

**HUDSON HOUSING AUTHORITY
8 BRIGHAM CIRCLE
HUDSON, MA 01749**

GENERAL CLEANING SERVICES

November 2018

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BID DOCUMENT

To the Executive Director of the Hudson Housing Authority: JACLYN BEAULIEU

The undersigned hereby declares to have carefully examined the annexed specifications therein referred to, and also the sites upon which the projected work is to be performed.

The undersigned proposes to furnish all tools, labor and materials and do all work required for:

**GENERAL CLEANING
HUDSON HOUSING AUTHORITY 91-1 and Main offices**

in accordance with the accompanying specifications for the sum specified below.

The undersigned also hereby declare that they are the only persons interested in this bid, that it is made without collusion with any other person, firm, or corporation and without connection with any other person, firm or corporation bidding for the same work; and that this bid is made with distinct reference and relation to the specification prepared for this case and herein mentioned.

The undersigned agrees that he will, upon notification that his bid is recommended for acceptance, perform said specified contract. **No Bid Deposit Required.**

The proposed contract sum is TOTAL:

COST PER ANNUM \$ _____

Subdivided as follows Minimum Number of Man-Hours
Cleaning Personnel on-site per week:

ITEM 1. Norma Oliver Village Apartments	\$ _____	_____
ITEM 2. Main Offices	\$ _____	_____

SIGNATURE OF BIDDER: _____ DATE: _____

ADDRESS OF BIDDER: _____

Note: If the bidder is a corporation, indicate State of incorporation under signature and affix corporate seal.

**ELECTRONIC BID
FOR REFERENCE ONLY**

FORM OF NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____)

_____.
being first sworn, deposes and says:

That he is _____
(a partner or officer of the firm of, etc.)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Hudson Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of:

Bidder, if the bidder is an individual

Partner, if the bidder is a partnership

Officer, if the bidder is a corporation

Subscribed and sworn to before

me this _____ day of _____ 19

Notary Public

Seal

My commission expires _____

□

THIS AGREEMENT made this _____ day of _____ by and between the Hudson Housing Authority, hereinafter called the "Owner" and _____ hereinafter called the "Contractor."

WITNESSETH, that the Owner and the Contractor, for the consideration hereinafter named, agree as follows:

ARTICLE 1. SCOPE OF WORK: The Contractor shall perform all the work required by the Contract Documents for General Cleaning-Hudson Housing Authority.

ARTICLE 2. TIME OF COMPLETION: The Contractor shall commence work under this Contract on the date specified in the written "Notice to Proceed" of the Owner and shall maintain a consistent and acceptable level of performance through _____.

ARTICLE 3. THE CONTRACT SUM: The owner shall pay in current funds the Contractor for the performance of the work, subject to additions and deductions by Change Order the Contract Sum: _____ (_____) per annum. The Contract Sum is subdivided as follows:

- ITEM 1. Norma Oliver Village Apartments _____
- ITEM 2. Main Offices _____

TOTAL

ARTICLE 4. THE CONTRACT DOCUMENTS: The following, together with this Agreement form the Contract and all are as fully a part of the Contract as if attached to this agreement or repeated herein: The Advertisement, Bidding Documents, Contract Form, Conditions of Contract, and specifications; addenda; and Modifications issued after execution of the Contract.

ARTICLE 5. ALTERNATES: The following Alternates have been accepted and their costs are included in the Contract Sum stated in Article 3 of this Agreement:

Alternates: No(s):NONE

GENERAL CONDITIONS

I. TERM OF CONTRACT

The contract for custodial services at the Norma Oliver Village apartment complex, 4 Glen Road, Hudson MA 01749 and Administrative Offices located at 8 Brigham Circle, Hudson MA, shall be a one year contract with two additional options to renew in one year increments. 3 year maximum contract length.

The Hudson Housing Authority may terminate any part of the Contract by notifying the contractor in writing one (1) month in advance due to revenue shortfall affecting authority operations.

II. INSURANCE REQUIREMENTS

During the term of the contract, and as a condition of the contract, the contractor shall maintain such public liability property damage insurance and vehicle liability insurance as may be directed by the Hudson Housing Authority, the Department of Housing and Urban Development, and/or the Department of Housing and Community Development, and prior to commencement under the contract shall provide the Authority with a certificate showing the existence of such insurance.

Workers Compensation: (not required if ALL work is done by a self employed Contractor with No Employees).

Worker's Compensation: Coverage A Per G.L.c149sec.34 and c152
Employer's liability: Coverage B up to \$500,000 each accident

Contractor's Commercial General Liability

Bodily Injury & \$1,000,000. each occurrence
Property Damage \$1,000,000. general aggregate

Vehicle Liability

Bodily Injury & \$ 200,000. each person
Property Damage \$ 500,000. each accident
\$1,000,000. Combined Single Limit

The Contractor, during the term of the contract and as a specific condition of the contract, shall maintain Workmen's Compensation, and furnish other benefits as required under Chapter 152 of the General Laws; Ter. Ed. for all persons employed under the contract and shall provide evidence by a certificate of insurance to the effect, and shall comply with all applicable laws and the payment of prescribed minimum wage rates as determined by the Department of Labor and Industries.

The Contractor shall not cause or permit any policies of insurance to be cancelled or lapse and all insurance policies shall contain a clause to the effect that the policy shall not be cancelled or changed until fifteen (15) days after the Hudson Housing Authority has received written notice thereof as evidenced by a return receipt of a certified or registered letter

The Contractor shall inform himself as to, and shall comply with, the provisions of all State and local laws, ordinances, and regulations applicable to and governing the work called for in these documents.

III. BIDDER'S QUALIFICATIONS

The Hudson Housing Authority may require any bidder to show that he has the necessary resources to perform this work satisfactorily within the time limit specified. A bidder must show that he/she has previous experience in work of this nature, scope, and can demonstrate familiarity with the requirements of public sector work.

No part of this work shall be sublet without the written consent of the Executive Director of the Hudson Housing Authority.

WORK TO BE DONE

The work consists of GENERAL CLEANING SERVICES FOR THE HUDSON HOUSING AUTHORITY in accordance with specifications attached hereto.

IV. COMPLIANCE WITH SPECIFICATIONS

- a. The specifications are to be deemed a part of this contract, and said specifications and contract are to be considered together.
- b. The specifications are intended to describe and provide for a finished piece of work. Notwithstanding, every item necessarily involved is not particularly mentioned, and the Contractor will provide all labor and materials necessary for the entire completion of the work intended to be described.
- c. Surveys, measurements, dimensions, calculation, estimates, and statements as to the condition under which the work is to be performed are believed to be correct, but the Contractor must examine for himself, as no allowance will be made for any errors or inaccuracies that may be found therein and the Hudson Housing Authority does not guarantee that they are even approximately correct.

V. CERTAIN RESPONSIBILITIES OF CONTRACTOR

The Contractor shall take all responsibility for the work, and take all precautions for preventing injuries to persons and property in or about the work; shall bear all losses resulting to him on account of the amount or character of the work. The Contractor shall pay or cause payment to be made for all labor performed or furnished and for all materials used or employed in carrying out this contract. The Contractor shall assume the defense of, and identify and save harmless, the Hudson Housing Authority, and their officers and agents, from all claims relating to labor performed or furnished and materials used or employed for the work to inventions, patents and patent rights used in and in doing the work; to injuries to any person or corporation received or sustained by or from the Contractor and his employees, and sub-contractors and employees in doing the work, or in consequence of any improper materials, implements or labor used or employed therein; and to any act, omission or neglect of the

V. (CONTINUED)

Contractor and his employees therein.

If the Contractor shall be adjudged bankrupt, or if he shall make a general assignment for the benefit of his creditors, or if a receiver shall be appointed of his property, or if the work to be done under this contract shall be abandoned, or if this contract or any part thereof shall be sublet without the previous written consent of the HUDSON Housing Authority, or if the contract or any claim there under shall be assigned by the Contractor otherwise than as herein specified, or if any time the Hudson Housing Authority shall determine that the conditions herein specified as to the rate of progress are not fulfilled, or that the work, or any part thereof, is unnecessarily or unreasonably delayed, or that the contract has violated any of the provisions of this contract, the Hudson Housing Authority may terminate the contact and hold the Contractor and his sureties liable in damages as for breach of contract by any abandonment thereof by him.

All expenses charged under this article shall be deducted and paid by the Hudson Housing Authority out of any money then due or to become due to the Contractor under this contract, or any part thereof; and in such accounting the Hudson Housing Authority shall not be held to obtain the lowest figures for the work of completing the contract or any part thereof, or for insuring its proper completion, or for the additional force, equipment and plant that may be employed, but all sums actually paid therefor shall be charged to the Contractor. In case the expenses so charged are less than the sum which would have been payable under this contract if the same had been completed by the Contractor, the Contractor shall be entitled to receive the difference, and in case such expenses shall exceed the said sum, the Contractor shall pay the amount of the excess to the Hudson Housing Authority upon completion of the work, without further demand being made therefore.

The Contract shall take charge of and be liable for any loss of or injury to the materials for contract work delivered at or in the vicinity of the place where the work is being done, whether furnished by the Hudson Housing Authority or otherwise; notify the Executive Director as soon as any such materials are so delivered; allow them to be examined by the Executive Director or an assistant, and furnish persons to assist therein, promptly remove from said place and its vicinity to such places as shall be designated by the Executive Director all materials, refuse and rubbish.

VI. ANTI-DISCRIMINATION CLAUSE.

During the performance of this contract, the Contractor, for himself, his assignees and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

1. In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, age or ancestry. The aforesaid provision shall include, but not be limited to, the following: employment grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; conditions or privileges of employment; and selections for training, including apprenticeship. The Contractor agrees to post hereafter in conspicuous places, available for employees and applicants for employment, notices to be provided by the Massachusetts Commission Against Discrimination setting forth the provisions of the Fair Employment Practice Law of the Commonwealth.

VII. MATERIALS

- a. All materials shall be new and of the finest quality of their several kinds, unless otherwise specified. Cleaning solutions must be LEED Certified.
- b. The Contractor shall furnish the Hudson Housing Authority, upon request at its office and for its approval, all required samples of the materials to be used in the execution of the work.
- c. Materials furnished or used or employed under the contract must equal in quality the samples furnished and be satisfactory to the Hudson Housing Authority.

VIII. LABOR

- a. The Contractor shall give his personal supervision to the work and shall keep a competent foreman and sufficient competent skilled workmen thereon, carry on the work with all proper speed, and in accordance with the law and of all other public authorities, and to the satisfaction of the Hudson Housing Authority.
- b. The Contractor shall inform himself as to, and shall comply with all State and Federal laws applicable to, and governing labor, employees and the employment of persons under the contract.
- c. The Hudson Housing Authority reserves the right to interview and approve persons employed under this contract.

IX. LICENSES AND PERMITS

The Contract shall give all notices, take out all permits and licenses, pay all charges and other rates therefor, relative to the work in accordance with the requirements of law and of all other public authorities, and to the satisfaction of the Hudson Housing Authority.

X. THE WORK

- a. The Contractor shall begin work at the site within six (6) days of the date of the notice to proceed unless otherwise ordered in writing by the Hudson Housing Authority.
- b. The entire work shall be done in a diligent and thoroughly workmanlike manner and in accordance with the specifications and with the best practice for the particular type of work involved. Nothing in these specifications shall be construed as an excuse for departing from said best practice. All work done and material furnished shall be the best of its respective kind, unless otherwise specified, and shall be subject to the approval of the Hudson Housing Authority.
- c. The Contract shall take all necessary precaution to protect the property of the Hudson Housing Authority from injury or unnecessary interference and he will be held responsible for all damage that may, in any way, be done to the Hudson Housing Authority property by any of his employees or by any person or persons, instrument or device, directly or indirectly employed by him, and he shall replace or repair any such damaged property to the satisfaction of the Hudson Housing Authority at his sole expense.

XI. METHOD OF PAYMENT

The method of payment shall be as follows: within thirty (30) days after receipt from the Contractor, at the place designated by the awarding authority if such a place is so designated, or a periodic estimate requesting payment of the amount due for the preceding month, the awarding authority will make a periodic payment to the contractor for the work performed during the preceding month

The Hudson Housing Authority may make changes in any periodic estimate submitted by the Contractor and the payment due on said periodic estimate shall be computed in accordance with the change so made. All bills shall be identified for area cleaned, i.e., Norma Oliver Village apartments and Main offices.

XII. REPAIRS AND REPLACEMENTS

If at any time during the period of one (1) year from the date of final completion of the work, as determined by the Hudson Housing Authority, any part of such work shall in the opinion of the Hudson Housing Authority require replacing or repairing, or damage to other property of the Hudson Housing Authority is caused by any defect in the work, the Hudson Housing Authority may notify the Contractor in person or by mail to make the required repairs or replacement and repair such damage. If the Contractor shall neglect to make such repairs or replacements to the satisfaction of the Hudson Housing Authority within ten (10) days from the date of giving or mailing such notice, then the Hudson Housing Authority may employ other persons to make the same. The Contractor agrees, upon demand, to pay to the Hudson Housing Authority all amounts which it expends for such repairs or replacements.

XIII. EXTRA WORK

Any work not provided for by these specifications shall be done only when expressly authorized by the Executive Director of the Hudson Housing Authority in writing. Contractor shall furnish itemized statements of the cost of extra work ordered, including a charge of 15 percent for profit and overhead. The amount and value of such extra work shall be authorized in writing by the Hudson Housing Authority before the commencement of that work.

XIV. JOB MEETINGS

The Contractor and the Owner will meet a minimum of every two months or more often if requested by either party, or at an interval determined by the Executive Director, to discuss problems and programs.

XV. MISCELLANEOUS

The Contractor shall notify the owner immediately of persons who might willfully leave trash in public areas or whose habits might pose unhealthy and unsanitary violations.

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**THE COMMONWEALTH OF MASSACHUSETTS
SUPPLEMENTAL EQUAL EMPLOYMENT OPPORTUNITY
ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION PROGRAM**

I. For the purposes of this contract, "minority" refers to Asian-Americans, Blacks, Spanish surnamed Americans, North American Indians, and Cape Verdeans. "Commission" refers to the Massachusetts Commission Against Discrimination.

II. During the performance of this contract, the Contractor and all of (his) subcontractors (hereinafter collectively referred to as the Contractor), for himself, his assignees, and successors in interest, agree as follows:

1. In connection with the performance of work under this contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, age or sex. The aforesaid provision shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; recruitment advertising; recruitment layoff; termination; rates of pay or other forms of compensation; conditions or privileges of employment; and selection for apprenticeship. The Contractor shall post hereafter in conspicuous places, available for employees and applicants for employment, notices to be provided by the Commission setting forth the provisions of the Fair Employment Practices Law of the Commonwealth (M.G.L., Chapter 151B).

2. In connection with the performance of work under this contract, the Contractor shall undertake in good faith affirmative action measures designed to eliminate any discriminatory barriers in the terms and conditions of employment on the grounds of race, color, religious creed, national origin, age or sex, and to eliminate and remedy any effects of such discrimination in the past. Such affirmative action shall entail positive and aggressive measures to ensure equal opportunity in the areas of hiring, upgrading, demotion or transfer, recruitment, layoff or termination, rate of compensation, and in-service or apprenticeship training programs. This affirmative action shall include all action required to guarantee equal employment opportunity for all persons, regardless of race, color, religious creed, national origin, age or sex. A purpose of this provision is to ensure to the fullest extent possible an adequate supply of skilled tradesman for this and future Commonwealth public construction projects.

III. 1. As part of his obligation of remedial action under the foregoing section, the Contractor shall maintain on this project a not less than ten (10) percent ratio of minority employee man hours to total man hours in each job category, including, but not limited to bricklayers, carpenters, cement masons, electricians, ironworkers, operating engineers, and those "classes of work" enumerated in Section 44C of Chapter 149 of the Massachusetts General Laws.

2. In the hiring of minority journeymen, apprentices, trainees and advanced trainees, the Contractor shall rely on referrals from a multi-employer affirmative action program approved by the Commission, traditional referral methods utilized by the construction industry, and referrals from agencies, not more than three in number at any one time, designated by the Liaison Committee or the Commission.

IV. 1. At the discretion of the Commission there may be established for the life of this contract a body to be known as the Liaison Committee. The Liaison Committee shall be composed of one representative each from the agency or agencies administering this project, hereinafter called the administering agency, the Commission and such other representatives as may be designated by the Commission in conjunction with the administering agency.

2. The Contractor (or his agent, if any, designated by him as the on-site equal employment opportunity officer) shall recognize the Liaison Committee as an affirmative action body, and shall establish a continuing working relationship with the Liaison Committee, consulting with the Liaison Committee on all matters related to minority recruitment, referral, employment and training.

3. The Contractor shall prepare projected manning tables on a quarterly basis. These shall be broken down in projections, by week, or workers required in each trade. Copies shall be furnished one week in advance of the commencement of the period covered, and also when updated, to the Commission and Liaison Committee.

4. Records of employment referral orders, prepared by the Contractor, shall be made available to the Commission and to the Liaison Committee on request.

5. The Contractor shall prepare weekly reports in a form approved by the Commission of hours worked in each trade by each employee, identified as minority or non-minority. Copies of these shall be provided at the end of each such week to the Commission and to the Liaison Committee.

V. If the Contractor shall use any sub-contractor on any work performed under this contract, he shall take affirmative action to negotiate with qualified minority sub-contractors. This affirmative action shall cover both pre-bid and post-bid periods. It shall include notification to the Office of Minority Business Assistance (within the Department of Housing and Community Development) or its designee, while bids are in preparation, of all products, work or services for which the Contractor intends to negotiate bids.

VI. In the employment of journeymen, apprentices, trainees and advanced trainees, the Contractor shall give preference first to citizens of the Commonwealth who served in the armed forces of the United States in time of war and have been honorably discharged therefrom or released from active duty therein, and who are qualified to perform the work to which the employment relates; and secondly, to citizens of the Commonwealth generally, and if such cannot be obtained in sufficient numbers, then to citizens of the United States.

VII. A designee of the Commission and a designee of the Liaison Committee shall each have right of access to the construction site.

VIII. Compliance with Requirements

The Contractor shall comply with the provisions of Executive Order No. 74, as amended by Executive Order No. 116, dated May 1, 1975, and of Chapter 151B as amended, of the Massachusetts General Laws, both of which are herein incorporated by reference and made a part of this contract.

IX. Non-Discrimination

The Contractor, in the performance of all work after award, and prior to completion of the contract work, will not discriminate on grounds of race, color, religious creed, national origin, age or sex in employment practices, in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment.

X. Solicitations for Sub-Contracts and for the Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiation made by the Contractor either for work to be performed under a sub-contract or for the procurement of materials or equipment, each potential sub-contractor or supplier shall be notified in writing by the Contractor of the Contractor's obligations under this contract relative to non-discrimination and affirmative action.

XI. Bidder's Certification Statement

1. The following certification statement will be submitted in the bid document.
2. _____ hereby certifies
(Contractor)

he shall comply with the minority manpower ratio and specific action steps contained in the Appendix EEO attached hereto, including the compliance with the minority contractor compliance specified in Section V of said appendix.

The Contractor receiving the award of the contract shall be required to obtain from each of its sub-contractors and submit to the contracting or administering agency prior to the performance of any work under said contract a certification by such sub-contractor, regardless of tier, that will comply with the minority manpower ratio and specific affirmative action steps contained in the Appendix EEO.

Signature of Authorized Representative of the Contractor

XIII. Contractor's Certification

The Contractor's certification form must be signed by all successful low bidder(s) prior to award by the contracting agency (see attachment).

XIII. Compliance Information, Reports and Sanctions

1. The Contractor will provide all information and reports required by the administering agency or the Commission on instructions Issued by either of them and will permit access to its facilities and any books, records, accounts and other sources of information which may be determined by the Commission to affect the employment of personnel. This provision shall apply only to information pertinent to the Commonwealth's supplementary affirmative action contract requirements. Where information required is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the administering agency or the Commission as appropriate and shall set forth what efforts he has made to obtain the information.

2. Whenever the administering agency, the Commission, or the Liaison Committee believes the General Contractor or any sub-contractor may not be operating in compliance with the terms of this Section, the Commission directly, or through its designated agent, shall conduct an appropriate investigation, and may confer with the parties, to determine if such Contractor is operating in compliance with the terms of this Section. If the Commission or its agents finds the General Contractor or any sub-contractor not in compliance, it shall make a preliminary report on non-compliance, and notify such Contractor in writing of such steps as will, in the judgment of the Commission or its agent, bring such Contractor into compliance. In the event that such Contractor fails or refuses to full perform such steps, the Commission shall make a final report of non-compliance, and recommend to the administering agency the imposition of one or more of the sanctions listed below. If, however, the Commission believes the General Contractor or any sub-contractor has taken or is taking every possible measure to achieve compliance, it shall not make a final report of non-compliance. Within fourteen (14) days of the receipt of the recommendations of the Commission, the administering agency shall move to impose one or more of the following sanctions, as it may deem appropriate to attain full and effective enforcement:

a. The recovery by the administering agency from the General Contractor of 1/100 of 1 percent of the contract award price, or \$1,000, whichever sum is greater, in the nature of liquidated damages, or, if a sub-contractor is in non-compliance, the recovery by the administering agency from the General Contractor, to be assessed by the General Contractor as a back charge against the subcontractor, of 1/10 of 1 percent of the sub-contract price, or \$400, whichever sum is greater, in the nature of liquidated damages, for each week that such party fails or refuses to comply.

b. The suspension of any payment or part thereof under the contract until such time as the General Contractor or any sub-contractor is able to demonstrate his compliance with the terms of the contractor.

c. The termination, or cancellation, of the contract, in whole or in part, unless the General Contractor or any sub-contractor is able to demonstrate within a specified time his compliance with the terms of the contract.

d. The denial to the General Contractor or any sub-contractor of the right to participate in any future contracts awarded by the administering agency for a period of up to three years.

3. If at any time after the imposition of one or more of the above sanctions a contractor is able to demonstrate that he is in compliance with this Section, he may request the administering agency, in consultation with the Commission, to suspend the sanctions conditionally, pending a final determination by the Commission as to whether the Contractor is in compliance. Upon final determination of the Commission, the administering agency based on the recommendation of the Commission, shall either lift the sanctions or reimpose them.

4. Sanctions enumerated under Section XI-2 shall not be imposed by the administering agency except after an adjudicatory proceeding, as that term is used in M.G.L. Chapter 30A, has been conducted. No investigation by the Commission or its agent shall be initiated without prior notice to the Contractor.

XIV. Severability

The provisions of this section are severable, and if any of these provisions shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

XV. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice advising that said labor union or workers' representative of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Contractor's Certification

A Contractor will not be eligible for award of a contract unless such Contractor has submitted the following certification, which is deemed a part of the resulting contract:

CONTRACTOR'S CERTIFICATION

_____certifies that:

1. intends to use the following listed trades in the work under the contract:

2. will comply with the minority manpower ratio and specific affirmative action steps contained herein; and
3. will obtain from each of its sub-contractors and submit to the contracting or administering agency prior to the award of any sub-contract under this contract, the sub-contractor certification required by these bid conditions.

Signature of Authorized Representative of Contractor

B. Sub-contractor's Certification

Prior to the award of any sub-contract, regardless of tier, the prospective sub-contractor must execute and submit to the prime Contractor the following certification, which will be deemed a part of the resulting sub-contract.

SUB-CONTRACTOR'S CERTIFICATION

_____ certifies that:

1. intends to use the following listed trades in the work under the sub-contract:

2. will comply with the minority manpower ratio and specific affirmative action steps contained herein; and

3. will obtain from each of the sub-contractors prior to the award of any sub-contract under this sub-contract, the sub-contractor certification required by these bid conditions.

Signature of Authorized Representative of Sub-Contractor

In order to ensure that the said sub-contractor's certification becomes a part of all sub-contracts under the prime contract, no sub-contract shall be executed until an authorized representative of the State agency (or agencies) administering this project has determined, in writing, that the said certification has been incorporated in such sub-contract, regardless of tier. Any sub-contract executed without such written approval shall be void.

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CLEANING SPECIFICATIONS

I. HOURS OF WORK

All work except as specifically provided otherwise, shall be performed between the hours as specified in the Notice To Proceed.

In fulfilling the intent of this program the contractor shall accept those obligations necessary to provide specific personnel between the hours that will be specified in the Notice To Proceed, essential to the proper maintenance of the buildings, particularly during winter months and associated prolonged periods of inclement weather that introduce the need for additional and special personnel to maintain proper standards of cleanliness throughout the buildings with special emphasis on entrance and lobby areas.

II. PERSONNEL CONTROL

All service rendered and work hours performed pursuant to this contract shall be done under the supervision of trained and experienced personnel employed and furnished by the contractor.

All cleaning staff of the contractor shall be in uniform at all times in the performance of their duties and all shall wear an identification badge with picture, which badge meets with the approval of the Hudson Housing Authority.

All cleaning staff will be required to submit **Form I-9, Employment Eligibility Verification**. Department of Homeland Security. Contractor is responsible for submitting forms to Owner.
(see Attachment "A" Form I-9)

The successful bidder must adhere to HUD **SECTION 3 CLAUSE** requirements.
(see Attachment "B" 135.38 Section 3 clause)

III. GENERAL STANDARD OF CLEANLINESS

In addition to cleaning the buildings frequently, as specified, we expect all areas of the building to be satisfactory.

Satisfactory means there is no visible dust, staining, or smudging. On tile and linoleum floors, there should be a reflective sheen. Metal surfaces should be free of streaks and finger marks and have noticeable luster. Glass surfaces should have no visible dust, dirt, or finger marks. The condition of each item should be such that further cleaning would not improve its appearance.

Unsatisfactory means when dust, dirt, stains and smudges are obvious as a first impression, or when closer inspection shows a lack of cleaning.

IV. FLOOR MAINTENANCE

A. General

For all operations where furniture and equipment must be moved, no chairs, wastebaskets, etc., shall be stacked on desks, tables, etc. Upon completion of work, all furniture and equipment must be returned to their original position.

Baseboards, walls, stairs, stair-risers, furniture and equipment shall in no way be splashed, disfigured or damaged during these operations. Cost to repair any damage will be assessed against the contractor. All tools and equipment shall be maintained in efficient, operational and clean condition and neatly stored each night in the assigned storage area.

A carefully planned program of applying correct finishes and maintaining the floor surfaces shall be followed. Refinishing of floors and stripping will be scheduled on a program that will take into account the different use, condition, traffic, types of floors and activities in each area. Dirt and cobwebs shall not accumulate in stairwells, railings and supports.

B. Floor Maintenance - Specific

Such program will be affected on a sequential basis coordinated with the direction of the Hudson Housing Authority and achieved through the use of proper materials and equipment as approved by the Hudson Housing Authority.

1. Dry Mopping and Auto Scrubbing(lobbies, hallways and corridors)

Minimum 22" Auto Scrubber is required under this contract.

After dry mopping and auto scrubbing operations, all floors shall be clean and free of dirt streaks. No dirt shall be left in corners and behind radiators, under furniture, behind doors or stair landings and treads.

2. Sweeping, Wet Mopping and Scrubbing (all areas not accessible with auto scrubber)

The floor shall be properly prepared, thoroughly swept, and all gum, tar, or similar substances removed from the surface. On the completion of the mopping and scrubbing, the floor shall be clean and free of dirt, water streaks, string, etc.; properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces shall be dry and corners and cracks clean after the wet mopping and scrubbing. When scrubbing is designated, it shall be performed by machine or by hand with a brush. Clean, fresh water changed at frequent intervals must be used on all foresaid procedures.

3. Stripping

Sweep floor, apply the proper (approved) wax remover, stripping agents, or synthetic detergents to the floor. Do only an area of ten square feet at a time. Do not flood the area. Scrub with floor scrubbing machine to remove all dead wax, dirt, and stains. Repeat if necessary until all wax has been removed. Pick up dirty solutions with mop, squeegee, or preferably, a wet vacuum. Thoroughly rinse with clean, clear water and allow to dry.

4. Waxing and Buffing

Wax or other approved finish must be applied in thin, even coats and high speed burnished to a polished appearance. Number coats will depend on the type and condition of the floor as determined by the Hudson Housing Authority.

5. Auto Scrub and Buffing

At stated frequencies, floors shall be damp mopped and buffed between regular waxing operations. The floor shall be prepared by thoroughly sweeping, damp mopping with a clean mop, and then machine buffed to a polished appearance. Care should be taken not to flood the floor area during this operation.

V. EQUIPMENT

The Contractor shall provide and maintain all machines and tools in efficient operational condition of type and capability to properly clean every area in the building daily.

All equipment must meet the approval of the Hudson Housing Authority and the contractor shall if so directed by the Hudson Housing Authority, replace or repair any equipment or material deemed unsuitable or provide pertinent equipment or material deemed necessary by the Hudson Housing Authority to accomplish the work to a more satisfactory standard.

VI. MATERIALS

All materials shall be delivered to the buildings in unopened original containers bearing the manufacturer's label and of quality equal to samples submitted to and approved by the Hudson Housing Authority. All cleaning solutions must be **USGBC LEED Certified**.

VII. SPECIAL AREAS (To be cleaned at frequency specified in Cleaning Schedule for each building.)

1. Lobbies, Waiting Rooms and Corridors

Auto scrub tile floors vacuum carpets, damp clean and sanitize furniture, and arrange magazines and newspapers, empty ashtrays and sand urns, wash or damp wipe. Spot clean and sanitize walls, doors, and doorknobs. Remove all fingermarks and smudges. Clean and sanitize interior glass door panels and low-level partitions of walls.

2. Restrooms

Clean and sanitize wash basin, toilet bowls (inside and out), polish fixtures and mirrors, fill toilet tissue, soap and paper towel dispensers (these items to be provided by the Hudson Housing Authority). Damp clean floor with bactericide. Floors to be machine scrubbed weekly.

3. Kitchens (common areas)

Damp wipe counters, clean sinks and hoppers, spot clean exteriors of cabinets and cupboards. Floors machine scrubbed weekly

4. Offices

Remove all trash to designated area. Thoroughly machine scrub tile flooring weekly for polished appearance. Vacuum rugs thoroughly and use spot remover as required. Empty and clean all wastepaper baskets and ashtrays, wash or damp wipe. Damp clean or use treated cloth for cleaning chairs, desks, (cleared areas of desks only), telephones, cabinets, window sills and low ledges. Spot clean fingermarks and smudges on all doors and walls.

5. Public Telephones

Damp clean and sanitize public telephones with bactericide.

6. Carpet and Furniture Cleaning

Carpet and furniture will be serviced with approved detergent base cleaning products as and when required to achieve best appearance. Shampooing method of carpet cleaning is to be performed during the months of October and April. Extraction

method of carpet cleaning is to be performed during the months April and October, unless schedule is otherwise agreed upon by the Executive Director.

8. Cleaning of Walls

Walls shall be damp washed and graffiti removed as necessary.

9. Windows

Windows in all common areas to be cleaned during the months of November, and May.

10. Community Room Trash

Removed weekly per cleaning schedule

NOTE: All trash containers and bags to be furnished by Hudson Housing Authority.

□

REVENUE ENFORCEMENT AND PROTECTION CERTIFICATION (REAP)

Pursuant to Massachusetts General Laws/Chapter 62(c),
section 49(a).

I, _____

as _____

of _____

hereby certify under penalties of perjury that to the best
of my knowledge and belief _____

has complied with any and all applicable State tax laws.

Name of Corporation
or Company _____

Title of Person Signing _____

Signature _____

Date _____

SEAL



WEEKLY CLEANING SCHEDULE

I. Norma Oliver Apartments

STAIRWAYS: (6 groups of buildings - 12 stairways in total)

Swept weekly and washed monthly with disinfectant cleaner.

HALLWAYS: (6 groups of buildings - 12 hallways in total)

Carpets cleaned and vacuumed weekly, shampooed biannually. Windows washed biannually.

COMMUNITY ROOM:

Swept and mopped and trash removed weekly.
Two (2) common area lavatories and kitchen swept and mopped weekly.
Kitchen countertops and cabinets wiped clean weekly
Windows washed biannually.
Floors stripped and waxed biannually
Carpet in family room of community center to be cleaned and vacuumed weekly, shampooed biannually.

LAUNDRY ROOMS: (6 laundry rooms)

All machine tops washed weekly.
Floors swept and washed and trash removed weekly.

TRASH:

Will be removed and deposited in the appropriate trash area.

BUILDING ENTRYWAYS:

Building access side light glazing to be cleaned monthly.

II. Main Offices at 8 Brigham Circle

MAIN OFFICES:

Weekly office cleaning to be performed between 8:00 a.m., and 8:30 a.m. or as directed by the Executive Director.
Carpets shampooed and tile floors stripped and waxed biannually. Tile floors washed and buffed weekly
Main Offices - baskets and ashtrays cleaned weekly.
Lavatories cleaned and floors washed weekly.
Complete dusting and vacuum weekly.
Wash office windows biannually.

ATTACHMENT "A"
FORM I-9



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i>	
1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____	QR Code - Section 1 Do Not Write In This Space

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page





Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
-------------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

ATTACHMENT "B"
SECTION 3 CLAUSE

SECTION 3 CLAUSE

All Section 3 covered contracts shall include the following clause (referred to as the “Section 3 Clause”):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, [12 U.S.C. 1701u](#) (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected by before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

ATTACHMENT "C"
REFERENCES

Attachment C: REFERENCES

Please list at least five references for whom the firm or team members have performed similar work in the last five years (including agency or business name of client, contact person, address, telephone number and email address, if available).

1.

2.

3.

4.

5.

ATTACHMENT “D”
PROJECTDOG E-BID TUTORIAL

Projectdog, Inc

Supplemental Instructions to Bidders for Electronic Bid Projects (E-Bid)

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Sign Up

Every user of Projectdog.com has a unique username and password for their account. **MANDATORY: All users must keep usernames and passwords PRIVATE and SECURE. Do not share accounts.**

1. Go to www.Projectdog.com.
2. Select the “Sign Up” (Fig 1).
3. Complete all required form fields and press Submit.
An automatic email will be sent to the registered email.
4. Select the confirmation link in the email to complete the registration.

Login

1. Go to www.Projectdog.com.
2. Enter a registered email address and password (Fig 1).
3. Press Login.

Logoff

1. Hover over Home (Fig 2).
2. Select “Logoff”.

Forgotten Password

1. Select “Forgot your password?” (Fig 3).
2. Enter the e-mail address.
3. Select “Send Info”. An automated e-mail will be sent with the password.

Account Information

View and edit user contact information. To change an email address, users must register a new account. Call Projectdog to have the old account removed.

1. Hover over Home (Fig 4).
2. Click “My Information”.
3. Edit information as needed.
4. Click “Save” to finalize edits.

Fig 1



Email:

Password:

[Sign Up](#) [Forgot your password?](#) [Login](#)

Customer Support 978-499-9014

Fig 2



Projectdog

[Home](#) [Project Central](#) [Company](#)

My Information
[Logout](#)

Fig 3

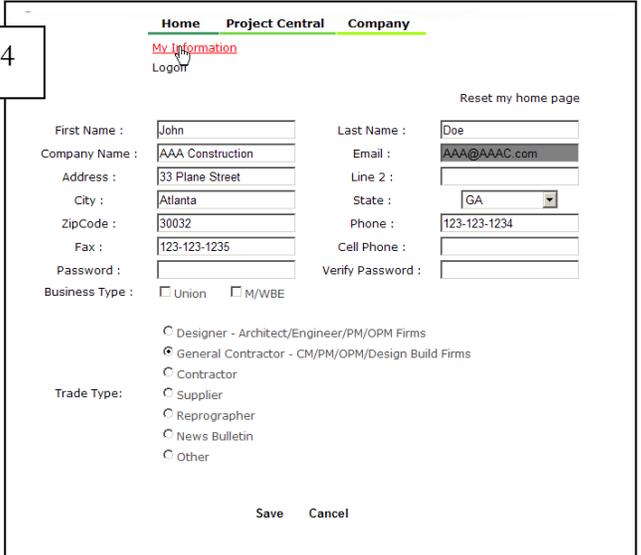


Email:

Password:

[Sign Up](#) [Forgot your password?](#) [Login](#)

Fig 4



[Home](#) [Project Central](#) [Company](#)

[My Information](#)
Logout

Reset my home page

First Name : Last Name :

Company Name : Email :

Address : Line 2 :

City : State :

ZipCode : Phone :

Fax : Cell Phone :

Password : Verify Password :

Business Type : Union M/WBE

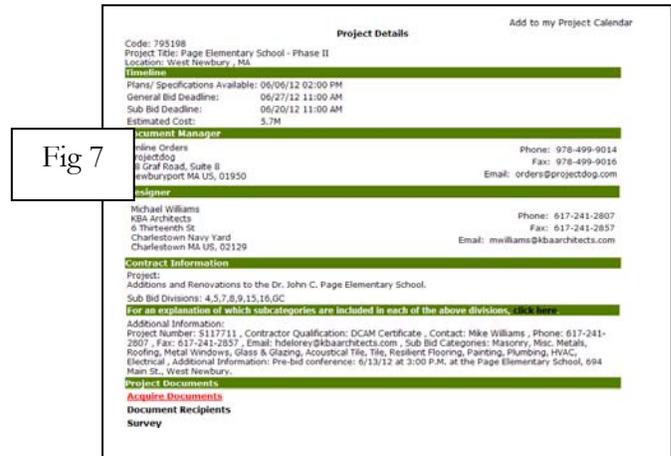
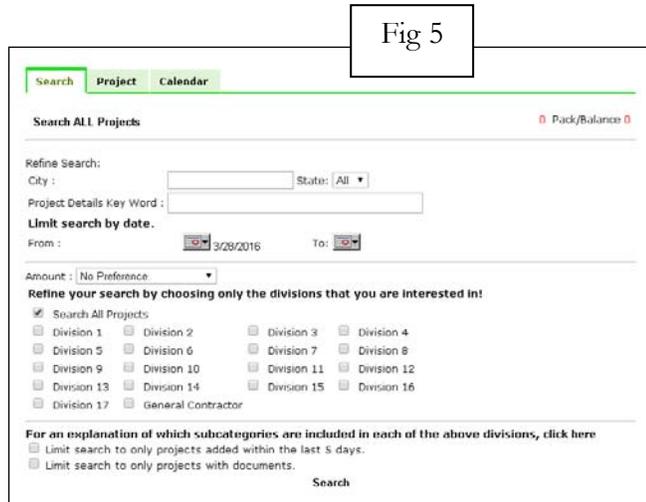
Designer - Architect/Engineer/PM/OPM Firms
 General Contractor - CM/PM/OPM/Design Build Firms
 Contractor
 Supplier
 Reprographer
 News Bulletin
 Other

Trade Type:

Save Cancel

Project Details

Utilize the search page (Fig 5) or enter a Project Code (Fig 6) to view a project's "Project Details" page (Fig 7).



Acquire Documents

Download all project documents.

1. Click "Acquire Documents" link found on a project's "Project Details" page (Fig 7).
2. Respond to the Legal Notice after reviewing.
3. Click on any file description to open, review, or save a document (Fig 8).

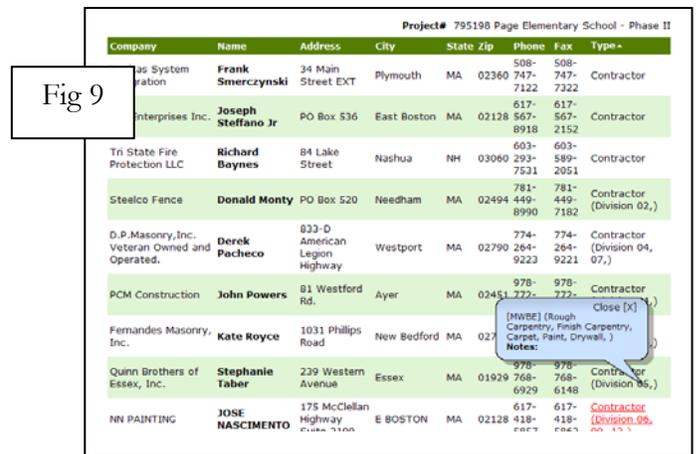
Users are automatically added to the project's "Document Recipients" list to receive update notifications upon viewing any document online.



Document Recipients

Review all plan holders who have acquired documents.

1. Click "Document Recipients" link found on a project's "Project Details" page (Fig 7).
2. All potential bidders are listed and sorted by company type (Fig 9). Click on a column title to sort alphabetically.



Electronic Bid (E-Bid)

This project is being **Electronically Bid** at www.Projectdog.com. Hard copy bids will not be accepted by the Awarding Authority. Go to www.Projectdog.com and Login with an existing account or click [Sign Up](#) to register for free. Enter a project code or search by keyword to access the “Project Details” page. Select “Acquire Documents” to download all bidding documents.

Projectdog

Enter Project Code GO

Home Project Central Company

Add to my Project Calendar

Project Details

Code: 799090
Project Title: Ebid
Location: Newburyport, MA

Timeline

Plans/ Specifications Available: 05/22/13 10:00 AM
General Bid Deadline: 06/21/13 04:00 PM
Sub Bid Deadline: 06/19/13 04:00 PM
Estimated Cost: Negotiated

Project Owner

Sales Department
Projectdog
18 Graf Road
Suite 8
Newburyport MA US, 01950
Phone: 978-499-9014
Fax: 978-499-9014
Email: sales@projectdog.com

Document Manager

Online Orders
Projectdog
18 Graf Road, Suite 8
Newburyport MA US, 01950
Phone: 978-499-9014
Fax: 978-499-9016
Email: orders@projectdog.com

Contract Information

Project:
Ebid Test Demo for Sales Department.

Additional Information:
THIS PROJECT IS BEING ELECTRONICALLY BID AND HARD COPY BIDS WILL NOT BE ACCEPTED. The bids are to be prepared and submitted at www.Projectdog.com. Tutorials and instructions on how to complete the electronic bid documents are available online along with all project documentation.

Project Documents

Acquire Documents
Document Recipients
GC E-Bid
Sub E-Bid

How to Submit an E-Bid

Complete and save all required forms as PDF files. Please be sure to sign all required signatures either digitally or manually.

1. Select the **GC E-Bid** or **Sub E-Bid** link located on the “Project Details” page.

Subcontractors select a bidding trade;

General Contractors will not be able to submit an E-Bid until the official sub bid tabulation is released by the Awarding Authority.

2. Answer / enter / upload all required areas. Enter all dollar value amounts as a whole dollar values only.

3. Select “Submit My E-Bid.” Review the submitted bid package via the “View My Bid Package” link.

Bidding Trades
Please select trade(s) you are bidding.

Section#	Description	Status	Bidding
220000	Plumbing	Incomplete	GO
230000	HVAC	Incomplete	GO
260000	Electrical	Incomplete	GO

It's that simple!

You will not be able to Submit your bid unless all mandatory fields are complete. Please allow yourself sufficient time to upload all information. You will receive an automated email once completed. Please save this for your records.

DHCD 016128 Roof Replacement & Vinyl Siding, Project #811541

Acknowledge Addendum 0, Yes No

Bid Price (Whole Dollar)

Form for General Bid (Signature page) Add File -
Bid Bond Add File -
Bidders Reference Form Add File -

Item 2 Sub-bids as follows:
There are no Sub bids for this project.

Bid Closes in:
0 Days 2 Hours 20 Minutes 20 Seconds.

Save [Submit my E-Bid](#) Close

You will not be able to Submit your bid unless all mandatory fields are complete. Please allow yourself sufficient time to upload all information. You will receive an automated email once completed. Please save this for your records.

DHCD 016128 Roof Replacement & Vinyl Siding, Project #811541

Acknowledge Addendum 0,1, Yes No 4/6/2016

Bid Price (Whole Dollar) twenty-five thousand Dollars.

Form for General Bid (Signature page) View File
Bid Bond View File
Bidders Reference Form View File

Item 2 Sub-bids as follows:
There are no Sub bids for this project.

Bid Closes in:
0 Days 2 Hours 11 Minutes 20 Seconds.

Retract [View My Bid Package](#) Close

Add File

Click “Add File” on the E-Bid page to open the Upload Assistant window. Then click “Browse” or “Choose File” to upload a PDF file.

Warning

E-Bids cannot be submitted unless all areas are complete.

Save before adding files or closing the window or E-Bid data may need to be re-entered.

Projectdog.com server time is set to industry standards at time-a.nist.gov. Bidders are encouraged to update their computer clock.

Bidders may save, submit or modify an Electronic Bid (E-Bid) at any time prior to bid close. Once submitted, a bid cannot be edited. To modify a bid the bidder must retract the bid, make any necessary changes, and then submit the bid again. Upon submitting or retracting the bidder will receive a convenience email for informational purposes only. Bidders are encouraged to contact Projectdog if an email is not received.

It is the bidder’s responsibility to review and confirm online that a bid has been submitted and/or retracted and that the bid is 100% true, complete and accurate. All bidders are required to review their submitted E-Bid via the “[View My Bid Package](#)” link.

If a bid is submitted prior to an addendum being issued the bidder will receive an automated email for informational purposes only stating the bidder must review the addendum, retract the bid, acknowledge all addenda, and submit the bid again. If a bidder fails to acknowledge addenda their bid may be rejected by the Awarding Authority.

Once the bid deadline has closed the E-Bid links are no longer available. All E-Bids are compiled in real time upon bid close and published forthwith on the “Project Details” page titled as “List of Bids Received”. Official bid tabulations are posted at the discretion of the Awarding Authority.

For additional assistance, call Projectdog at (978) 499-9014 (M-F, 9AM-5PM).