

**Town of Randolph – Trustees of the Stetson School Fund
Invitation For Bid
Carpentry Repairs at
Stetson Hall, 6 South Main Street, Randolph, MA, 02368**

The Town of Randolph, Massachusetts, acting through the Trustees of the Stetson School Fund, will receive sealed bids for:

Great Hall Repairs at Stetson Hall, 6 South Main Street, Randolph, MA, 02368

Bidding procedures will be in accordance with the latest edition of M.G.L. Chapter 30, section 39m. These bids will be received until 12 noon on Wednesday, May 15, 2024, at which time all bids will be publicly opened and read aloud. Any bids received after the specified time will not be accepted. All bids will be submitted in a sealed envelope clearly marked "SEALED BID ENCLOSED STETSON HALL – GREAT HALL REPAIRS". Said bids will be addressed to the Trustees of the Stetson School Fund, c/o The Randolph Town Clerk, Town Hall, 41 S. Main Street, Randolph, MA, 02368. The Bidder will submit three hard copies of the Proposal, plus an electronic copy. The name of the Bidder will be listed on each page of the bid form. All Bidders may obtain complete sets of plans and specifications at the Town Clerk's Office after 9:00 am on Monday, April 29, 2024. The Town of Randolph reserves the right to accept or reject any or all bids or to waive any informality in the bidding. Bids shall be valid for 30 business days after the bid receipt date. Also reserved is the right to reject, for cause, any bid in part or whole, if it is judged by the Town of Randolph that the best interests of the Town will be served thereby. Wages are subject to the prevailing wage requirement of M.G.L. Chapter 149, §§26-27F, inclusive. It is the responsibility of the Contractor, before Bid opening, to request if necessary, any additional information on Minimum Wage Rates for those trades people who may be employed for the proposed work under this Contract. All Bidders will receive consideration without regard to race, color, religion, age, sex, marital status, sexual orientation, gender identity, national origin, disability, veteran status, or any other category protected by law.

The project bid consists of furnishing all labor, materials, tools, equipment and incidentals required to perform the work described below, including any miscellaneous work, cleanup, or other tasks as required to comply with the specifications contained below.

All work shall be completed within 60 days, commencing twenty days following the Effective Date of the Agreement between the Town and the successful bidder. The successful bidder shall enter into a contract with the Town containing substantially the terms contained in this IFB and the successful bidders' bid documents within 30 days of being presented with said contract by the Town.

All questions about the meaning or intent of this Invitation for Bids or the contract documents shall be submitted and received in writing by email to Trustees Chair Henry Cooke, hcooke4@verizon.net at least seven calendar days before the date set herein for the opening of bids.

This Invitation for Bids is being distributed electronically only. Persons requesting the Invitation for Bids or submitting questions will be added to the prospective bidders list for the project. Requests for an electronic copy of the Invitation for Bids may be submitted to: Henry Cooke, hcooke4@verizon.net.

Each Bid shall be submitted in accordance with the instructions contained in this Invitation for Bid and shall be accompanied by a Bid Deposit in the amount of five percent of the Total Bid Price. The Successful Bidder must furnish a 50 Percent Payment Bond with a surety company acceptable to the Town of Randolph.

If the successful bidder fails to enter into the contract for this work within the time specified in this Invitation for Bid, together with any extensions granted in writing by the Town, the amount of the Bid Deposit check or bid bond in whole or in part, shall be forfeited to the Town.

The bidding and award of this Contract will be under the provisions of M.G.L. Chapter 30, Section 39M of the General Laws of the Commonwealth of Massachusetts as last revised.

United States Occupational Safety and Health Administration (OSHA) Construction Training is required for this Contract. As of July 1, 2006, under M.G.L. Chapter 20, Section 39S, any person submitting a bid for, or signing a contract to work on, the construction, reconstruction, alteration, remodeling or repair of any public work by the Commonwealth of Massachusetts and/or the Town of Randolph that is estimated by the awarding authority to cost more than \$10,000.00 shall certify on the Bid and Agreement, under penalty of perjury, that all employees to be employed on the Work shall have successfully completed a course in construction safety and health that is approved by OSHA and at least ten (10) hours in duration.

Award of this contract will be contingent on the Town of Randolph's needs, appropriation, and availability of funds. The Town of Randolph reserves the right to waive any informality in or to reject any or all Bids if deemed to be in its best interest.

The Town of Randolph is an Equal Opportunity Employer.

Specifications and Scope of Work

The Town of Randolph, through the Trustees of the Stetson School Fund, is soliciting sealed bids for sundry carpentry repairs, plaster ceiling repairs in the Great Hall, and flashing of south chimney at Stetson Hall. The project is being funded by a grant from the Town of Randolph's Community Preservation Fund.

Scope of Work – For location of items described below, please see Elevation Views (Attachment #1), Cornice/Soffit Cross Section View (Attachment #2), Reflected Ceiling View (Attachment #3) and Photographs (Attachment #4)

1. Develop and install a support system for the Wood Cornice Trims at the top of the North wall in the Great Hall to raise the sagging trim and anchor it securely and prevent it from becoming detached from the wall. Contractor will work with the Town Building Inspector who will have review authority over all repairs and proposed methods of repair.
2. Repair and Reinstall Wood Cornice Trims at the top of the South Wall in the Great Hall and install support system described in Item #1. Damaged components to be replaced in kind. All replacement components to be primed and painted to match existing trim. All joints in trim boards are to be carefully matched, and joints and nail holes puttied as needed. Trim to be painted to match existing adjacent trim. Where the reinstalled trim meets existing trim in the corners of the hall, care is to be taken to match the edges of the new installation with the existing.
3. Repair and re-flash the south chimney and hatch cover on the roof of Stetson Hall to make it weather tight and prevent water infiltration into the building.
4. Repair of damaged areas of plaster ceiling over the balcony in the Great Hall. Damaged areas to be removed and replaced with sound materials. If it becomes necessary to replace large sections of ceiling, all expansion joints

are to be maintained. All repair areas to be finished to match existing sound surfaces and painted to match.

Criteria for Award:

The Town of Randolph reserves the right to select the bid from the most qualified contractor, at the lowest cost to the Town. All Bids will be reviewed by the Town and graded on the following criteria:

- The appropriateness of the proposed repairs to the needs of Stetson Hall and the Town of Randolph. If an alternative material or procedure is proposed that is different from what is specified in the Scope of Work, the Town will compare the proposed product or process with the one listed in the Scope of Work to insure it meets the Secretary of the Interior's Standards for Historic Buildings.
- Completeness of the bid submission.
- Ability of the Contractor to complete the project completely and in a timely manner, with minimal disruption to the historic building fabric.
- Price of the proposed repairs.

Rule for Award:

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the contract as per the provisions of MGL Chapter 30, Section 39M.

Additional Instructions for Bid Submission:

Bid Submission should cover all items listed above and include a price for the total package. The Submission should also include a statement of the bidder's qualifications and at least four references for the same or similar projects completed for other clients.

All bids must include a non-collusion form, tax compliance certificate, price, OSHA training certificate, comprehensive list of references showing 3 years' experience (with contact information), and (if applicable) a certificate of corporate vote. All bids must be signed by an authorized individual(s).

A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the time and date set for bid opening. Bid modifications must be submitted in duplicate in a sealed envelope clearly labeled "Modification No. ____".

Each modification must be numbered in sequence and must reference the original IFB.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived, or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, then the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

The bidder by making a bid represents that the bidder has read and understands the bidding documents, and that the bid is made in accordance therewith. By submitting a bid, the bidder further represents that he or she has had an opportunity to visit the site, has become familiar with local conditions under which the work is to be performed and has correlated the bidder's personal observations with the requirements of the contract documents. In addition, the bidder represents through his or her bid that the contract documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work described in this Invitation for Bids.

The Town retains the right to cancel this IFB, or to reject in whole or in part any and all bids, and to waive any informalities in bidding, if the Town determines that cancellation or rejection serves the best interests of the Town.

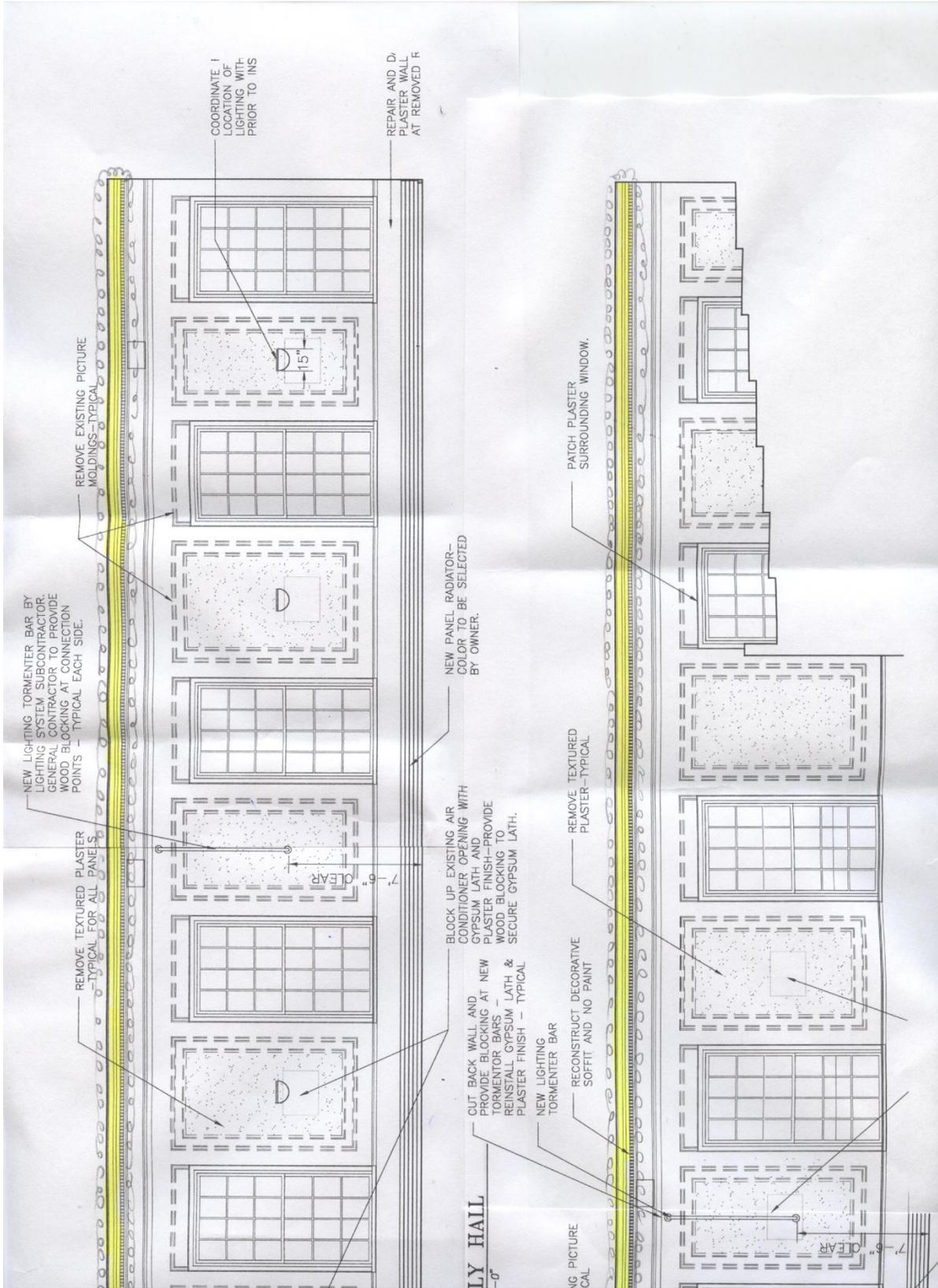
Notice Concerning Unexpected Closures: If at the time of the scheduled bid opening, Town Hall is closed due to uncontrolled events, such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day.

Authorized Parties: A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation and the corporate seal affixed.

The successful bidder shall provide a certificate of liability insurance of not less than \$1 million per occurrence and naming the Town of Randolph as an additional insured.

All work is to be performed in a workmanlike manner in accordance with standard practice and in conformance with all applicable rules, standards, and laws including Occupational Safety and Health Act (OSHA) regulations and state, local and federal laws. The work site will be swept and work debris removed to the site dumpster at the end of each work day.

The Trustees will have a walkthrough at Stetson Hall to allow potential bidders to see the existing conditions described to enable an informed bid to be prepared, on Thursday, May 2, at 12 noon. Those unable to attend the walkthrough, may contact the Trustees chair, Henry Cooke, at 617-710-7976 or email hcooke4@verizon.net to arrange for a visit at a mutually agreed upon time.



NEW LIGHTING TORMENTER BAR BY LIGHTING SYSTEM SUBCONTRACTOR. GENERAL CONTRACTOR TO PROVIDE WOOD BLOCKING AT CONNECTION POINTS - TYPICAL EACH SIDE.

REMOVE TEXTURED PLASTER - TYPICAL FOR ALL PANELS

REMOVE EXISTING PICTURE MOLDING - TYPICAL

COORDINATE LOCATION OF LIGHTING WITH PRIOR TO INS

REPAIR AND DRY PLASTER WALL AT REMOVED F

NEW PANEL RADIATOR - COLOR TO BE SELECTED BY OWNER.

BLOCK UP EXISTING AIR CONDITIONER OPENING WITH GYPSUM LATH AND PLASTER FINISH - PROVIDE WOOD BLOCKING TO SECURE GYPSUM LATH.

CUT BACK WALL AND PROVIDE BLOCKING AT NEW TORMENTOR BARS - REINSTALL GYPSUM LATH & PLASTER FINISH - TYPICAL

NEW LIGHTING TORMENTER BAR

RECONSTRUCT DECORATIVE SOFFIT AND NO PAINT

REMOVE TEXTURED PLASTER - TYPICAL

PATCH PLASTER SURROUNDING WINDOW.

LY HALL

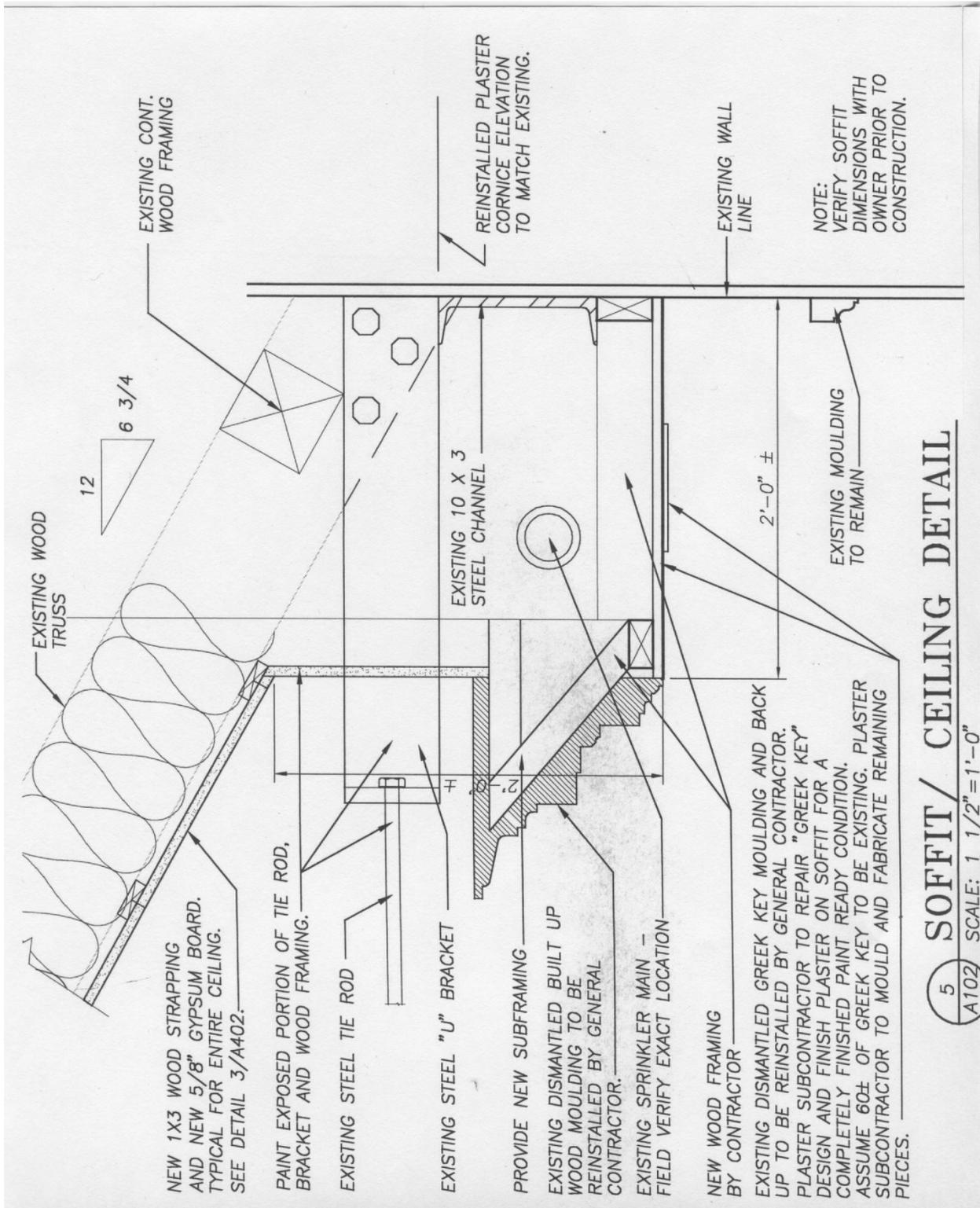
REMOVE EXISTING PICTURE MOLDING - TYPICAL

7'-6"

7'-6"

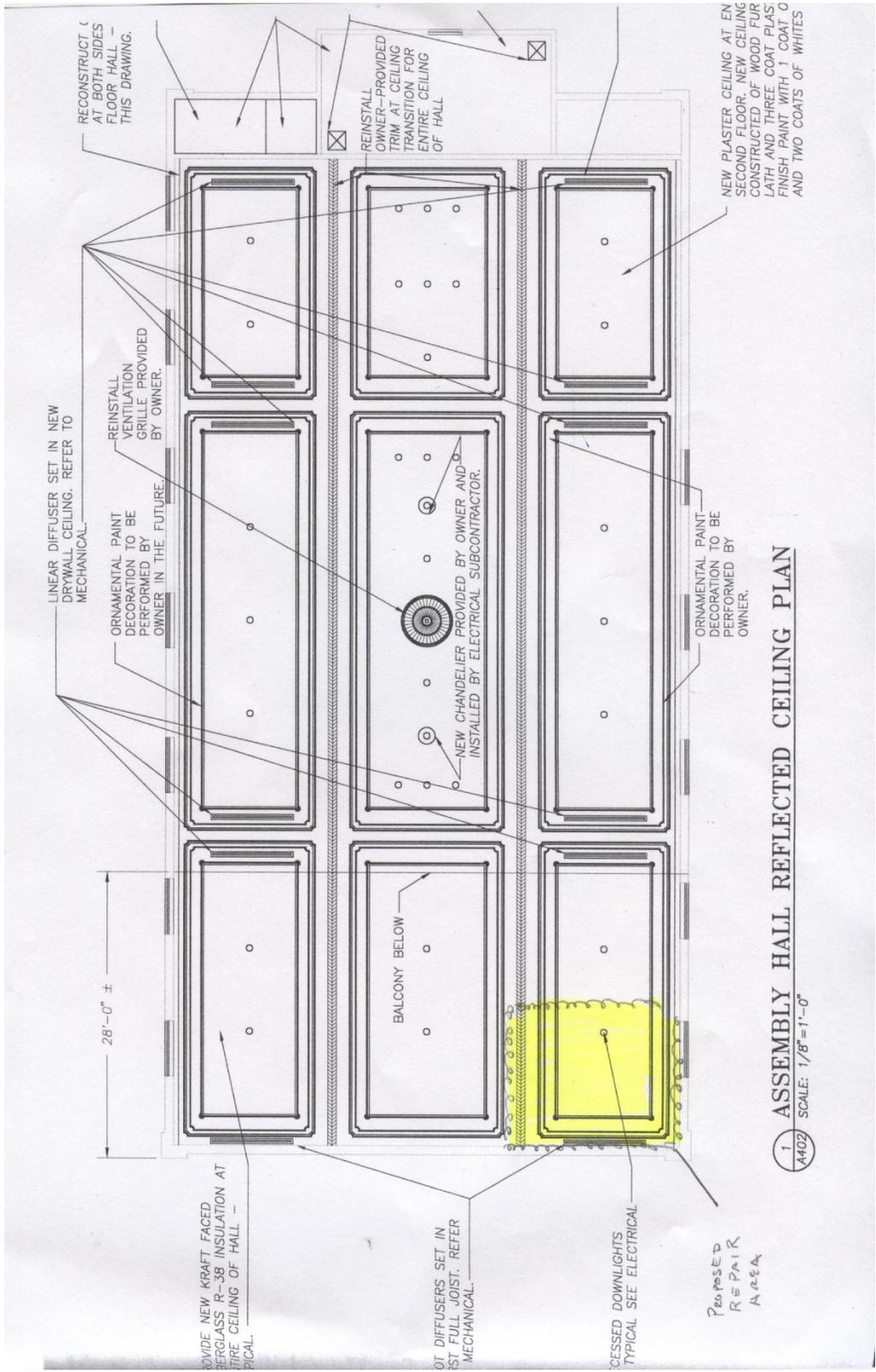
15"

Attachment #2 - Detail of Cornice/Soffit Trim Construction:



5 SOFFIT / CEILING DETAIL
 (A102) SCALE: 1 1/2" = 1'-0"

Attachment #3 – Reflected Ceiling View showing damaged area:



Attachment #4 - Photographs of Items described in Scope of Work:

1. Cornice Trim on South Wall of Great Hall – note break in trim where it parted on 1-2-24



2. Cornice Trim on North Wall of Great Hall – trim tilts outward from wall



3. Great Hall Balcony Ceiling Damage



4. South Chimney and Roof Hatch (to right of chimney) which need flashing repairs.

