

PURCHASING DIVISION  
CITY OF WORCESTER  
MASSACHUSETTS 01608-1895  
ROOM 201 – 455 MAIN STREET  
PHONE (508) 799-1220

**SEALED BID INVITATION**  
(Supplies, Material, Equipment, Services)

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. ***WE MUST KNOW WHAT HAS BEEN OFFERED.*** By virtue of the offeror's signature below, proposer certifies that the product (s) or service (s) bid are in compliance with the City's terms, conditions and specifications in all aspects.

**COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:**

DATE: MAY 31, 2023 TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE: **"Sealed Bid No. 8010-M3 AEDs City Facilities/DPF"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

All bids received will be publicly opened and read in the Bid Room, City Hall at date and time shown above. **NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**

**BIDDER TO COMPLETE ITEMS BELOW**

Item No.	QTY	Description	Unit Price	Total Price
		<b>Furnish, deliver and install, where applicable:</b>		
<b>1</b>	<b>46</b>	<b>New AEDs</b>		
<b>2</b>	<b>49</b>	<b>AED Cabinets</b>		
<b>3</b>	<b>57</b>	<b>57 Bleeding Control Kits</b>		
		(as per the attached requirements and specifications included with this document.)		
		<i>Please use pricing sheets at the end of document.</i>		
		<b>Note: Delivery required ASAP; project must be completed by 6/30/2023</b>		
		Questions pertaining to this bid must be directed to Maureen McKeon via e-mail at <a href="mailto:mckeonmp@worcesterma.gov">mckeonmp@worcesterma.gov</a>		

ABOVE ARE FOR (DEPT.) <u>DPF</u>	BIDDER _____
DELIVERY TO BE F.O.B. (LOCATION) <u>City of Worcester, MA</u>	ADDRESS _____
DELIVERY IS REQUIRED BY: (DATE) <u>June 30, 2023</u>	CITY/TOWN _____
BIDDER TO SPECIFY:	STATE _____ ZIP _____
DELIVER _____ DAYS FROM DATE OF ORDER _____	AUTHORIZED SIGNATURE _____
PROMPT PAY DISCOUNT: _____ % 30 DAYS, NET 45 DAYS	TITLE _____ TEL.: _____
	DATE: _____
	EMAIL: _____

## CONDITIONS

- 1) Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
- 2) Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contractor is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.
- 3) As the City of Worcester is exempt from the payment of Federal Excise Taxes, and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
- 4) **All prices are to be firm F.O.B. Delivered Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. Time reserved for award is ninety days.**
- 5) In case of error in the extension prices quoted herein, the unit price will govern.
- 6) It is understood and agreed that should any price reductions occur between the opening of this bid and completion of any delivery of any order, the benefit of all such reductions will be extended to the City.
- 7) The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
- 8) Awards will be made to the bidder quoting the lowest net price in accordance with specifications.
- 9) The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and/or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.
- 10) It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of purchase.
- 11) The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this quotation or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. C.43 Sec. 27, and that this quotation is made in good faith without fraud or collusion or connection with any other person submitting a quotation.
- 12) This inquiry implies no obligation on the part of the buyer, City of Worcester, Mass. Quotations will not be considered unless returned on this form. Your proposal should be forwarded to the office of the Purchasing Department, City of Worcester in a sealed envelope, plainly marked: "Quotation on (item requested)" - also, please show Bid Number.
- 13) It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
- 14) Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing (e-mailed to [mckconmp@worcesterma.gov](mailto:mckconmp@worcesterma.gov)) to the Purchasing Department. No changes will be considered or any interpretation issued unless request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.
- 15) Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions may be rejected as informal by the Purchasing Agent. **CONDITIONAL BIDS WILL NOT BE ACCEPTED.**

## **CERTIFICATE OF GOOD FAITH FORM AS REQUIRED BY M.G.L. c. 30B**

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING  
CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

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

(Please Print)

\_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

**No award will be made without vendor certification of the above.**

### **IMPORTANT NOTICE TO BIDDERS:**

**BIDDERS ARE ADVISED NOT TO TAKE ANY EXCEPTIONS TO THE CITY'S TERMS & CONDITIONS.**

**BIDS THAT INCLUDE COMPANY TERMS & CONDITIONS WHICH CONFLICT WITH THOSE OF THE CITY MAY BE REJECTED.**

- Bid results will be available on our website as soon as possible following due date. Please go to [www.worcesterma.gov](http://www.worcesterma.gov) to obtain this information.

**PART 1 – GENERAL**

**1.1 SUBSTANTIAL COMPLETION**

- A. The Date of Substantial Completion shall be June 30, 2023 for Contract work.
  - 1. The Date of Substantial Completion shall remain the same, as stated above, regardless of any alternate(s) chosen to be included in the Contract by the Owner.

**1.2 PROJECT DESCRIPTION**

- A. Supply and Install:
  - (a) 44 New AEDs
  - (b) 49 AED Cabinets
  - (c) 57 Bleeding Control Kits
- B. The Work of this project shall be performed by the contractor (see Appendix A for installation locations).

**1.3 QUALITY ASSURANCE**

- A. Provide schedule and work plan within one week of Notice to Proceed.
- B. Provide all Closeout documents including warranties in hard copy and electronically on a thumb drive.

**1.3 WORK SEQUENCE SCHEDULING AND COORDINATION**

- A. The Work shall be sequenced, scheduled and coordinated to achieve the Date of Substantial Completion.
  - 1. All deliveries must be scheduled at a minimum of 48-hours in advance with the Owner.
- B. The General Contractor shall establish and increase or decrease, as appropriate, the workforce, days of work, number of shifts, work hours, materials, tools and equipment needed to maintain and achieve the Date of Substantial Completion.
- C. Contractor will be responsible for the proper conduct of the work to ensure that all trades work together and in harmony, to achieve substantial and final completion as specified.

**1.4 WORK HOURS**

- A. Normal working hours are to be Monday thru Friday from 7:00 AM to 3:30 PM, except Legal Holidays. Any working hours outside of these times shall be considered “Extended Hours” and treated as described below.

Coordinate schedule and areas of work with Department of Public Facilities. Work to be conducted outside the workdays and hours described above must be approved by the Owner with a minimum of 48-hour notice. No equipment or machinery may be started at the sites before 7:00 a.m.

The Contractor may request to work other than the work hours specified. However, approval to work other than normal hours is at the sole discretion of the Owner.

**1.5 CONTRACTOR USE OF THE PREMISES**

- A. Work will take place in occupied buildings. Attention must be given to not disrupt operations or programs during installation of equipment or accessories. Work area must be left clean and free of debris upon completion of work, including but not limited to dust, and trash removal.
- B. Construction vehicle access and deliveries to the project shall be made during working hours.

#### **1.10 CONTRACTOR USE OF CITY STREETS**

The General Contractor's personnel and all other personnel employed on the project, shall limit their parking on the site to within the areas designated for construction parking and as permitted by the General Contractor. Additionally, Contractor personnel may park as legally allowed within City Limits. Parking on street sidewalks is prohibited.

#### **1.11 WORK CONDITIONS**

- A. Neither the General Contractor, nor Sub-Contractors at any level, nor their employees shall bring illegal substances or alcoholic beverages on the premises.
- B. Vulgar, abusive, obscene language or behavior will not be tolerated.
- C. Contractor's personnel engaging in the above shall be removed from the job-site.
- D. Radios or any type of "music" broadcasting systems are not allowed.
- E. This site is smoke-free; therefore smoking is prohibited within the site limits.

### **PART 2 – PRODUCTS**

- A. Automated External Defibrillator (AED):
  - 1. The Basis of Design is American AED, or equal. Other acceptable manufacturers include:
  - 2. Life Support Systems
  - 3. ZOLL

All AEDs shall include (1) Pre-connected Adult CPR-D Electrode Pad, (1) Sleeve of Lithium Batteries, DPR/AED Responder Kit, Carry Case, Starter Toolkit and 7 Year Warranty. Delivered Rescue Ready and Fully Assembled.

- B. Large Surface Mount Wall Cabinets (Metal/White) with Alarm and:
  - 1. The Basis of Design is ZOLL or equal. Other acceptable manufacturers include:
  - 2. Defibtech Lifeline
  - 3. Cardiac Science
- C. AED Wall Signs:
- D. Bleeding Control Kits:
  - 1. The Basis of Design is Bleeding Control Kit, Basic Pro or equal. Other acceptable manufacturers include:
  - 2. Curaplex Stop the Bleed
  - 3. Heartsmart Bleeding Control Kit

### **PART 3 – EXECUTION**

#### **Installation Instructions for AED Cabinets**

##### **A. Surface Mount Cabinets**

- 1. Locate studs, or identify and submit for approval by Owner's representative, appropriate installation for existing backing. Assure successful installation at the selected site or work with Owner's representative for alternate acceptable site or installation technique.

2. Mark proposed location of cabinet
3. Mark location of screws – Note Location of 4 pre-punched holes in cabinet
4. Wall Type
  - a. Sheet Rock Wall – Install hollow wall anchors – maximum 2 per cabinet (other 2 screws must go into stud)
  - b. Brick, Block or Concrete – Install wall anchors minimum of 4 per cabinet
5. Fasten cabinet on wall using a minimum of 4 screws per cabinet

## B. Fastener Recommendations

Steel Studs: # 6 x 2-1/2" Fine Thread Wood Studs: # 6 x 2-1/2:

Course Thread

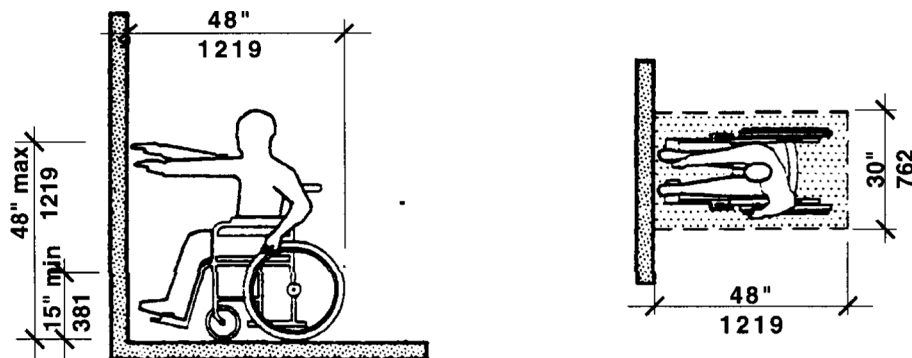
Brick, Block or Concrete: Wall anchors minimum imbedded depth 1-1/2" Hollow Wall Anchor: Minimum Grip range 5/8"

## C. Mounting Height Guidelines for AED Cabinets

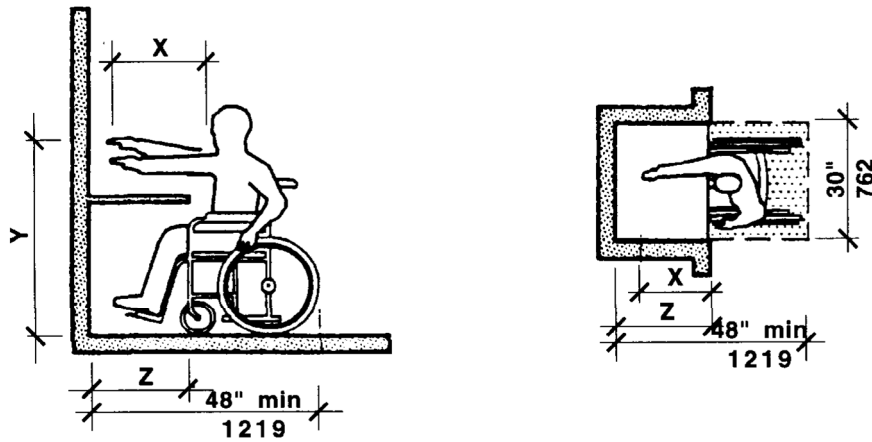
### 521 CMR: ARCHITECTURAL ACCESS BOARD

#### FORWARD REACH

If the *clear floor space* only allows forward approach to an object, the maximum high forward reach allowed shall be 48 inches (48" = 1219mm) (See Fig. 6k). The minimum low forward reach is 15 inches (15" = 381mm). If the high forward reach is over an obstruction, reach and clearances shall be as shown in Fig. 6l.



High Forward Reach Limit  
Figure 6k

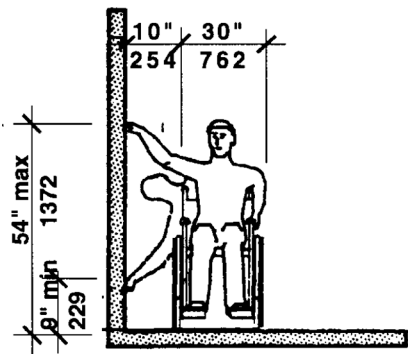


**NOTE:** X shall be less than or equal to 25" (635 mm). Z shall be greater than X.  
 When X is less than 20" (508 mm), then Y shall be 48" (1219 mm) max.  
 When X is 20" to 25" (508 to 635 mm), then Y shall be 44" (1118 mm) max.

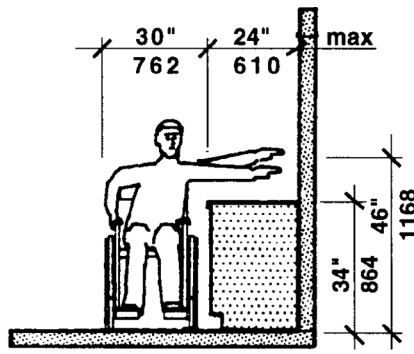
**Maximum Forward Reach over an Obstruction**  
**Figure 6l**

## 6.5 SIDE REACH

If the *clear floor space* allows parallel approach by a person in a wheelchair, the maximum high side reach allowed shall be 54 inches (54" = 1372mm) and the low side reach shall be no less than nine inches (9" = 229mm) above the floor (See Fig. 6m). If the side reach is over an obstruction, the reach and clearances shall be as shown in Fig. 6n.



**High and Low Side Reach**  
**Figure 6m**



**Maximum Side Reach over Obstruction**  
**Figure 6n**

**(Location List Follows)**

**Appendix A**  
**LOCATION LIST**  
**CITY OF WORCESTER**

<b><u>Unit</u></b>	<b><u>Building or Division</u></b>	<b><u>Street Address</u></b>	<b><u>Location in the Building</u></b>
<b><u>1</u></b>	<b><u>Main Library</u></b>	<b><u>3 Salem Square</u></b>	<b><u>Basement</u></b>
<b><u>2</u></b>	<b><u>Main Library</u></b>	<b><u>3 Salem Square</u></b>	<b><u>2nd Floor</u></b>
<b><u>3</u></b>	<b><u>Main Library</u></b>	<b><u>3 Salem Square</u></b>	<b><u>3rd Floor</u></b>
<b><u>4</u></b>	<b><u>Main Library</u></b>	<b><u>3 Salem Square</u></b>	<b><u>4th Floor</u></b>
<b><u>5</u></b>	<b><u>City Hall</u></b>	<b><u>455 Main Street</u></b>	<b><u>Basement Corridor</u></b>
<b><u>6</u></b>	<b><u>City Hall</u></b>	<b><u>455 Main Street</u></b>	<b><u>3rd Floor Corridor</u></b>
<b><u>7</u></b>	<b><u>City Hall</u></b>	<b><u>455 Main Street</u></b>	<b><u>4th Floor Corridor</u></b>
<b><u>8</u></b>	<b><u>Emergency Management</u></b>	<b><u>2 Coppage Drive</u></b>	<b><u>TBD</u></b>
<b><u>9</u></b>	<b><u>Emergency Management</u></b>	<b><u>2 Coppage Drive</u></b>	<b><u>TBD</u></b>
<b><u>10</u></b>	<b><u>DPW - Administration</u></b>	<b><u>20 East Worcester Street</u></b>	<b><u>1st Floor - Break Room</u></b>
<b><u>11</u></b>	<b><u>DPW - Administration</u></b>	<b><u>20 East Worcester Street</u></b>	<b><u>3rd Floor - Break Room</u></b>
<b><u>12</u></b>	<b><u>DPW - Administration</u></b>	<b><u>20 East Worcester Street</u></b>	<b><u>4th Floor - Break Room</u></b>
<b><u>14</u></b>	<b><u>Union Station</u></b>	<b><u>2 Washington Square</u></b>	<b><u>TBD</u></b>
<b><u>15</u></b>	<b><u>Union Station</u></b>	<b><u>2 Washington Square</u></b>	<b><u>TBD</u></b>
<b><u>16</u></b>	<b><u>Inspectional Services/WFD</u></b>	<b><u>25 Meade Street</u></b>	<b><u>1st Floor Corridor-Near Elevator</u></b>
<b><u>17</u></b>	<b><u>Inspectional Services/WFD</u></b>	<b><u>25 Meade Street</u></b>	<b><u>2nd Floor Corridor-Near Elevator</u></b>
<b><u>18</u></b>	<b><u>Residential Drop Off Center</u></b>	<b><u>1065 Millbury Street</u></b>	<b><u>Building at Entry</u></b>
<b><u>19</u></b>	<b><u>Forestry Division</u></b>	<b><u>1065 Millbury Street</u></b>	<b><u>Metal Building/Top of Hill</u></b>
<b><u>20</u></b>	<b><u>Water Filtration Plant</u></b>	<b><u>71 Stonehouse Hill Road</u></b>	<b><u>HOLDEN, MA 1st Floor Lobby</u></b>
<b><u>21-30 (10)</u></b>	<b><u>DCU Center</u></b>	<b><u>50 Foster Street</u></b>	<b><u>Throughout TBD</u></b>
<b><u>31-44 (14)</u></b>	<b><u>Worcester Youth League</u></b>	<b><u>Parks Department</u></b>	<b><u>Various Parks</u></b>
<b><u>45</u></b>	<b><u>Innovation &amp; Tech</u></b>	<b><u>1 Officer Manny Familia Way</u></b>	<b><u>WTHS – Bldg. A</u></b>
<b><u>46</u></b>	<b><u>Technical Services</u></b>	<b><u>9-11 Lincoln Square</u></b>	<b><u>TBD</u></b>

(Pricing Sheet Follows)



**Pricing Sheet– AEDs – City Facilities/DPF**

**BID #: 8010-M3**

<b>AWARD TO BE MADE IN THE AGGREGATE. BIDDER MUST BID ALL ITEMS.</b>				
<b>Item #</b>	<b>Estimated Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	46	New AEDs	\$	\$
2	49	AED Cabinets (including installation)	\$	\$
3	57	Bleeding Control Kits	\$	\$
<b>TOTAL ITEMS 1-3 ABOVE</b>				<b>\$</b>

Questions regarding this bid may be emailed to [mckeonmp@worcesterma.gov](mailto:mckeonmp@worcesterma.gov)

**TERMS, PROMPT-PAY DISCOUNT \_\_\_\_\_% 30 DAYS, NET 45 DAYS.**

**DELIVERY AND/OR COMPLETION TO BE MADE WITHIN ASAP DAYS FROM DATE OF NOTIFICATION BY THE CITY. PROJECT MUST BE COMPLETED BY JUNE 30, 2023.**

**NAME OF BIDDER \_\_\_\_\_**