

PURCHASING DIVISION
CITY OF WORCESTER
MASSACHUSETTS 01608-1895
ROOM 201 - CITY HALL, 455 MAIN ST.
PHONE (508) 799-1220

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

SEALED BID NO. CR-8332-W5

DATE: November 20, 2024

CITY OF WORCESTER
Christopher J. Gagliastro, MCPPO
Purchasing Agent

BUYER: Chris Gagliastro

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

NOTICE TO BIDDERS
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

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

DATE: December 18, 2024

TIME: 10:00 A.M. LOCAL TIME

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

MARK SEALED ENVELOPE **"Sealed Bid No. CR-8332-W5, Emergency Property Maintenance /Inspectional Services"**

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.

GENERAL

1. This Bid Invitation covers: emergency property maintenance, repairs and /or relocation of occupants as directed as per the requirements and specifications of the City of Worcester Department of Inspectional Services for a period of one (1) year from February 5, 2025 through February 4, 2026 and at the sole discretion of the City to renew for a second and third year. The option to be determined at the end of the current contract year. (See page 10).
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ n/a must accompany this bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above.
NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED
4. A performance bond in the amount of \$ n/a of the total dollar award is required.
5. A payment bond in the amount of \$ n/a of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: 39-43.
7. Questions pertaining to this bid must be directed to Chris Gagliastro via email at gagliastroc@worcesterma.gov

8. The following meanings are attached to the defined words when used in this bid form.
 - (a) The word "City" means The City of Worcester, Massachusetts.
 - (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or any part thereof.
 - (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - (d) The words "Firm Price" shall mean a guarantee against price increases during the life of the contract.
9. 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 to the Purchasing Division (or e-mailed at: gagliastroc@worcesterma.gov). No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal 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 bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. 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.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. 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.
19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.
23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.

24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form 30B (Sealed Bid Goods & Services) when submitting a bid. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

INSURANCE AND WORKER'S COMPENSATION

27. COMMERCIAL GENERAL LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. AUTOMOBILE LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-owned autos).
29. COMPENSATION INSURANCE: The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.

DISCOUNT

33. 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.
34. 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 contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

GUARANTEE

35. 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.

DELIVERIES AND COMPLETION

36. 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 notification. Should the

successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.

37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

SAMPLING AND ANALYSIS

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. 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.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or requires for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.
47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the

work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.

48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted or assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name

Address

Zip Code

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership

Full names and addresses of all partners

Name

Address

Zip Code

Business Address _____ Zip Code _____

Tel. No. _____

(3) If a Corporation

Full Legal Name _____

State of Incorporation _____ Qualified in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____ TITLE _____
PLEASE SIGN

DATE _____ BID SECURITY \$ _____

The name(s) of customer service representative(s) to be responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) _____ TEL. NO. _____

NAME (PLEASE PRINT) _____ FAX. NO. _____

PLEASE INDICATE YOUR E-MAIL ADDRESS E-MAIL: _____

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.

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.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES _____ NO X

Delivery to be made to: City of Worcester

This Bid includes addenda numbered _____

NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!

BIDDER TO COMPLETE ITEMS BELOW

Item #	Estimated Annual Quantity	Description	Unit Measure	Unit Price	Extended Price
Emergency property maintenance, repairs and/or relocation of occupants as directed as per the requirements and specifications of the City of Worcester Department of Inspectional Services.					
See attached pricing pages.					
Award to be made in the aggregate. Bidders must bid on all items					
All questions must be directed to Chris Gagliastro via email at gagliastroc@worcesterma.gov					

TERMS, PROMPT PAY DISCOUNT _____% 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN **FIVE (5) DAYS** FROM DATE OF NOTIFICATION BY THE CITY.

(N.B. PLEASE REFER TO SECTION NO. 34 RELATIVE TO THE DELIVERY).

NAME OF BIDDER _____

DISCLOSURE OF CONTRACT RENEWAL

This contract may be renewed for a second and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the current contract year.

In no event will increase exceed _____ % for the second contract year.

In no event will increase exceed _____ % for the third contract year.

(TO BE COMPLETED BY BIDDER)

Name

Date

Title

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A SECOND AND THIRD YEAR OPTION,
PLEASE INDICATE BY CHECKING THIS BOX: ☐

IMPORTANT

It is understood and agreed, that failure by the bidder to complete the above increase statement, it is the bidders intent to accept a second and third year option at zero (0) percent increase.

All other Terms and Conditions to remain the same.

**SPECIFICATIONS FOR EMERGENCY PROPERTY
MAINTENANCE/INSPECTIONAL SERVICES
BID #: CR-8332-W5**

Awardee shall provide emergency maintenance, repair and relocation services to the City of Worcester (City) on an *as needed basis*.

Pursuant to 105 CMR Section 410.940, if a failure to comply with an order requiring that any dwelling or its premises be properly cleaned or repaired results in a condition which endangers or materially impairs the health or well-being of the occupant or the public, the Director of Housing and Health Inspections may cause such proper cleaning or repair and charge the responsible person or persons with any and all expenses incurred.

GENERAL REQUIREMENTS

The vendor shall repair only the emergency issues that have been identified by City staff in writing. The deficiencies will have been previously reported to the property owner by the City in writing.

The vendor shall visit the property location and determine the nature of the repair and contact the City in advance of the repair. This visit shall take place within 24 hours of the first notification. The City will provide the vendor with the contact information of the occupant to arrange mutually agreeable times for access.

Once final notice to proceed is approved the vendor will complete emergency repairs requested by City. Should additional unforeseen repairs be necessary to complete the original requested repair then approval must be sought and received from the City in order to proceed.

Timeliness and response time for work performed under this contract is of the utmost importance. All repairs MUST be completed within 5 days from the date of notification by the City. The City of Worcester reserves the right to terminate the contract should the contractor have difficulty completing maintenance or repairs within 5 days.

All employees shall be uniformed in such a way as to be easily recognizable as employees authorized to accomplish the work. Employees shall also carry an employee identification card.

RELOCATION REQUIREMENTS

Upon written notification from city ISD staff of the need for relocation of displaced occupants, the vendor shall visit the property and meet with those occupants to verify names and ages of those to be relocated. The owner will have previously been notified an occupied residence or portion thereof, has been deemed unfit for human habitation, thereby necessitating the need to vacate. Vendor shall also reach out to owner to confirm proceedings.

Vendor shall make the necessary arrangements for temporary housing to all occupants identified by ISD staff, including pets. Vendor shall take care and consideration to locate occupants in the lowest cost and most centrally located accommodations.

The City will pay the vendor for the cost of the accommodations plus an administrative flat fee per relocation. Only the cost of the administrative fee shall be listed on the attached pricing form.

EXPERIENCE

The vendor shall have demonstrated at least 5 years of experience in construction and property management including but not limited to plumbing, heating systems, gas systems, mechanical, structural and carpentry. Please provide information pertaining to experience with bid submission.

The vendor must hold a valid and current Construction Supervisors License, unrestricted. Please provide copy of CSL license with bid submission.

ESTIMATES

It will be required that the contractor provide the City of Worcester with a free written estimate to perform work. The site must be visited. *The estimate shall contain:*

- Name and location of repair
- Total cost (labor and materials)
- Breakdown of costs (labor - # of men, # of hours, materials - types and amounts)
- Special equipment needed
- Other special conditions
- Specify what work is to be done
- Number of hours/days to complete job
- Number of hours/days to start job after receiving authorization *OR*
- Number of rooms to be reserved
- Number of days for reservation

If the proposal is accepted, the work shall be done on time and the materials not to exceed the quoted price.

MATERIALS/SUPPLIES

It will be the requirement of the contractor to provide all the tools and equipment needed to do the job. The worker must bring the proper and basic tools and supplies as is applicable with him when he first visits the site. The City of Worcester shall not be charged for the use of the standard equipment that the contractor may need to complete a job. The City of Worcester shall not be responsible for any of the worker's equipment that is lost, stolen, or damaged.

Any work that requires permits must be obtained as required by applicable law. The repair is not considered completed until the permit is signed off on and the Housing Inspector has signed off on the emergency repair.

OVERCHARGING (MATERIALS)

If the City of Worcester has any questions as to the validity of an invoice, the Department will notify the vendor of this in writing. The vendor will have five (5) business days to answer any and all questions and to provide proof of such items as:

- Copy of invoice stating the amount that the vendor was charged for supplies/services etc. Invoice must be a legitimate copy to be forwarded to the Department involved.
- The invoice must be dated.
- The invoice must have the company's name and address and telephone number along with a contact person's name.
- Proof that the invoice was paid by the contracting company.

The Purchasing Division, at the time of bid opening, may request information regarding cost plus percentage of materials. The City of Worcester may request from the contracting vendor a copy of any list price from the company with which the vendor conducts his business for materials. The purpose of this is to confirm the contractor's cost to the city.

THE CITY OF WORCESTER RESERVES THE RIGHT TO PERFORM RANDOM PRICE AUDITS TO VERIFY PRICING ACCURACY. VENDOR MAY NOT OVERCHARGE FOR ANY MATERIALS.

MILEAGE

The City of Worcester cannot be charged for any time, mileage fees or other costs while a tradesperson is traveling to and from a site. The vendor shall take into account this cost in his/her hourly rate when bidding. Time begins when the tradesperson arrives at the site and ends when they leave the site.

INVOICES

No invoices will be paid without the proper information attached. The City of Worcester can only be invoiced after all the work has been completed. All pertinent information must be on the invoice:

- Number of hours worked
- Multiply this by the hourly rate
- All materials used for the job with their individual prices and brief description of work done.
- It must be dated properly and accurately.
- Number of days for relocation
- Number of rooms for relocation and names of occupants per room
- Name of hotel/motel

If work is completed to the dissatisfaction of the City of Worcester, it may be held up for payment. When the problem is corrected then the invoice will be processed.

All invoices must be emailed to Inspectional Services within 10 days after completion of job.

**PRICING PAGE FOR EMERGENCY PROPERTY MAINTENANCE
INSPECTIONAL SERVICES / BID #: CR-8332-W5**

Item #	Estimated Annual Quantity	Trade/Description	Measure	Unit Price	Extended Price
1	25 hours	Electrician Monday to Friday – 7AM to 5PM	Hourly	\$	\$
2	5 hours	Electrician Monday to Friday – 5PM to 7AM Including Saturdays, Sundays, and Holidays	Hourly	\$	\$
3	25 hours	HVAC Monday to Friday – 7AM to 5PM	Hourly	\$	\$
4	5 hours	HVAC Monday to Friday – 5PM to 7AM Including Saturdays, Sundays, and Holidays	Hourly	\$	\$
5	25 hours	Carpentry/General Repairs Monday to Friday – 7AM to 5PM	Hourly	\$	\$
6	5 hours	Carpentry/General Repairs Monday to Friday – 5PM to 7AM Including Saturdays, Sundays, and Holidays	Hourly	\$	\$
7	25 hours	Plumber Monday to Friday – 7AM to 5PM	Hourly	\$	\$
8	5 hours	Plumber Monday to Friday – 5PM to 7AM Including Saturdays, Sundays, and Holidays	Hourly	\$	\$
9	25 hours	Roofing Monday to Friday – 7AM to 5PM	Hourly	\$	\$
10	5 hours	Roofing Monday to Friday – 5PM to 7AM Including Saturdays, Sundays, and Holidays	Hourly	\$	\$
11	50 hours	Manager/coordinator	Hourly	\$	\$
12	\$20,000	Mark up for materials <u>NOT TO EXCEED 15%</u>	Percent	%	\$
13	12	Administrative flat fee per relocation	Each	\$	\$
Total Bid Price					\$

***Extended Price to be calculated as follows:**

Extended Price = Estimated Annual Cost for Materials x (1+% Increase)

Example: % Increase = 15% Estimated Cost = \$20,000
 Extended Price = \$20,000 x (1+.15)
 = \$20,000 x 1.15
 = \$23,000

- *Hourly and Annual Cost Estimates are for bidding purposes only and will not reflect the actual quantities for the contract term.*
- *All calls will have a 2 hour minimum.*