



**REQUEST FOR QUOTE**  
**Hardwick Elementary School Main Entrance Door Assembly Replacement**  
**Quote # 230110**

DATE of ISSUANCE: December 21, 2022

QUOTE DUE DATE: January 10, 2023, 10:00 am

SUBMIT TO: Cheryl A. Duval, Chief Procurement Officer  
Email: [cduval@qrsd.org](mailto:cduval@qrsd.org)  
Administrative Services Office  
QUABBIN REGIONAL SCHOOL DISTRICT  
872 South Street  
Barre, MA 01005



The Quabbin Regional School District (the District), Awarding Authority, operating under Massachusetts General Law (MGL), Chapter 149, § 44A, is issuing a Request for Quote (RFQ) for the **Hardwick Elementary School Main Entry Door Assembly Replacement**, as defined and detailed in this RFQ.

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I. **Scope of Services:**

- a. Contractor shall provide all necessary labor and material to replace the main entry door assembly at the entrance of the Hardwick Elementary School, 76 School House Drive, Gilbertville, MA 01031, in compliance with all Local, State and current OSHA standards.
- b. Contractor shall provide an adequate number of qualified, experienced personnel capable of performing the required work within the time frames agreed upon at the commencement of the project.
- c. Contractor shall be required to designate one person as the point of contact for the District to communicate with during the length of the project. Designated individual shall have the authority to make decisions on behalf of the Contractor.
- d. Contractor shall be responsible for removal and proper disposal of the existing door assembly, including but not limited to, four doors, two double frames, hinges and closers.
- e. Contractor shall be responsible to obtain waste containers, as necessary, for removal of all waste materials, rubbish and packing materials resulting from the Contractor's operations. If the Contractor fails to clean up at the end of every work day, the District may do so, and the cost shall be deducted from the agreed upon contract price.
- f. Contractor shall be responsible to prepare the existing entry way, opening once all existing doors and hardware are removed, to accommodate the installation of the new door assembly.

- g. Contractor shall be responsible for all final measurements.
- h. Contractor shall be responsible to supply the following specified doors, frames and hardware, and any other incidentals as needed to complete the project:
  - i. 2 – Door-HM16 – Pair of 16ga HM factory primed doors with welded top caps which are prepped and reinforced for hardware with vision cutouts;
  - ii. 2 – Frame – 16 ga steel HM factory primed set up with welded frames and reinforced for hardware;
  - iii. 4 – Hinges – ABH A 110 HD x Cir x 83” full mortise continuous hinges;
  - iv. 2 – Exit-VD99 – Von Duprin, or comparable, 99L-NL x US28 x 3” rim exit devices with key access and lever handle;
  - v. 2 – Exit -VD99 – Von Duprin, or comparable, 99EO x US28 x 3” rim exit devices (exit only);
  - vi. 2 – Mull-VD4954 – Von Duprin, or comparable, 4954 x 7’2 x sp28 removable mullions;
  - vii. 4 – Vision Kit \_ NGP L-Fra100 x DKB vision kits with 1” clear tempered glass (24” x 30”);
  - viii. 4 – Perimeter Weather Kits;
  - ix. 4 – Aluminum Brush Sweeps;
  - x. 2 – Aluminum Thresholds
- i. Contractor shall be responsible for the proper installation of all of materials per manufacturer specifications.
- j. All labor and materials to perform the above required work shall be the responsibility of the awarded Contractor. No subcontracting of the contract shall be made.
- k. Awarded Contractor shall be required to have all workers on this project submit to a fingerprint-based state and national criminal background check (CORI/SORI) certified by the District prior to being allowed on-site.
- l. Existing center support beam (8” x 8” pressure treated beam skinned in metal to stay in place) metal skin shall be replaced as necessary. See photo below.



Area outlined in red to be replaced.

Area in white identifies the 8" x 8" pressure treated beam.

- m. Existing lock key pad and electric strike shall be removed from the existing door and reinstalled on the new doors.
- n. Please include any known or anticipated supply chain issues and/or delays in securing materials for this project with your quote.

**II. Mandatory Site Visit:**

- a. All contractors who intend to provide a quote to this RFQ shall be required to participate in a site visit to verify existing conditions. A lack of familiarity with the installation location will in no way relieve a Contractor from its responsibility to fulfill its contractual obligations.
- b. To schedule a site visit, contact Kevin Clark, Buildings & Grounds Manager at 978-434-7900 (cell), 978-355-6177 (office), or [kclark@qrsd.org](mailto:kclark@qrsd.org) (email).
- c. Appropriate district staff shall accompany the Contractor at the site visit.

**III. Prevailing Wage:**

- a. Pursuant to Massachusetts General Law, Chapter 149, §§26-27, all work performed under this contract is subject to prevailing wage. The periodic prevailing wage sheet has been included with this RFQ and is also available under the attachments tab on COMMBUYS. Quotes must be calculated using the attached prevailing wage sheet.
- b. With execution of the contract, the contractor guarantees that all workers subject to the prevailing wage law will be paid at least these rates. Certified payroll reports will be required to be submitted to the Quabbin Regional School District on a weekly basis if wages are paid weekly or a biweekly basis if wages are paid biweekly.

**IV. Payment Bond Requirement:**

Pursuant to MGL, Chapter 149, §44A, if the Bidder's quote is \$25,000 or greater, a payment bond equal to fifty percent (50%) of the Bidder's quoted price shall be included in the Bidder's package.

**V. Quote Submission Requirements and General Information:**

- a. Quotes shall be submitted in writing and shall be deliverable via in-person, by courier, by mail or emailed.
- b. Quotes submitted via in-person, by courier, or by mail shall be addressed to Cheryl A. Duval, Administrative Services Office, Educational Support Center, Quabbin Regional School District, 872 South Street, Barre, MA 01005.
- c. Quotes submitted via email shall be addressed to [cduval@qrsd.org](mailto:cduval@qrsd.org).
- d. **Quotes shall be accepted only if received by 10:00 a.m. on January 10, 2023**  
Timestamp on emails shall be the time received by the District's server, not the time the email was sent by the sender. Postmarks shall not be considered. Quotes submitted by fax shall not be considered.
- e. If Quabbin Regional School District is closed for unforeseen and/or uncontrollable events, the submission deadline shall be postponed until 10:00 a.m. on **January 11, 2023**. Notice of closure shall be posted on the District's main webpage located at [www.qrsd.org](http://www.qrsd.org), under School Closing Information and on Boston local news stations.
- f. Bidders shall submit quote in sealed envelope, marked as follows:  
**Quote: Hardwick Elementary School Main Door Assembly Replacement**  
**Due Date: January 10, 2023**  
  
The Bidders name, address and contact phone number shall be clearly visible on the outside of the sealed envelope.
- g. Quotes shall be opened, in public, on the due date immediately following the time due.
- h. Quabbin Regional School District shall not reimburse Bidders for any costs incurred in preparing responses to the RFQ.
- i. Bidders shall be allowed to correct, modify or withdraw quotes up to the date and time of the opening. After this time, no changes shall be allowed.

- j. Bidder's total quote price **shall be submitted on the Pricing Sheet** (Appendix E). An itemized quote shall be included with the Contractor's quote submission.
- k. All words, signatures and figures submitted on the quote shall be in ink. Quotes which are conditional, obscure or which contain additions not called for, erasures, alterations or irregularities, may be rejected as informal. More than one quote from the same bidder shall not be considered.

**VI. Required Insurance Coverage:**

- a. Workers Compensation: The Contractor shall carry Workers' Compensation coverage with statutory limits, including Employers Liability (per occurrence) of \$1,000,000 (one million dollars) per occurrence.
- b. General Liability Insurance: The Contractor shall carry commercial General Liability Insurance with an insurance company satisfactory to the Awarding Authority so as to save the Awarding Authority harmless from any and all claims. General Liability for Bodily Injury, including Accidental Death: \$1,000,000 (one million dollars) per occurrence, \$2,000,000 (two million dollars) aggregate.
- c. Automobile Liability: The Contractor shall carry Comprehensive Automobile Liability Insurance to include any and all owned, leased and/or hired vehicles. Comprehensive Automobile Liability for Bodily Injury: \$1,000,000 (one million dollars) per person/per occurrence, and Comprehensive Automobile Liability for Property Damage: \$1,000,000 (one million dollars) per occurrence, or a Combined Single Limit of \$1,000,000 (one million dollars).
- d. The above insurance policies shall also be subject to the following requirements:
  - i. At least one week prior to starting work on this contract, the Contractor shall present to the Awarding Authority Certificates of Insurance stating coverages stated above. The Certificate of Insurance shall name the Awarding Authority as an additional insured on all policies.
  - ii. Certificate of Insurance renewals shall be filed with the Awarding Authority at least ten (10) days prior to the expiration date of required policies.
  - iii. No cancellation of any insurance, whether by the insurer or by the insured, shall be effective unless written notice thereof is given to the Awarding Authority at least fifteen days prior to the intended effective date, which date has been expressed in the notice. Prior to the effective date of any such cancellation, the Contractor shall secure new insurance to cover the policies so cancelled.

**VII. Awarding Authority Right to Cancel or Reject Quote:**

The Awarding Authority reserves the right to cancel this Request for Quote or reject, in whole or in part, any or all quotes, if the Awarding Authority determines that cancellation or rejection serves the best interests of the Awarding Authority.

**VIII. Certifications: Bidder, Tax Compliance Form, Non-Collusion:**

Certifications of Bidder (Appendix A), Tax Compliance (Appendix B), and Non-Collusion (Appendix C) shall be completed and **included with the quote at time of the quote opening.**

**IX. References:**

All bidders shall be a reputable, recognized organization with at least five (5) years successful experience on work of this type. References of three (3) projects completed with a scope comparable to the scope set forth for this project shall be required. References may be submitted on the included form (Appendix D) or in a similar format.

**X. Addendum and Questions:**

- a. All questions pertaining to this RFQ's terms, conditions or specifications shall be presented **in writing** to the Awarding Authority's Procurement Officer, Cheryl A. Duval, [cduval@grsd.org](mailto:cduval@grsd.org).
- b. Answers to any/all questions and responses to and/all inquiries shall be issued as an Addendum to the RFQ. Addenda shall be emailed to all Bidders requesting and/or receiving the RFQ. Certification of receipt of any and all addenda shall be required as part of the quote, noted on the Pricing Sheet.

**XI. Rule of Award:**

A contract shall be awarded to the responsive and responsible bidder offering the lowest total price for the services requested, as specified in the RFQ.

**XII. Additional Contract Terms & Conditions:**

- a) Purchases made by the Awarding Authority are exempt from taxes and quote prices shall exclude any taxes. A tax exemption certificate shall be furnished upon request.
- b) Invoicing: Contractor shall invoice the district at conclusion of the project and after acceptance of the work by the district's authorized person.
- c) Breach of Contract: In the case of failure, on the part of the Contractor, to execute the work as per agreement, the Awarding Authority reserves the right to terminate the contract, satisfying its wants through another company, if possible, and the Awarding Authority shall collect from the Contractor any increase over the quote price as a result of such failure on the part of the Contractor.

- d) Force Majeure: Failure to perform when such failure is due to an Act of God, public enemy, fire, earthquake, floods, embargos, or other similar causes beyond the control of the Contractor, may be considered a force majeure and limit contractual liability; however, only the Massachusetts Office of the Attorney General and its courts may determine if force majeure is applicable in waiving contractual liability.
- e) Funding: All contracts awarded as part of this quote shall be subject to availability of funds from local appropriation. If funds are not appropriated for this purpose, the Awarding Authority may terminate this contract and shall not be obligated to make any further payments.
- f) Indemnification: Unless otherwise provided by law, the Contractor shall indemnify and hold harmless the Awarding Authority and its employees against any and all liability, losses, damages, costs or expenses for personal injury or damage to real or tangible personal property that the Awarding Authority may sustain, incur or be required to pay, arising out of or in connection with the performance of the contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its officers, agents, employees or subcontractors.
- g) Choice of Law: This Contract, and all claims or defenses based on, arising out of, or related to this Contract of the relationship of the parties created hereby, including without limitation those arising from or related to the negotiation, execution, performance, or breach of this Contract whether sounding in contract, tort, law, equity, or otherwise, shall be governed by, and enforced in accordance with, the internal laws of the Commonwealth of Massachusetts, including its statute of limitations, without reference to its choice of law rules or any principle calling for application of the law of any other jurisdiction.





**APPENDIX A**  
**RFQ – Hardwick Elementary School Main Door Assembly Replacement**

**BIDDER CERTIFICATION**

I, the undersigned representative of the bidder, certify that I have studied this Request for Quote for the Quabbin Regional School District and I fully understand the requirements contained within.

I further certify that I am authorized to submit this quote on behalf of the bidder that I represent.

By: \_\_\_\_\_

Signature

Clearly printed email address

\_\_\_\_\_  
Clearly printed name of person signing the quote

\_\_\_\_\_  
Clearly printed name of business

\_\_\_\_\_  
Date



**APPENDIX B**  
**RFQ – Hardwick Elementary School Main Door Assembly Replacement**

**TAX COMPLIANCE CERTIFICATION**

Pursuant to Massachusetts General Laws, Chapter 62C, §49A, I certify under penalties of perjury that I, to the best of my knowledge and belief, am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and Bidders and withholding and remitting child support.

I further certify that I am authorized to sign this certification on behalf of the bidder that I represent.

_____	<b>OR</b>	_____
Clearly printed <u>Name of Individual or d/b/a</u>		Clearly printed Name of <u>Corporate Business</u>
_____		_____
Social Security Number		Federal Identification Number
_____		_____
Signature of Individual		Corporate Officer Signature
_____		_____
Date		Date



**APPENDIX C**  
**RFQ – Hardwick Elementary School Main Door Assembly Replacement**

**CERTIFICATE OF NON-COLLUSION**

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

I further certify that I am authorized to sign this certification on behalf of the bidder that I represent.

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Clearly printed name of person signing the quote

\_\_\_\_\_  
Clearly printed name of bidder

\_\_\_\_\_  
Date



**APPENDIX D**  
**RFQ – Hardwick Elementary School Main Door Assembly Replacement**

**REFERENCE FORM**

Name of Bidder: \_\_\_\_\_

Any bidder not currently providing services for the Quabbin Regional School District shall submit three (3) references for whom they have provided similar services within the Commonwealth of Massachusetts within the past five (5) years. Contact names, addresses and telephone numbers shall be provided. Alternate forms, which provide the same information, are acceptable.

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Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and date(s) of services provided: \_\_\_\_\_

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Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and date(s) of services provided: \_\_\_\_\_

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Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and date(s) of services provided: \_\_\_\_\_

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**APPENDIX E**  
**RFQ – Hardwick Elementary School Main Door Assembly Replacement**

**PRICING SHEET**

**TO THE AWARDING AUTHORITY:**

I, the undersigned, submit the following quote to the district in accordance with the specifications, terms and conditions within this RFQ for the contract price specified below. I further certify that I am authorized to sign this pricing sheet on behalf of the bidder that I represent.

This quote includes, if issued, addenda number(s) \_\_\_\_\_.

The Quote Price is \_\_\_\_\_.

*(written in words)*

\$ \_\_\_\_\_.

*(written in numbers)*

**An itemized quote is included in this package.**

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Clearly printed name of person signing the quote

\_\_\_\_\_  
Clearly printed name of business

\_\_\_\_\_  
Date