270-1982
- Prevailing wage must be paid per MGL 149 SECT. 26-27D

PROJECT DESCRIPTION

The work under this contract will include all equipment, labor, material, supplies, etc. necessary to furnish the work described as follows;

1. PREVENTATIVE MAINTENANCE

All quarterly, semi-annual and annual maintenance shall include all labor and materials, with no paid travel time, to complete the work as described below. Contractor shall bill quarterly (1/4 of total after completion of seasonal maintenance). Maintenance shall be performed 4 (four) times per year: fall, winter, spring and summer.

1.1 Town Hall

Reznor Air Handling Unit (1) Quarterly - Check & Replace Filter, if needed filters, check belts, grease motors, vacuum out and inspect gas burner portion;
Trane Air Handlers (3) Quarterly - Check & Replace Filter, if needed, clean drain lines; *Trane Fan Powered Coil* (20) Quarterly - Check & Replace Filter, if needed filters, check cooling and heating valves and actuators, check coils, clean drain lines;
Exhaust Fans (3) Quarterly - Check operation, grease motors;
Trane Chiller Unit (1) Annually, Spring - Check operation of unit, clean coils as needed;
Hot Water Pumps (2) Annually, Fall – Check operation;
Chill Water Pumps (2) Annually, Spring – Check operation;

1.2 Town Hall Annex

Reznor Air Handling Unit (1) Quarterly - Check & Replace Filter, if needed, check belts, grease motors, vacuum out and inspect gas burner portion;
Fan Powered Boxes (25) Quarterly-Check & Replace Filter, if needed filters, check cooling and heating valves and actuators, check coils, clean drain lines;
Exhaust Fans (5) Quarterly - Check operation, grease motors;
Hot Water Pumps (2) Annually, Fall – Check operation;
Chill Water Pumps (2) Annually, Spring – Check operation;

1.3 Main Fire Station

Rooftop

Condenser Units (5) Annually, Spring - Clean coils;
Annually – Cycle on and off;
Sanyo Split System (1) Semi-Annually – Check operation; clean;
Direct Drive Exhaust Fans (11) Quarterly - Check operation, clean;

Second Floor

Air Handler Units (5) Quarterly - Change filters, check belts, grease motors, clean drain lines;
Hot water pumps (2) Annually, Fall – Check operation;

Attic

ERV Units (2) Quarterly -- Check Blower Motors, Clean Filters

1.3 Main Fire Station, *continued*

Main Garage

Gas Fired Units (2) Annually, Fall - Check operation;
Mechanics' Bay

Gas Fired Unit (1) Annually, Fall - Check operation;

1.4 Youth & Family Services

Air Handler in Attic (4) Quarterly- Change filter;
Annually, Fall- Check blower motors, inspect gas fired portion ;
Split System (1) Annually, Spring – Check operation, clean coils;
Outdoor Condensers (4) Annually, Spring - Check operation, clean coils;
Annually - Cycle on and off;

1.5 Library Rooftop

Rooftop Units (2)
(2) New York Units

Second Floor

Fan Coil Units (16) Quarterly - Change filters, check blower motor, check actuator, check hot water valve;

First Floor

Fan Coil Units (14) Quarterly - Change filters, check blower motor, check actuator, check hot water valve;

Basement

Unit Heater (5) Annually, Fall – Check operation;
Air Compressor (1) Quarterly – Check belts, air filter, drain water, test auto-drain, test operation;
Hot water pumps (2) Annually, Fall – Check operation;

Stairways & Front Entrance

Unit Heaters (6) Annually, Fall – Check operation;

1.6 Police Station

Attic

AC1 Quarterly – Change filters, check belts;
AC 2 Quarterly – Change filters, check belts;
Bryant Condenser Units (5) Annually, Spring – Clean coils and drains;
Roof Exhaust Fan (1) Quarterly – Check operation;

Mezzanine Roof

Condenser Units (4) Annually, Spring – Check operation, clean coils;

Mezzanine

AC5 Quarterly – Change filters, check belts;
AC6 Quarterly – Change filters, check belts;
AC7 Quarterly – Change filters, check belts;
Exhaust Fan (1) Quarterly – Check operation;

Second Floor

Fan Powered Unit (1) Quarterly – Change filters, check blower;

First Floor

Fan Powered Unit (1) Quarterly – Change filters, check blower;

1.6 Police Station, *continued*

Old Basement

AC4 Quarterly – Change filters, check belts;
AC3 Quarterly – Change filters, check belts;
Hot water pumps (2) Annually, Fall – Check operation;

New Basement

Gun Range Air Handler (1) Quarterly - Change filters, check belts;
Gun Range Exhaust (1) Quarterly - Change filters, check belts;

Ground, Outside

Condenser Units (2) Annually, Spring – Check operation, clean coils;
Split Units (2) Annually, Spring – Check operation, clean coils;

1.7 Grandview Farm

Air Handler Units (6) Quarterly – Change filters, check blowers; Semi-Annually – Clean units;

Energy Recovery Ventilator (1) Annually – Check operation;

Outdoor Condensers (6) Annually, Spring - Check operation, clean coils;
Annually - Cycle on and off;

Barn AHU (1) Quarterly - Change filters, grease;

Semi-Annually – Check Heat & AC valves and operation;

Hot water pumps (2) Annually, Fall – Check operation;

Condenser Unit (1) Annually, Spring – Check operation, clean coils;

1.8 61 Center Street

Rooftop Units (7) Quarterly – Change filters, check belts;
Semi-Annually – Check Heat & AC operation;
Annually – Clean coils, clean units;

Exhaust Fans (7) Quarterly – Check operation, lubricate if necessary

VAVs (38) Semi-Annually – Check operation; *Hot water pumps* (2) Annually, Fall – Check operation;

1.9 Fire Station 2 Roof top

Roof Top Units (2) Quarterly – Change filters, check belts;
Semi-Annually – Check Heat & AC;
Annually – Clean coils;

Exhaust Fans (8) Quarterly – Check operation;

Second Floor

VAVs (8) Semi-Annually – Check operation;

First Floor

VAVs (6) Semi-Annually – Check operation;
Split Systems (4) Semi-Annually – Clean coils, wash filters;
Hot water pumps (2) Annually, Fall – Check operation;

Main Garage

Unit Heaters (11) Annually, Fall – Check operation;
Radiant Panel (10) Annually, Fall – Clean, check operation;
Cabinet Heaters (5) Annually, Fall – Clean, check operation;

1.10 Mill Pond

AHU (1) Quarterly – Change filters, check belts;
Annually – Check operation;
Cabinet Heaters (3) Annually – Change filters, check operation;
AC2 on Rooftop (1) Quarterly – Change filters, check belts;
Annually, Spring – Clean coils, check operation;
Condenser Unit (1) Annually – Clean coils, check operation;
AC1 Ductless Split (1) Annually, Spring – Clean coils, change filters, check operation;
Gas Fired Unit Heaters (7) Annually, Fall – Clean, check operation;

1.11 Vine Brook

Exhaust Fans (16) Quarterly – Check belts;
Make Up Unit (1) Quarterly – Change filters, check belts;
Rooftop Units (7) Quarterly – Change filters, check belts;
Semi-Annually – Check Heat & AC operation;
Annually – Clean coils, clean units;
Hot Water Unit Heaters (14) Annually, Fall – Check operation;
Gas Fired Unit Heaters (2) Annually, Fall – Check operation;
Hot Water Pumps (2) Annually, Fall – Check operation;

1.12 DPW Highway and W&S Division Building 1 Great Meadow Road

1. *RTU –York* (1) Quarterly – Filter change and check belts, grease as needed;
Annually, Spring – Clean DX coils;
Annually, Fall – Check and clean heat coils;
2. *H&V Units-York* (2) Quarterly – Change filters, belts, grease, check blower motor;
Annually, Fall – Check heat coils;
3. *Mini Split* (1) Semi Annually – Clean coils;
4. *Exhaust Fans* Quarterly - Check operation of exhaust fans;

1.13 DPW Central Maintenance and Recreation Building 10 Great Meadow Road

1. *HRV* (1) Quarterly – Change filter, check blower operation; check belts & grease if needed;
2. *H&V Units* (4) Quarterly – Change filters, check blower motors, belts & grease as needed,
Annually, Fall – Check heat coils;
3. *AHU* (1) *w/Rooftop Condenser*
Quarterly – Change filter, check blower motor;
Annually, Spring – Check operation of condenser unit;
Annually, Fall – Check heat coils;
4. *Mini Splits* (2) Semi Annually – Check operation, clean coils;
5. *Exhaust Fans* Quarterly – Check operation;

1.14 Dog Pound; 2 Great Meadow Road

1. *Mini Split* Semi Annually -- Check operation, clean coils

INSTRUCTIONS TO BIDDERS

Receipt and Opening of Bids

The Town of Burlington, Massachusetts, herein called the Owner, acting by and through its Department of Public Works, will receive sealed bids as specified in the invitation for Bids at which time bids will be publicly opened and read.

Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified will not be considered. The bidder agrees that this bid will be good and may not be withdrawn for a period of thirty (30) days, Saturdays, Sundays, and legal holidays excluded, after opening the bids.

Location and Work to be Done

The Location of the Work to be done is described in the project description.

The Contractor will furnish all labor, services, materials, equipment, plant, machinery, apparatus, appliances, tools, supplies, and all other things necessary to do all work required for the completion of each item of the Work and as herein specified.

The Work to be done and paid for under any item will not be limited to the exact extent mentioned or described but will include all incidental work necessary or customarily done for the completion of that item.

Preparation of Bid

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, in both words and figures.

Each bid must be submitted in a sealed envelope bearing on the outside **the name of the bidder, his address, and endorsed with the name of the project as specified in Receipt and Opening of Bids.**

If forwarded by mail, **the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in Receipt and Opening of Bids.**

The following sections need to be filled out and completed as part of the bid package;

- Form of General Bid
- Acknowledgement of Addenda, if any
- Bid Form
- Total Bid Price
- Contractor Reference
- Contractor Certification

Bid Opening Procedure

The following list of requirements will apply to each filed bid. Bids not meeting all the requirements for timeliness and security will be rejected without opening; bids not meeting signature and addenda requirements will be rejected prior to checking of bid amounts.

Bids will be filed at the place and before the time specified in Receipt and Opening of Bids.

Properly executed bid security will be placed in a sealed envelope and will be attached to the outside of the envelope containing the bid.

Bid signatures will be checked.

The total dollar amount of each bid will be read, and the three apparent lowest bids will be selected for further consideration. These three apparent low bids will be read aloud for the benefit of the other bidders and the bid opening procedure will be closed. All those present at the bid opening may arrange a time to examine all bids after the bid opening and after the reading of the three apparent low bids.

Ability and Experience of Bidder

No award will be made to any bidder who cannot satisfy the Owner that he has sufficient ability and experience in this class of work and sufficient capital and resources to enable him to complete the work successfully within the time named. The Owner's decision or judgment on these matters will be final, conclusive, and binding.

Bidder must have a minimum of five (5) years' experience and have completed satisfactorily five (5) jobs within that time of similar size and scope.

All Subcontractors must have a minimum of five (5) years' experience and have completed satisfactorily five (5) jobs within that time of similar size and scope.

The Contractor must submit with his bid proposal a list of five (5) jobs which he has successfully completed, giving the name and the address of these projects so they can be investigated prior to the award of the contract.

The Owner may make such investigations as he deems necessary, and the bidder must furnish to the Owner, under oath if so required, all such information and data for this purpose as the Owner may request.

Condition of Work

Each bidder must familiarize himself fully with the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of his obligation to furnish all material and labor necessary to carry out the provisions of this Contract. Insofar as possible the

Contractor, in carrying out his work, must employ such methods or means as will not cause any interruption of or interference with the work of any other Contractor.

Addenda and Interpretations

No interpretation of the bid documents will be made orally. Every request for such interpretation should be in writing addressed to the Town's Designated Representative listed in INVITATION TO BID and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the Contract Documents. Failure of any bidder to receive any such addendum or interpretation will not relieve such bidder from any obligation under this bid as submitted. All addenda so issued will become part of the Contract Documents.

Laws and Regulations

The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulation of all authorities having jurisdiction over construction of the project will apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.

Bid Security

Each bid must be accompanied by a BID BOND, CASH, or, CERTIFIED CHECK, payable to the Town, in the amount stated in INVITATION FOR BID. Such checks will be returned to all except the three (3) lowest responsible and eligible bidders within five (5) days, Saturday, Sundays, and legal holidays excluded, after the opening of bids, and the remaining checks will be returned promptly after the Owner and the accepted bidder have executed the Contract, or if no notice of intent to award has been presented to the selected contractor within thirty (30) days, Saturdays, Sundays and holidays excluded, after the date of the opening of bids, upon demand of the bidder at any time thereafter.

The said amount is fixed and agreed upon by and between the Contractor and the Owner because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain, and said amount is agreed to be the amount of damages which the Owner would sustain and said amount will be retained from time to time by the Owner from current periodical estimates.

Right to Reject Bid

The Owner reserves the right to waive any informality or reject any and all bids and alternate bids, should the Owner deem it to be in the public interest to do so.

The Owner also reserves the right to reject the bid of any bidder that the Owner considers to be unqualified based on the criteria set forth herein.

Time for Completion

The bidder must agree to commence work and to fully complete the project within the time limit stated in SPECIAL CONDITIONS.

Comparison of Bids

In the event that there is a discrepancy in FORM OF GENERAL BID between the lump sum or unit prices written in words and figures, the prices written in words will govern.

Rule for Award of Contract

The Contract will be awarded to “the lowest responsible and eligible bidder” for the Total Price Bid pursuant to General Laws Chapter 30, Section 39M, as amended. Such a bidder will possess the skill ability and integrity necessary for the faithful performance of the work, will be able to furnish labor that can work in harmony with all other elements of labor employed, or to be employed, in the work, and will otherwise comply with all applicable provisions of law. Bidder will execute formal agreement within ten (10) days of the Notice of Award.

Statutes Regulating Competitive Bidding

Any bid that does not comply with the provisions of Massachusetts General Laws Chapter 30, Section 39M as amended, need not be accepted and the Owner may reject every such bid.

Wage Rates

Prevailing Wage Rates as determined by the Commissioner of Department of Labor and Industries under the provision of the Massachusetts General Laws, Chapter 149, Section 26 to 27G, as amended, apply to this project. It is the responsibility of the contractor, before bid opening to request if necessary, any additional information on Prevailing Wage Rates for those trades people who may be employed for the proposed work under this contract.

State schedules of Prevailing Wage Rates are included in the contract documents.

Bid Items Not Guaranteed

The successful bidder is not guaranteed all items or the total bid price under this contract. Bidders must understand that like items may be bid under other contracts specifically packaged as one complete project. The successful bidder has no right to similar items bid under other projects. The Owner will specify where and when this contract will be applied to undertake a particular improvement.

Tie Bids

In the event of tied bids, wherein two or more responsive and responsible vendors provide the same bid price a coin toss will be used to break the tie.

Unforeseen Office Closure

If, at the time of the scheduled bid opening, Town Offices are closed due to uncontrolled events, the bid opening will be postponed until the next normal business day at the original time specified in the documents. Bids will be accepted until that date and time.

FORM OF GENERAL BID

Bid of _____ (hereinafter called "Bidder")*

(____) a corporation, organized and existing under the laws of the state of _____.

(____) a partnership

(____) a joint venture

(____) an individual doing business as _____

To the Town of Burlington, Massachusetts (hereinafter called "Owner").

Gentlemen:

The bidder, in compliance with your invitation for bid, examined the Contract Documents and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby propose to furnish all labor, materials, and supplies, and to construct the project in accordance with the Contract Documents within the time set forth in the agreement, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, or which this proposal is a part.

*Insert corporation, partnership or individual as applicable.

ADDENDA

Bidder acknowledges receipt of the following addenda:

No. _____ Dated: _____

BID FORM

PREVENTATIVE MAINTENANCE

All quarterly, semi-annual and annual maintenance shall include all labor and materials, with no paid travel time, to complete the work as described in the scope of services for each building. Contractor shall invoice quarterly (1/4 of total and/or after completion of seasonal maintenance: fall, winter, spring and summer).

Location	Annual Cost Preventative Maintenance Services
1.1 Town Hall	
1.2 Town Hall Annex	
1.3 Main Fire Station	
1.4 Youth & Family Services	
1.5 Library	
1.6 Police Station	
1.7 Grandview Farm	
1.8 61 Center Street	
1.9 Fire Station 2	
1.10 Mill Pond	
1.11 Vine Brook	
1.12 DPW HW&S 1-3 Great Meadow Rd	
1.13 DPW CMREC 10 Great Meadow Rd	
1.14 Dog Pound 2 Great Meadow Rd	

Bid Sub-Total

1. Preventative Maintenance Services: _____

25C-192-0031 Annual Maintenance-Repair of Town Facility's HVAC

October 1, 2025 10:00 AM

**Maintenance and Repair of Town Facilities Town Facilities HVAC Systems
Project Number**

REPAIRS & EMERGENCY WORK

	Mechanic/Tradesman*	Estimated Hours**	Repairs and Emergency Work Bid Total
2.1 Hourly Rate	\$ _____ Per Hour	X 400** Estimated Hours	
2.2 Materials	Estimated Materials \$10,000.00**	X 10% Markup	\$11,000**

Bid Sub-Total

2. Repairs and Emergency Work _____

Bid Total

Preventative Maintenance Services plus Repairs and Emergency Work: _____
(Sum of Lines 1 and 2)

**Emergency and Repair calls shall be a one Mechanic/Tradesman operation unless additional Mechanics/Tradesmen are approved by the Superintendent of Buildings and Cemeteries.*

***Hour and Material amounts are for evaluative purposes only and do not reflect actual estimate of hours and materials required under contract.*

TOTAL BID PRICE

Total Price Bid: \$ _____

Bid Price in Words: _____

Name: _____

Signature: _____

Title: _____

Company: _____

Address: _____

Phone: _____

This is an unofficial Bid Spec. If this document is used to submit a bid then you must email your contact information to lmatarazzo@burlington.org in order to be added to the bidders list.

Each bidder must attend a **mandatory pre-bid walk through** of the facilities on Wednesday, September 24, 2025 at 9:00 AM beginning at the Town Hall Annex, 25 Center St, Burlington, Massachusetts to participate in this bid.

CONTRACTOR REFERENCES

The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon according to all the requirements of the plans and specifications.

1. Have been in business under present name for ____ years.
2. The names and addresses of all persons interested in the bid (if made by a partnership or corporation) as Principals are as follows:

(Attach supplementary list if necessary)

3. The bidder is requested to state below what work of a similar character to that included in the proposed contract he has done, and give references that will enable the Owner to judge his experience, skill and business standing (add supplementary page if necessary).

#	Completion Date	Project Name	Contract Amount	Reference Name	Telephone No.
1					
2					
3					
4					
5					

4. Bank reference _____
(Name)

(Bank) (Address) (Telephone No.)

CONTRACTOR CERTIFICATION

NON-COLLUSION

I certify under penalties of perjury that this bid or proposal has been made and submitted under good faith and without collusion or fraud with any other person. As used in this certification, the word "person" means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

TAX COMPLIANCE

Pursuant to Massachusetts General Law Chapter 62C, Section 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.

LABOR HARMONY / OSHA 10-HOUR

I will furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work, and All employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health administration that is at least 10 hours in duration.

Signature: _____
(Person Signing Bid)

(Name of Business)

AGREEMENT

THIS AGREEMENT, by and between the party of the first part, the Town of Burlington, hereinafter called "OWNER", acting herein through its Town Administrator, and the party of the second part hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the project described by these bid documents hereinafter called the project, for the sum of the contract price and all extra work in connection therewith, under the terms as stated in the Contract Documents; and at his (its and their) own proper cost and expense to furnish all the materials, supplies, machinery equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in **FORM OF GENERAL BID, GENERAL CONDITIONS, Contract Documents** as prepared by the Owner.

IN WITNESS WHEREOF, the parties to these presents have executed this contract.

Contract Price

AGREED:

Town of Burlington

Owner

Date

Contractor

Contractor

Date

Company
Name:

Address:

In accordance with M.G.L. C. 44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefore and that the Town Administrator has been authorized to execute the contract and approve all requisitions and change orders.

Account #

Town Accountant

Date

25C-192-0031 Annual Maintenance-Repair of Town Facility's HVAC
October 1, 2025 10:00 AM

Attention is directed to the following parts of the contract:

Description	Location in Contract
Preparation of Bid	Instructions Bidders
Experience of Bidders	Instructions to Bidders
Bid Security	Instructions to Bidders
Execution, Correlation and Intent	General Conditions; Article 1
Contract Administration and Payments	General Conditions; Article 2
Superintendent	General Conditions; Article 4, Section 8
Project/Progress Schedule	General Conditions; Article 4, Section 9
Insurance Requirements	General Conditions; Article 5
Liquidated Damages	General Conditions; Article 6
Prevailing Wage Rates	Appendix A

1. Summary Table of Important Contract Dates

Item	Date
Bid Opening	10/1/2025 10:00 AM
Commencement of Work No Later Than	11/01/2025
Completion of Work No Later	11/30/2026
Liquidated Damages Starting	12/01/2026

GENERAL CONDITIONS

ARTICLE 1

CONTRACT DOCUMENTS

1.1 DEFINITIONS

1.1.1 THE CONTRACT DOCUMENTS

The Contract Documents consist of the Owner-Contractor Agreement, the Conditions of the Contract (General, and other Conditions), the Drawings, the Specifications, all Addenda issued prior to and all Change Orders issued after execution of the Contract, and all applicable laws, ordinances and regulations. The Contract Documents include Bidding Documents such as the Advertisement or Invitation for Bid, the Instructions to Bidders, sample forms, the Contractor's Bid or portions of Addenda relating to any of these, or any other documents, specifically enumerated in the Owner-Contractor Agreement.

1.1.2 THE CONTRACT

The Contract Documents form the Contract for Construction. This Contract represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a written Change Order.

1.1.3 THE WORK

The Work comprises the completed construction required by the Contract Documents and includes all labor necessary to produce such construction, and all materials and equipment incorporated in such construction.

1.1.4 THE PROJECT

The project is the total construction of which the Work performed under the Contract Documents may be the whole or a part.

1.1.5 OR EQUAL

The use of the words "Or Equal" following the name of any manufacturer, vendor or proprietary product will be understood to mean that articles or materials may be substituted which, in the opinion of the Owner, are equal in quality, durability, appearance, strength, design and performance to the articles or materials named or described and will perform adequately in providing a first-class facility. When submitting shop drawing information on articles or materials which are being proposed as substitutes for specified items, the Contractor must clearly identify them as such. If the articles or materials are accepted as equal to those on which dimensions on the drawings are based, any dimensional variance from those shown and/or specified must be shown on the shop drawings prepared by the Contractor, illustrating the manner in which conformity to dimensions and design is to be obtained. All such drawings will be subject to the

approval of the Owner and the installation of the article will not proceed without first obtaining said approval.

1.2 EXECUTION, CORRELATION AND INTENT

1.2.1

By executing the Contract, the Contractor represents that he has visited the site, familiarized himself with the local conditions under which the Work is to be performed, and correlated his observations with the requirements of the Contract Documents.

1.2.2

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work. The Contract Documents are complementary, and what is required by any one will be as binding as if required by all. Work not covered in the Contract Documents will not be required unless it is consistent therewith and is reasonably inferable there from as being necessary to produce the intended results. Words and abbreviations which have well-known technical or trade meanings are used in the Contract Documents in accordance with such recognized meanings.

1.2.3

The Notice to Proceed will come in the form of a written letter to the Contractor. Once the written Notice to Proceed has been received by the Contractor, that date will be the legal start date for work under the Contract.

In the event of a failure to issue a Notice to Proceed written document specifying the commencement date, the pre-construction meeting date will serve as the Notice to Proceed date.

1.3 OWNERSHIP AND USE OF DOCUMENTS

1.3.1

All Drawings, Specifications and copies thereof furnished by the Owner are and will remain the Owner's property. They are to be used only with respect to this Project and are not to be used on any other project without prior written consent of the Owner. With the exception of one contract set for each party to the Contract, such documents are to be returned or suitably accounted for to the Owner at the completion of the Work. Submission or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of any reserved rights.

ARTICLE 2

ADMINISTRATION

2.1 ADMINISTRATION OF THE CONTRACT

2.1.1

The Superintendent will visit the sites at intervals appropriate to the stage of the project to familiarize himself generally with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. The Superintendent will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.

2.1.2

The Superintendent will at all times have access to the Work whenever it is in preparation and progress. The Contractor must provide facilities for such access so the Superintendent may perform its functions under the Contract Documents.

2.1.3

The Superintendent will make payments for Preventative Maintenance invoiced by the Contractor in arrears of each quarter and following completed repairs and emergency work, invoiced by the Contractor, approved by the Superintendent, in accordance with M.G.L. Ch. 30, Sec. 39G.

2.1.4

The Superintendent will render information necessary for the proper execution or progress of the Work within twenty (20) days of any request by the contractor or in accordance with any time limit agreed upon.

2.1.5

The Superintendent will have authority to reject Work which does not conform to the Contract Documents. Whenever, in his opinion, he considers it necessary or advisable for the implementation of the intent of the Contract Documents, he will have authority to require special inspection or testing of the Work whether or not such Work is then fabricated, installed or completed. Any such rejection of work will not relieve the Contractor of the responsibility for maintaining protection of the Work and property.

2.1.6

The Owner or its Designated Representative will review and approve or take other appropriate action upon Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for conformance with the design concept of the Work and with the information given in the Contract Documents. Such action will be taken with reasonable promptness so as to cause no delay. The Owner's approval of a specific item will not indicate approval of an assembly of which the item is a component.

2.1.7

The Superintendent will conduct inspections and will review written warranties and related documents required by the Contract and assembled by the Contractor.

ARTICLE 3

OWNER

3.1 DEFINITION

3.1.1

The Owner is the person or entity identified as such in the Owner-Contractor Agreement and is referred to throughout the Contract Documents as if singular in number and masculine in gender. The term Owner means the Town of Burlington or its designated representative.

3.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER

3.2.1

The Owner will, at the time of execution of the Agreement and any subsequent Change Orders, certify for the Contractor that financial arrangements have been made to fulfill the Owner's obligations under the Contract.

3.2.2

The Owner will furnish all documents describing the work.

3.2.3

Except as provided in Subparagraph 4.7.1. the Owner will secure and pay for necessary approvals, easements, assessments and charges required for the construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

3.2.4

Information or services under the Owners control will be furnished by the Owner with reasonable promptness to avoid delay in the orderly progress of the Work.

3.2.5

The Owner will furnish the Contractor with Drawings and Specifications and revisions issued during the progress of the Work; all additional copies will be furnished upon request at the cost of reproduction.

3.2.6

The Superintendent will forward all instructions directly to the Contractor.

3.3 OWNER'S RIGHT TO STOP THE WORK

3.3.1

If the Contractor fails to correct defective Work as required by the Owner or fails to carry out the Work in accordance with the Contract Documents or if the Owner will for any other reason so require, the Owner, by a written order signed personally or by an agent specifically so empowered by the Owner in writing, may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated or until further written notice from the Owner; however, this right of the Owner to stop the Work will not give rise to any duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity. The Contractor must resume the Work after such stoppage promptly upon written notice to do so from the Owner. If such stoppage is required through no fault of the Contractor, the Contract Time (and the dates for achieving Substantial Completion and Final Completion) will be extended by a period equal to the period of the stoppage, and the Contractor will be compensated for its reasonable and justifiable cost incurred as a result of such stoppage.

3.4 OWNER'S RIGHT TO CARRY OUT THE WORK

3.4.1

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within seven days after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to any other remedy he may have, perform such work or cause such work to be performed and/or make good such deficiencies. In such case an appropriate Change Order will be issued deducting from the payments then or thereafter due the Contractor the cost of correcting such deficiencies, including compensation for additional services made necessary by such default, neglect or failure. If the payments then or thereafter due the Contractor are not sufficient to cover the amount, the Contractor must pay the difference to the Owner.

3.5 OWNER'S RIGHT TO TERMINATE CONTRACT

3.5.1

The Town reserves the right to terminate this Contract at their discretion with thirty (30) days written notice to the contractor. In the event of Contract termination, all finished or unfinished work, or un-used material, already paid for under Contract prices, will become the property of the Town of Burlington.

ARTICLE 4

CONTRACTOR

4.1 DEFINITION

4.1.1

The Contractor is the person or entity identified as such in the Owner-Contractor Agreement and is referred to throughout the Contract Documents as if singular in number and masculine in gender. The term Contractor means the Contractor or his authorized representative.

4.2 REVIEW OF CONTRACT DOCUMENTS

4.2.1

The Contractor must carefully study and compare the Contract Documents and must at once report to the Owner any error, inconsistency or omission he may discover. The Contractor will not be liable to the Owner for any damage resulting from errors, inconsistencies or omissions in the Contract Documents which he discovers but will be liable for damage to the extent he reasonably should have but failed to discover such errors, inconsistencies or omissions. The Contractor will perform no portion of the Work at any time without Contract Documents or, where required, approved Shop Drawings, Product Data or Samples for such portion of the Work.

4.3 SUPERVISION AND CONSTRUCTION PROCEDURES

4.3.1

The Contractor must supervise and direct the Work, using his best skill and attention which will not be less than such state of skill and attention generally rendered by the contracting profession for projects similar to the Project in scope, difficulty and location. The Contractor must maintain adequate supervisory personnel at the Site during the performance of the Work. He will be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract.

4.3.2

The Contractor will be responsible to the Owner for the acts and omissions of his employees, Subcontractors and their agents and employees, and other persons performing any of the Work under a contract with the Contractor. This obligation will also extend to the presence on the Site of suppliers of materials or equipment, their employees, contractors, and agents engaged in the work.

4.3.3

The Contractor will not be relieved from his obligations to perform the Work in accordance with the Contract Documents either by the activities or duties of the Owner in its administration of the Contract.

4.4 LABOR AND MATERIALS

4.4.1

Unless otherwise provided in the Contract Documents, the Contractor will provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and service necessary for the proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

4.4.2

The Contractor will at all times enforce strict discipline and good order among his employees and will not employ on the Work any unfit person or anyone not skilled in the task assigned to him including all persons on the Site controlled directly or indirectly by the Contractor.

4.5 WARRANTY

4.5.1

The Contractor warrants to the Owner that all materials and equipment furnished under this Contract will be new and of recent manufacture unless otherwise permitted in writing by the Owner and that all Work will be of good quality, free from faults and defects and in conformance with the Contract Documents. All Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective and, promptly after written notification of non-conformance, will be repaired or Check & Replace Filter, if needed by the Contractor with Work conforming to such requirements. If required by the Owner, the Contractor will furnish satisfactory evidence as to the kind and quality of materials and equipment.

4.6 TAXES

4.6.1

The Contractor will pay all applicable sales, consumer, use and other similar taxes for the Work or portion thereof provided by the Contractor which are legally enacted at the time bids are received, whether or not yet effective.

4.7 PERMITS, FEES AND NOTICES

4.7.1

Unless otherwise expressly provided in the SPECIAL CONDITIONS, the Contractor will secure and pay for all permits and fees, licenses and inspections necessary for the proper execution and completion of the Work which are customarily secured after execution of the Contract and which are legally required at the time the bids are received, and the same will at all times be the property of the Owner and will be delivered to the Owner upon completion of the Project.

4.7.2

The Contractor must give all notices and comply with all federal, state and local laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the Work. The Contractor must provide the Owner with reproductions of all permits, licenses and receipts for any fees paid. The Owner represents that it has disclosed to the Contractor all orders and requirements known to the Owner of any public authority particular to this Contract.

4.7.3

If the Contractor observes that any of the Contract Documents are at variance with applicable laws, statutes, codes and regulations in any respect, he must promptly notify the Owner in writing, and any necessary changes must be accomplished by appropriate Modification.

4.7.4

If the Contractor performs any Work which he knows or should know is contrary to such laws, ordinances, rules and regulations, and without such notice to the Owner, he will assume full responsibility therefore and will bear all costs attributable thereto.

4.8 SUPERINTENDENT

4.8.1

The Contractor must employ a competent project manager and necessary assistants who will be in attendance at the Project site at all times during the progress of the Work. The superintendent will represent the Contractor and all communications given to the superintendent will be as binding as if given to the Contractor. Important communications will be confirmed in writing. Other communications will be so confirmed on written request in each case.

4.9 PROGRESS SCHEDULE

4.9.1

The Contractor, immediately after being awarded the Contract, must prepare and submit for the Owner's information an estimated progress schedule for the Work. The progress schedule must be related to the entire Project to the extent required by the Contract Documents, and will provide for expeditious and practicable execution of the Work. No work will start without the Project schedule. The Contractor must submit the project schedule five days prior to start the work.

4.10 DOCUMENTS AND SAMPLES AT THE SITE

4.10.1

The Contractor must maintain at the site for the Owner one record copy of all Drawings, Specifications, Addenda, Change Orders and other Modifications, and "As-Built"

Drawings and Specifications in good order and marked currently to record all changes made during construction, and approved Shop Drawings, Product Data and Samples. These will be available to the Owner upon completion of the Work.

4.11 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

4.11.1

Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or any Subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.

4.11.2

Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Contractor to illustrate a material, product or system for some portion of the Work.

4.11.3

Samples are physical examples which illustrate materials, equipment or workmanship and establish standards by which the Work will be judged.

4.11.4

The Contractor must review, approve and submit, with reasonable promptness and in such sequence as to cause no delay in the Work or in the work of the Owner or any separate contractor, all Shop Drawings, Product Data and Samples required by the Contract Documents.

4.11.5

By approving and submitting Shop Drawings, Product Data and Samples, the Contractor represents that he has determined and verified all material, field measurements, and field construction criteria related thereto, or will do so, and that he has checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

4.11.6

The Contractor will not be relieved of responsibility for any deviation from the requirements or the Contract Documents by the Owner's approval of Shop Drawings, Product Data or Samples or the Owners' approval of the same unless the Contractor has specifically informed the Designated Representative in writing of such deviation at the time of submission and the Designated Representative has given written approval to the specific deviation. The Contractor will not be relieved from responsibility from errors or omissions in the Shop Drawings, Product Data or Samples by the Owner's approval thereof.

4.11.7

The Contractor must direct specific attention, in writing or on resubmitted Shop Drawings, Product Data or Samples, to revisions other than those requested by the Owner or its Designated Representative on previous submittals.

Designated Representative

4.11.8

No portion of the Work requiring submission of a Shop Drawing, Product Data or Sample will be commenced until the submittal has been approved by the Owner or Designated Representative. All such portions of the Work will be in accordance with approved submittals.

4.12 USE OF SITE

4.12.1

The Contractor will confine operations at the site to areas permitted by law, ordinances, permits and the Contract Documents and must not unreasonably encumber the site with any materials or equipment.

4.13 RESERVED

4.14 CLEANING UP

4.14.1

The Contractor at all times will keep the premises free from accumulation of waste materials or rubbish caused by his operations. At the completion of the Work he will remove all his waste materials and rubbish from and about the Project in full compliance with all applicable laws and regulations as well as all his tools, construction equipment, machinery and surplus materials and the Project must be thoroughly cleaned and ready for immediate occupancy by the Owner.

4.14.2

If the Contractor fails to clean up at the completion of the Work, the Owner may do so as provided in Paragraph 3.4 and the cost thereof will be charged to the Contractor.

4.15 COMMUNICATIONS

4.15.1

The Contractor must forward all communications to the Owner's designated representative.

4.15.2

The Contractor will at all times have a designated representative in the field that is authorized to act on behalf and make decisions for the Contractor under this contract agreement.

4.16 ROYALTIES AND PATENTS

4.16.1

The Contractor must pay all royalties and license fees. He must defend all suits or claims for infringement of any patent rights and will save the Owner harmless from loss on account thereof, except that the Owner will be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified, but if the Contractor believes or has reason to believe that the design, process or product specified is an infringement of a patent, he will be responsible for such loss unless he promptly gives such information to the Owner, and thereafter the Owner insists on the use of the design, process or products specified.

4.17 INDEMNIFICATION

4.17.1

To the fullest extent permitted by law, the Contractor will indemnify and hold harmless the Owner and its Representative, and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible property (other than the Work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified there under. Such obligation will not be construed to negate, abridge, or otherwise reduce any other right or of indemnity which would otherwise exist as to any party or person described in this Paragraph 4.17.

4.17.2

In any and all claims against the Owner the Designated Representative or any of their agents or employees by any employee of the Contractor, any Subcontractor anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph 4.17 will not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

4.17.3

The obligations of the Contractor under this paragraph 4.17 will not extend to the liability of the Owner, Designated Representative, their agents or employees, arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or (2) written directions or instructions given by the Owner, the Designated Representative, their agents or employees, provided they are the sole cause of the injury or damage.

ARTICLE 5

INSURANCE

Contractor must provide insurance as specified below:

General Liability

Includes:

Comprehensive form

Premises/Operations

Underground Explosion & Collapse

Hazard

Products / Completed Operations

Independent Contractors

Broad Form Property Damage

Personal Injury

Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

Automobile Liability

Includes:

All Owned Vehicles

Hired Vehicles

Non-owned Vehicles

Bodily Injury & Property Damage Combined	\$1,000,000
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Workers Compensation & Employers Liability

As Required by State of
Massachusetts

Each Accident	\$100,000
Bodily Injury by Disease (Policy Limit)	\$500,000
Bodily Injury by Disease (Each Employee)	\$100,000

Additional Insurance / Requirements

The Town of Burlington Will be named as Additional Insured

ARTICLE 6

LIQUIDATED DAMAGES

6.1 LIQUIDATED DAMAGES

If the Contractor neglects, fails or refuses to complete the work as herein specified, or any proper extension thereof granted by the Owner, then the Contractor does hereby agree, as a part consideration for the awarding of this Contract, to pay to Owner the amount of \$1,000 per day, not as a penalty but as liquidated damages for such breach of Contract as hereinafter set forth, for each and every calendar day that the Contract will be in default after the date stipulated in the Contract for completing the work.

APPENDIX A

Prevailing Wage Report