



## **REQUEST FOR BID**

Microbial, Suspect Microbial and  
Water Damaged Services

Lowell

\$100,000

**RFB UMLow-2026-1054**

***June 12, 2026***

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## **Introduction**

The University of Massachusetts Lowell invites bids for UMLow-2026-1054 Microbial, Suspect Microbial and Water Damaged Building Materials Services.

## **University Background Information**

The University of Massachusetts Lowell is located in the historic industrial city of Lowell, 25 miles northwest of Boston, with the campus spanning more than 125 acres along the Merrimack River. More than 18,000 resident and commuter students of all backgrounds pursue bachelors, masters, and doctoral degrees as well as professional certificates in the arts, humanities and sciences; education; engineering; health and environment; and management. Internationally recognized for its excellence in science and engineering, UMass Lowell is a leader in nanotechnology and nonmanufacturing, bio manufacturing, bioinformatics and advanced materials. The University is a nationally ranked research university that receives a significant percent of funding from federal agencies and private industry. More information on the Lowell campus can be found at [www.uml.edu](http://www.uml.edu).

## **General Information**

All terms, conditions, requirements, and procedures included in this RFB must be met for a Response to be determined responsive. If a Bidder fails to meet any material term, condition, requirement or procedure, its Response may be deemed unresponsive and disqualified.

Unless otherwise specified in this RFB all communications, responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. Currency. All Responses must be submitted in accordance with the specific terms of this RFB. No electronic Responses may be submitted in response to this RFB.

Bidders are prohibited from communicating directly with any employee of the University except as specified in this RFB. The University's Purchasing Department is authorized to provide any information or respond to any question or inquiry concerning this RFB. Bidders may contact the Purchasing Department if this RFB is incomplete.

All responses and information submitted in response to this RFB are subject to the Massachusetts Freedom of Information Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Any statements reserving any confidentiality or privacy rights in submitted Responses or otherwise inconsistent with these statutes will be void and disregarded.

Work done as part of this RFB is subject to compliance with Public Law 92-596 "Occupational Safety and Health Act of 1970" (OSHA), with respect to all rules and regulations pertaining to construction including Volume 36, numbers 75 and 105, of the Federal Register as amended, and as published by the U.S. Department of Labor.

The University makes no guarantee that any Commodities or Services will be purchased from any Contract resulting from this RFB. Any estimates or past procurement volumes referenced in this RFB are included only for the convenience of Bidders, and are not to be relied upon as any indication of future purchase levels.

Unless otherwise clearly stated in this RFB, any reference to a particular trademark, trade name, patent, design, type, specification, producer or supplier is not intended to restrict this RFB to any manufacturer or proprietor or to constitute an endorsement of any good or service, and the University may consider clearly identified offers of substantially equivalent goods and services submitted in response to such reference.

The goal of this RFB is to award this contract to responsible contractors offering to perform the contract at the lowest price. The target number of awards for "Microbial, Suspect Microbial and Water Damaged Services" Contractors will be two to three (2-3).

Numbers of hours of work listed are estimates for the sole purpose of bidding, and in no way represent a commitment on behalf of the University or a guarantee of work by the University.

Bidders may not alter (manually or electronically) the RFB language or any RFB component files. Modifications to the body of this RFB, specifications, terms and conditions, or which change the intent of this RFB are prohibited. Any unauthorized modifications may disqualify a Response.

The Contractor shall maintain records pertaining to the services performed, in accordance with University acceptable accounting principles. In the event the University should dispute an invoice, the Contractor's records, pertaining to the disputed invoice, shall be made available to the University or its authorized representative, for review.

## Notice to Contractors

All Bid responses will be received online prior to the date and time specified in the UMass Supplier Portal for the specified project. The UMass Supplier Portal can be accessed online at <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=UMass>. All required documents must be submitted in the format specified, all fields must be completed as specified and the documents must be submitted to the correct project folder in order for the Bid Proposal response to be complete. **Hard copy Bid Proposal responses will not be accepted.** It is the Submitter's sole responsibility to familiarize themselves with the UMass Supplier Portal and the online Proposal submission process and requirements.

Bids must be accompanied by a bid deposit, this could be a bid bond or a check that is not less than **5% of the annual estimated cost (refer to YR.1 price sheet)**. **The bid deposit must be a copy of a certified, treasurer's checks, or cashier's check; or bid bond from a licensed surety M.G.L. c. 149, §44B (2).** If paying by certified, treasurer's, or cashier's check, a copy of the check must be provided with your bid submission. **Original checks should then be mailed to: University of Massachusetts, Presidents Office, Attn: UMLow-2026-1054 UPST, 50 Washington Street, Suite 3000, Westborough, MA 01581. Company check or personal checks will not be accepted.**

Bids are subject to M.G.L. c. 149, §44A-J and to the minimum wage rates as required by the M.G.L. c. 149, §26 to 27H inclusive. The University reserves the right to reject any Bid Proposal that is not in full compliance with the Contract Specifications; to reject any or all bids wholly or in part; to waive technicalities; to make awards in a manner deemed in the best interest of the University; and to correct any award erroneously made as a result of a clerical error on the part of the University.

The University of Massachusetts Lowell is an Equal Opportunity/Affirmative Action, Title IX, H/V, ADA 1990 Employer and Executive Order 11246, Title 41, Part 60 of the CFR Sections 741.4, 250.4, 1.40, and 1.4 are hereby incorporated.

## Contractor Requirements

Contractor personnel must have current and appropriate licenses and certifications required under Massachusetts State Laws and regulations, including the required 10-Hour OSHA-General Industry, Respiratory fit, and PPE typical to industry standards and practices.

In order to be considered the Contractor must have owned and operated the Company under the same name for at least 5 years, providing services relevant to those specified in the RFB.

Each Bidder shall have performed the type of work specified in this document for a period of at least five (5) years and shall be able to substantiate the work through a list of clients for whom such work has been performed.

The Bidder must have adequate licensed and or certified staffing and equipment to accomplish the work in a timely fashion. In particular, the Bidder must be able to provide at least three (3) - four (4) person crews on any given day and demonstrate sufficient staffing resources to support simultaneous emergency response events. The on-site supervisor must be able to communicate effectively with University personnel.

The Awarded Bidder must provide certificates of insurance in the amounts indicated in the Liability Insurance paragraph.

Bidder must meet and be in full compliance with all Federal, State and Local Laws and Regulations.

Bidders must be in full compliance with OSHA 10 Regulation all required employees of the company must hold at a minimum OSHA 10 certification card. Bidder must submit OSHA 10 Certification card with bid submission.

The awarding party must provide information regarding employee CORI background checks; to be completed during the hiring process, and annually for all employees working on the University of Massachusetts Lowell campus, throughout the contract. This information must detail resultant reporting that will be provided to the University.

**Emergencies will require 24 hours, 7 days a week availability of a service.** Contractor's personnel must be able to respond to emergency calls and to commence work within two (2) hours from call receipt to the University of Massachusetts Lowell Campus. Contractor must have Answering Services 24/7.

Contractor's personnel shall have all appropriate equipment and tools necessary for the completion of all designated tasks.

The Contractor should provide a list of at least three (3) references for which the Contractor has performed similar services to those specified. (Attachment E).

## Scope of Work

The type of work to which the Contractor is expected to respond would include, but not be limited to is for microbial, suspect microbial and water damaged abatement, remediation, replacement, encapsulation and repair of building interior/exterior infrastructure, building envelope, fixtures, furnishings, floor coverings, decor and equipment associated with university properties and sewage overflows/backups.

The purpose of this procurement is for the University to Pre-Qualify Microbial Remediation Contractors for jobs less than **\$50,000, with a contract of less than \$100,000**. This contract will also be available to other Departments in the University, along with the Environmental & Emergency Management Department.

UMass Lowell will be allowed to **contract with the prime contractor** under this contract for remediation projects estimated to cost **less than \$10,000** without the need to solicit multiple written price quotations when procuring these services. For projects estimated between **\$10,000 - \$50,000**, the University must **solicit written bid proposals from 2-3 awarded contractors**, provided that the contract shall be awarded to the responsible person offering to perform the contract at the lowest - price quotation. Contractors will be required to submit a proposal to the Environmental Health and Safety Executive Director or his designee when requested.

Provide all necessary elements including labor and equipment as required **on a contracted per call or project scheduled basis** for microbial and suspect microbial abatement, remediation, replacement, encapsulation and repair. Prices, prevailing wage schedule and terms and conditions shall remain firm throughout the term of the Contract. **Bids for hourly rates shall be entered for each labor category listed and shall include the prevailing wage, overhead with associated direct costs of insurance and profit (Price Schedule, Attachment D).**

Contractors must provide and include in bid their protocols for abating microbial and water remediation services.

## Required University Procedures

The University of Massachusetts Lowell requires that all Contractors under contract with the University abide by the following standard requirements and practices.

Protocols for abating microbial and water remediation services.

Coordinate all facilities operations with the University's Environmental Health and Safety Director or his designee. Arrival and departure must be verified by the Environmental Health and Safety Director or his representative.

In case of emergency, contractors are to call University Police at (978) 934-2394 and Environmental, Health and Safety (EHS) Executive Director, Glenn MacDonald at (978) 934-2632.

If hazardous (or suspicious) materials are encountered on site, immediately contact the Environmental, Health and Safety (EHS) Department.

## Service Call Requirements

Contractors **must** respond to service calls 24 hours per day, 7 days per week, and 365 days per year (24x7x365). Contractors **must** send a qualified service person to the location and have a vehicle fully equipped with tools and replacement parts to perform repairs or diagnosis the problem.

Contractors **must** respond as requested:

- Emergency Call – Contractor must respond within two (2) hours of initial call as directed
- Service Call – Contractor must respond by phone within eight (8) hours and establish a mutually agreed arrival time at the facility.
- Scheduled work - Contractor must respond at mutually agreed arrival time at the facility.

## Guaranty and Warranty

The Contractor shall pay to the University of Massachusetts Lowell all expenses, losses and damages incurred as a consequence of any defect, omission, negligence, or error by the Contractor, Contractor's employees, Subcontractors, or Subcontractor's employees.

The Contractor shall provide only new and good quality materials and warrant that he has full title to all materials, supplies and equipment used in the work under this Contract. All Contractor provided parts, materials, and/or equipment shall meet the University's satisfaction and shall follow the requirements set-forth by the University Environmental & Emergency Management Department prior to commencing each individual assignment under this contract.

The Contractor guaranties that all work, material, and equipment furnished and installed under this contract, are in accordance with the specifications and is free from defects in material and craftsmanship for a period of one year from the date of receipt and acceptance by UMass Lowell.

### **Subcontracting Work**

The successful bidder may not subcontract, in whole or in part, any portion of this contract without the written consent of the University.

### **Terms and Conditions**

UMass Lowell reserves the right to reject any and all proposals and to adapt the project's specifications based on information received in the course of this process. Information in the proposal deemed proprietary by the vendor should be specifically identified, and will be kept in confidence. UMass Lowell will not be responsible for any costs incurred by a vendor in the preparation and/or production of a proposal.

The University may cancel this proposal at any time under any condition.

Should this process result in an offer acceptance, all agreed pricing, terms and conditions between the selected vendor and the University of Massachusetts Lowell shall be extended and made available to the five campuses within the University of Massachusetts system (Lowell, Amherst, Boston, Dartmouth and Worcester), as well as the University of Massachusetts Systems office located in Shrewsbury, at each's discretion.

Awarding contractors shall provide a 50% payment bond on a contract with an estimated value between \$50,000.00 and \$100,000.00 annually.

### **Vendor Responsibilities**

Vendors shall prepare and submit Responses in accordance with the requirements set forth in this RFB. The Vendor, by responding to this RFB, represents that it has the capabilities and personnel necessary to provide the required services and/or products, within any time schedule constraints as outlined in this RFB.

Vendors shall be responsible for all expenses and costs they may incur in developing and submitting a Response to this RFB and participating in the RFB process. UMass is not responsible in any way for any expenses incurred by any vendor in the preparation or submission or presentation of a Response, in response to this RFB or for the costs incurred during the evaluation period following receipt of the Responses, or negotiation of a potential final agreement.

A Vendor may, without prejudice to itself, modify its response to this RFB via the UMass Supplier Portal provided that the changes are made prior to the Response Due Date. Requests for withdrawal may be submitted via the UMass Supplier Portal. Responses may not be modified after the Response Due Date, except through discussions/negotiations initiated by UMass.



## Bid Schedule

Refer to the UMass Supplier Portal for any changes to the following bid schedule

Bids Available	June 17, 2026	10:00 am
Questions Due	June 24, 2026	2:00 pm
Response Due	June 29, 2026	2:00 pm
Bids Due	July 07, 2026	2:00 pm

## Term of Agreement

The term of any Contract resulting from this RFB shall be for one (1) year from the date of award, with two (2) one-year renewal options.

## Bid Response Instructions

All bid responses will be received online prior to the date and time specified in the UMass Supplier Portal for the specified project. The UMass Supplier Portal can be access online at <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UMass>. All required documents must be submitted in the format specified, all fields must be completed as specified and the documents must be submitted to the correct project folder in order for the bid response to be complete. ***Hard copy bid responses will not be accepted.*** It is the bidder's sole responsibility to familiarize themselves with the UMass Supplier Portal and the online bid submission process and requirements.

## Questions

The deadline for submitting questions is indicated in the UMass Supplier Portal. All questions must be submitted in the "Q&A Board" feature in the portal and will be answered via addendum. Any questions called in or emailed outside of the UMass Supplier Portal will not receive a response. At the end of the question period, a response will be issued via an addendum posted to UMass Supplier Portal. Any bidder who has downloaded the documents will receive a notification of the posting.

## Liability Insurance

The awarded Contractor shall purchase and maintain at its sole cost and expense throughout the term of this Agreement adequate insurance coverage necessary for the performance of the work under the contract. Such insurance should include but not be limited to the following types and amounts of coverage: The following minimum insurance coverage is required.

A) Workmen's Compensation Insurance in compliance with applicable federal and state laws, including Employers Liability Insurance with limits of at least one million dollars (\$1,000,000) per occurrence.

B) Automobile Liability Insurance covering owned, non-owned, and hired vehicles with combines limits for bodily injury and property damage of at least one million (\$1,000,000) per accident. The

policy must be endorsed to include the University as an additional insured

C) Commercial General Liability Insurance including products and completed operations liability, and contractual liability coverage specifically covering this Agreement, written on an occurrence form, with combined limits for bodily injury, personal injury, and property damage of at least one million dollars (\$1,000,000) per occurrence and three million (\$3,000,000) per aggregate. This policy must be endorsed to include the University as an additional insured.

D) A certified copy of each policy or certificates of all insurance required herein shall be delivered to the University of Massachusetts Lowell, Director of Purchasing, with the execution of the Contract

## **Selection and Notice**

- a. The goal of this RFB is to award this contract to responsible contractors offering to perform the contract at the lowest price. The target number of awards for Microbial Remediation Contractors is THREE (3).
- b. All mandatory requirements must be met. As previously stated in this RFB, the University makes no dollar guarantees for services throughout the duration of this contract resulting from this RFB.
- c. The University reserves the right to award this contract on an itemized basis to multiple vendors or to award this contract in whole to one vendor as it may be most advantageous to the University.
- d. Submissions will be evaluated based on best value including, but not limited to, the following:
  - Vendors ability to provide products as described within the specifications.
  - protocols for abating microbial and water remediation services.
  - Vendors ability for timely delivery.
  - Price
- e. Awards shall be made to the bidder who, the University, in its sole discretion, deems responsive and responsible taking into consideration the reliability of the bidder, the qualities of service and products to be supplied, and their conformity with the requirements and the purposes of which required. While a factor, pricing will not be the only consideration in selection. The University may request clarification of any proposal by phone, email, in writing, or during an in-person presentation.
- f. The University may cancel this solicitation, or may reject in whole or in part any and all bids or proposals when the University determines that cancellation or rejection serves the best interests of the University.
- g. Bid results will be posted as in the Project in the UMass Supplier Portal. The University will notify the selected firm(s) of its decision and will be prepared to issue a purchase order immediately upon selection and notification that the offer to engage is accepted by the vendor.

## Public Records

All bids received are subject to Massachusetts General Laws Chapter 4, Section 7, Section 26 and Chapter 66, Section 10 regarding public access to such documents. Statements or endorsements inconsistent with those statutes will be disregarded.

## Contractual Terms and Conditions

Contractual terms and conditions will consist of the standard terms and conditions clauses contained within the Contract for Service (CFS) (Attachment H) and within this solicitation. Any term not objected to will be deemed to have been accepted by the bidder.

The Contractor's performance will be evaluated on an ongoing basis, and will be utilized in determining whether or not to continue with the Contract. Poor performance as determined by the university may result in cancellation of the Contract.

## Award to Multiple Locations

Please indicate in your response if your company is willing to extend your proposal to the other four campuses within the University of Massachusetts system (Amherst, Boston, Dartmouth and Worcester) as well as the University of Massachusetts Systems office located in Shrewsbury, MA under separately negotiated contracts.

## Special Programs and Sponsorship Opportunities

Bidders are welcome to include, as part of their proposal, any interests and commitments to student internships and sponsorship opportunities available through University Advancement and Athletics.

**University Advancement.** The University encourages philanthropic support from our partners. UMass Lowell Our Legacy, Our Place Campaign, will provide philanthropic support for strategic priorities on campus to enhance the educational experience of our students. You can create an endowment for student scholarships or sponsor the following annual events at various levels. Event Sponsorships include:

**Commencement Eve Celebration** – Commencement Eve celebration reception and dinner with commencement speakers, honorary degree recipients and student award winners; an elegant evening for donors, alumni, community and friends of the University.

**Homecoming** – Homecoming weekend for alumni, students and community.

**University Alumni Awards** – Donors, alumni and friends of the University come together for reception and dinner to honor accomplished alumni across a broad spectrum of fields and accomplishments.

**Athletics.** Opportunities exist for the successful bidder to participate in the Corporate Partnership program and take advantage of the various program benefits. These marketing programs are designed to target

UMass Lowell's affinity groups, including athletic fan base, alumni, employees and friends of UMass Lowell. Participation in the Corporate Partnership Program leverage exposure to UMass Lowell's large and diverse affinity base providing marketing sponsorship opportunities unique to this program. Please note in your proposal if you are interested in participating in the Corporate Partnership program.

**Internship Opportunities.** The University is interested in having the successful bidder provide paid internship opportunities to students enrolled at the University. Please include in your bid response how your company would participate in this opportunity by describing, in detail, any opportunities that you are offering. In your response clearly indicate the number of opportunities that would be offered each school year during the contract term, including option years, plus details such as where the positions would be located, for how long, include if they are paid or unpaid. Note that the University will not accept higher prices to fund internship opportunities.

## **Payment Terms**

All services should be billed in arrears. The University Payment Terms shall be net 45 from the date UMass Lowell receives the invoice, with late penalty interest assessable at rates established by the Commonwealth after 45 days in accordance with Mass.Gen.Laws ch.29, § 29C and with Commonwealth Regulation 815 C.M.R. 4.00. Please state your billing schedule tied to deliverables.

## **Entire Agreement**

This proposal represents the entire agreement. Any terms on a contractor's invoice are not a part of and are not merged into the agreement, unless mutually agreed upon by UMass Lowell and the contractor in writing. Any exceptions to the terms and conditions contained within this proposal and/or to the University Purchase Order Terms and Conditions must be so noted in writing within the contractor's response. Any exceptions taken to the terms and conditions within this proposal may result in the classification of contractor's response as non-responsive and no consideration for award will be given.

## **Bid Conditions**

- a. Bids must be signed by an official authorized to bind the vendor to its provisions.
- b. Bids must remain valid for at least 90 calendar days from the deadline for bid submission.
- c. Late bids will not be considered.
- d. Awarding contractors shall provide a 50% payment bond on a contract with an estimated value between \$50,000.00 and \$100,000.00 annually.
- e. Bid submission must be accompanied by a bid deposit, this could be a bid bond or a check that is not less than **5% of the annual estimated cost (refer to YR.1 price sheet). The bid deposit must be a copy of a certified, treasurer's checks, or cashier's check; or bid bond from a licensed surety M.G.L. c. 149, §44B (2). If paying by certified, treasurer's, or cashier's check, a copy of the check must be provided with your bid submission. Original checks should then be mailed to: University of Massachusetts, Presidents Office, Attn: UMLow-2026-1054 UPST, 50 Washington Street, Suite 3000, Westborough, MA 01581. Company check or personal checks will not be accepted.**

## **Bidder representations**

Each bidder by submitting its bid represents that:

- a. The bid document and requirements have been read and understood by the bidder.
- b. The bid is based upon the items described in the IFB documents and requirements without exceptions.
- c. The bid has been arrived at independently and is submitted without collusion.
- d. The contents of the bid have not been disclosed by the bidder nor to the best of its knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the bidder, or its surety on any bond furnished herewith, and will not be disclosed to any such person prior to the opening of bids.
- e. No attempt has been made or will be made to induce any other person or firm not to submit a bid.

## **Submittals**

- a. Attachment A – Company Information
- b. Attachment B – Certificate of Non-Collusion
- c. Attachment C – Certificate of Compliance, State Tax Laws
- d. Attachment D – Price Schedule
- e. Attachment E - Business Reference
- f. Bid Bond **from a licensed surety M.G.L. c. 149, §44B** or Copy of a certified, treasurer's check or cashier's check.

**Attachment A**  
**Company Information**  
**UMLOW-2026-1054**

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**Bidders are required to sign this form and include it in their submission.**

To the University of Massachusetts Lowell, the undersigned proposes to provide the commodity (ies) for the University of Massachusetts Lowell in accordance with the terms specified below and the terms of this request: UMLOW-2026-1054

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**Bidder Acknowledges Addenda Number(s) \_\_\_\_\_**

**Please write on the line above the number of each addendum acknowledged with the submission of this bid.**

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The undersigned also hereby declares that it is the only person or persons interested in this bid, that the bid is made without any connection with other persons making any bid for the same work; that no person or persons directly or indirectly interested in this bid, or in any contract which may be made under it, is expecting profits to arise therefrom; and without directly or indirectly influencing or attempting to influence any other person bidding for the same work; and that this bid is made with distinct reference and relation to the specifications prepared for this case and herein mentioned. The undersigned declares that, in regard to the conditions affecting the work to be done, this bid is based solely on their own investigations and research and not in reliance upon any representations of any employee, officer, or agent of the Commonwealth of Massachusetts.

Company/Firm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Business Address: \_\_\_\_\_

Contact City and State: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name and Title of Signatory: \_\_\_\_\_

Date of Offer: \_\_\_\_\_

## **Attachment B**

### **Certification of Non Collusion**

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.

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*Authorized Signature*

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*Printed Name of Authorized Signatory*

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*Name of Business*

**Attachment C**  
**CERTIFICATE OF COMPLIANCE WITH STATE TAX LAW AND**  
**UNEMPLOYMENT COMPENSATION CONTRIBUTION**

Pursuant to M.G.L. Chapter 62C, S 49A, and MGL Ch.151A, Section 19A,

I \_\_\_\_\_, authorized signatory for  
*Name & Title*

\_\_\_\_\_ whose principal place of  
*Company/Firm Name*

business is located at \_\_\_\_\_do hereby  
*Business Address*

certify under penalties of perjury that the above business has filed all state tax returns and paid all taxes as required by law and has complied with all state laws pertaining to contributions to the unemployment compensation fund and to payments in lieu of contributions.

Signed under the penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



**Attachment D  
Price Schedule**

Labor and Material Pricing: The hourly rate must not be paid less than the prevailing wage rate and should include all Contractor's employees, approved sub-contractors, labor, material, supplies, travel, all applicable permits and other costs to complete the project.

**MATERIAL PRICING**

- The University will allow up to a 10% markup on material expenses incurred while completing assigned tasks as part of this Contract.
- The University may require upon request, the Contractor submit original invoices for review.
- The University may elect to purchase materials directly

Include a price for each line item based on quantities identified as the base bid hours. The project manager, superintendent, carpenters, laborer/tenders and all other personnel used by the Bidder must be direct employees of the Contractor. The hourly rates indicated will be used for additional work over the quantities in the base bid amount. The rates will be reviewed and adjusted after the first 12 months of the contract. Equipment rates must be specified.

<b>Item #1: Regular Time – Monday -Friday 7:00 a.m. to 5:00 p.m.</b>				
Trade	Estimated Hours	PROPOSED HOURLY RATE		
		Year 1	Year 2	Year 3
Project Manager	100 hours = \$	\$	\$	\$
Hazardous, Waste/ Asbestos Remover	1000 hours = \$	\$	\$	\$
Laborer/Tender	2000 hours = \$	\$	\$	\$
	= \$	\$	\$	\$
<b>Item #2: Premium Time – Saturday, Sunday, Holidays, Monday -Friday 5:01 p.m. to 6:59 a.m.</b>				
Trade	Estimated Hours	PROPOSED HOURLY RATE		
		Year 1	Year 2	Year 3
Project Manager	100 hours = \$	\$	\$	\$
Hazardous, Waste/ Asbestos Remover	1000 hours = \$	\$	\$	\$
Laborer/Tender	2000 hours = \$	\$	\$	\$
	= \$	\$	\$	\$
<b><u>Grand Total for</u></b>		\$	\$	\$

**PLEASE PROVIDE EQUIPMENT PRICE LISTING – REQUIRED SUPPLEMENTAL DOCUMENTAION**

Equipment rates must be specified. Examples of equipment include but are not limited to;

- Air scrubbers
- Dehumidifiers
- HEPA vacuums
- Negative air machines
- Moisture meters
- Lift equipment
- Vacuum Truck

**Attachment E  
REFERENCE FORM**

TEL# \_\_\_\_\_

Bidders Name: \_\_\_\_\_

The bidder must provide five (5) business references for projects performed & completed within the past five (5) years.

1. Reference Name and Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and Dates of Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Reference Name and Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and Dates of Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Reference Name and Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and Dates of Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Reference Name and Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and Dates of Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Reference Name and Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description and Dates of Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References will be contacted to confirm the bidder's skills, abilities and qualifications to faithfully perform the work specified.

## University of Massachusetts Lowell Contractor Rules & Regulations

**Purpose:** To establish guidelines for all contractors and vendors performing work at the University for the Office of Facilities Management and Planning, ensuring that construction, renovations, repairs, and maintenance work is performed with the highest level of safety and consistency so as to minimize the impact on students, faculty, and staff. These Guidelines do not replace the General Conditions Specifications but are intended to be a supplement and a quick reference guide.

1. **Work Hours:** Contractors shall conduct all work during regular University business hours. The Contractor is required to coordinate all access to University property with the assigned Facilities Manager. Any off-hours work must be coordinated in advance. Contractor will be responsible for any University security escorts needed for the Contractor accessing occupied spaces during off-hours.
2. **Shutdowns & Disruptions:** All work requiring the impairment of a system (fire alarm, sprinkler, water, power, etc.) need a '3 University business days notification' and is required to follow the "Instructions for Requesting a System Impairment". These instructions can be found at <https://www.uml.edu/EEM/Life-Safety-Systems/system-impairment-process.aspx> Projects being managed through e-Builder shall have the System Impairment Form completed through the PMIS.
3. **Parking & Deliveries:** Contractors shall observe all University parking regulations and are liable for any parking violations. Contractors shall make arrangements in advance with their assigned Facilities manager for temporary parking permits, hang tags, or gate access cards, if available. Parking at building entrances, lawn or common areas is prohibited. Contractors are responsible to coordinate access with their Facilities manager for any special vehicles making deliveries or performing the work. To get a UMass Lowell UCARD and parking, complete the *Request for Services for Vendors/Visitors/Volunteers* Form found at <http://www.uml.edu/UCAPS/Forms.aspx>
4. **Key Access:** Facilities Operations & Services will distribute keys. Please call 978-934-2601 with your request at least 24 hours prior to signing out the keys. Vendors may sign out keys for one business day at a time. Keys must be returned at the end of the business day.
5. **Conduct:** Contractors are expected to exhibit the highest standards of professional behavior while performing work for the University and while on University property. This includes, but is not limited to, no smoking, no use of alcohol or illegal drugs; no use of inappropriate language, exercising volume control (no radios or loud talking) so as not to disrupt nearby classes, studying or office functions. UMass Lowell is a smoke-free campus and no smoking will be allowed on University property. No weapons are allowed on University property. If the Contractor needs to work in or near a dormitory, notification must be provided to the Office of the Dean of Student Affairs & Enrichment. Contractors must comply with the University's CORI policy. Any inappropriate behavior may lead to removal of the Contractor.
6. **Contractor Dress Code:** Contractors and vendors shall ensure that their employees are dressed appropriately for the work that they are doing and that it they are in compliance with applicable OSHA regulations. Clothing shall be in good repair, with sleeves and not contain offensive graphics or content. Contractors shall ensure that their employees wear visible identification of the company for which they are working, while on campus. Failure to comply will result in a warning and may lead to removal of the personnel from campus at the contractor's cost.
7. **Protection of Property:** Contractors shall be responsible for protection of elevators, hallways, sidewalks, parking lots, lawns, and other common areas in their "work path" beyond their scope of work. Contractors shall clean these areas of dirt and debris caused by their work on a daily basis. Contractors shall either provide portable toilet facilities for contractor use or request permission to use University bathrooms. If using University bathrooms, Contractor shall be responsible for their portion of cleaning the bathrooms on a daily basis. Contractors are responsible for providing protection of adjacent existing areas from their work. Contractors will be responsible for reporting and repairing any damage to University property caused by their (or their subcontractor(s) or vendor(s)) employees or equipment.

## University of Massachusetts Lowell Contractor Rules & Regulations

8. **Tree Protection and Fencing:** Tree protection fencing (extending 1.25 ft per inch of trunk diameter or 6 ft, whichever is greater) must be installed around all existing trees to remain on plans within the fenced staging area. Area within tree protection fencing must be mulched with shredded bark or wood chips to a thickness of 4" and is off limits for the remainder of the project. Fencing must be installed before any equipment arrives or work starts. Fence shall be maintained for the duration of the project and not removed without UML permission. Contractor will be required to pay for tree replacement and/or soil compaction remediation costs if there is any incursion into tree protection zones.
9. **Safety:** Contractor to maintain an OSHA compliant work area at all times and submit OSHA-10 Training paperwork for employees to the EEM (Environmental and Emergency Management) Office via their Facilities Manager.
10. **Prevailing Wage:** All contractors providing work that is subject to the Massachusetts Prevailing Wage Laws are required to comply those laws. Contractors are required to post a copy of the wage rate schedule at a visible location at the work site. Contractors are also required to submit weekly certified payrolls to the contracting agency. For additional information, see <https://www.mass.gov/service-details/prevailing-wage-for-contractors> Contractors shall submit certified payroll electronically to [certified\\_payroll@uml.edu](mailto:certified_payroll@uml.edu). The email subject line must include the vendor name and applicable UMass Lowell Bid# and Project FMP#.
11. **Logistics Plan:** Contractors shall present a logistics plan to the Facilities manager for review prior to starting work. The logistics plan shall address vehicle delivery routes, traffic plan, noise and dust control, securing the jobsite area, Police and Fire details needed (Contractor is responsible for any required police and fire details), etc. Contractor is responsible for contacting DigSafe, as needed.
12. **Utilities:** Contractor is responsible for temporary utilities to the work area. If the work area is within an existing University building, the Contractor may use the building's power. The Contractor will be held responsible for any misuse of the University's utilities.
13. **Clean-up:** A neat and orderly work zone is expected of all Contractors. Contractors are required to remove all debris from the work area on a daily basis. Unless otherwise authorized, Contractors are expected to provide their own dumpster for construction debris. Use of University dumpsters must be pre-arranged or a location coordinated for the Contractor's dumpsters.
14. **Tools, Equipment, and Staging:** Contractors are expected to be self-sufficient and provide all tools and equipment necessary for their work. Storage of any tools or equipment on University property must be pre-approved. Contractor is responsible for securing of their tools and equipment.
15. **Permitting Process & Inspection Request Forms:** Contractors are responsible for any and all permitting associated with their scope of work and should confirm and coordinate these requirements with their UMass Lowell Facilities Project Manager and UMass Lowell EEM (Environmental and Emergency Management) Office (For example, building permits, trenching and hot work permits, etc.). Specifically for the construction permitting and inspection process, the Contractor shall follow the "Building Permit Application Process" outlined at <https://www.uml.edu/EEM/Life-Safety-Systems/permitting-inspections.aspx>
16. **Emergency Situations:** In case of emergency, contact Campus Police at (978) 934-4911 and notify your Facilities Manager as soon as possible.
17. **Emergency Contact Information:** The Contractor must provide the University with an emergency contact number of a responsible person for after-hours emergencies. This information must be provided prior to the start of work. Contractors may sign-up to receive University text messaging alerts by texting "UML ALERTS" to 226787.
18. **Unforeseen Conditions:** Contractors must contact their Facilities manager immediately upon encountering unforeseen conditions and work together to resolve. If hazardous materials are encountered, notify your Facilities representative immediately and the Environmental and Emergency Management (EEM) at 978-934-2618.
19. **UML Forms C1 to C5 (when required by contract):** For bid projects, these forms are to be initiated and submitted in e-builder: C1 Change Order; C2 Pay App ; C3 Substantial Completion; C4 Retainage Release; and C5 Final Completion.

## **University of Massachusetts Lowell Contractor Rules & Regulations**

20. **Project Closeout (when required by contract):** Contractors shall provide the University with a complete O&M package, including, at a minimum, the O&M binder, as-built drawings, and a final finish schedule. All documentation shall be submitted in electronic form. Electronic files should be in both the original source document format (Revit, Word, Excel, CAD files, etc.) and pdf formats. AutoCAD files should be in most current AutoCAD release and should include the CTB files. All Xrefs should be bound in all Auto-CAD files prior to delivery.
- The Contractor's closeout package is also required to include any University specific closeout forms (as required, depending on project scope). For example, the UMass Lowell Refrigerant Equipment Inventory Form, UMass Lowell Combustion Equipment Inventory Form and the UMass Lowell Equipment Information Input Sheet. These forms can be found at our E-Library at <https://www.uml.edu/Facilities/Planning-Design-Construction/Project-Management/Forms-E-Library.aspx> or in e-builder.
- Equipment Information Input Sheet: The Contractor's closeout package shall include the preparation of equipment and preventive maintenance data in a format suitable for entry into CAMIS. The data shall be submitted on the UMass Lowell Equipment Information Input Sheet and shall be completed for all equipment identified on the initial submittal logs by UMass Lowell on a project by project basis. The UMass Lowell Equipment Information Input Sheet shall be submitted electronically in the original source document working file format (MS Excel). Reference 017700 Project Closeout Procedure for more specific requirements.
21. **Preventive Maintenance:**
- A. Contractor shall be responsible for preventive maintenance to any equipment started up and used during the construction period.
- B. Contractor shall be responsible for preventive maintenance on installed equipment until all of the following conditions are met:
- i. Training for the equipment with the UMass Lowell Operations & Services team is completed.
  - ii. As-builts and operation manuals are submitted and approved by the registered designer of record and UMass Lowell.
  - iii. Commissioning reports are accepted by the registered designer of record and UMass Lowell.
- C. Contractor shall be responsible for any impact to the warranty of the equipment due to the Contractor's preventive maintenance responsibilities under this Section.
22. **Warranty Coverage:** The project warranty starts upon Substantial Completion. The Contractor is responsible for supplementing warranties, as needed, to ensure that all warranties commence at Substantial Completion or at the end of Commissioning (if required), whichever occurs later.
23. **COVID-19 Safety:** All Contractors and vendors working on campus shall comply with the current guidelines and regulations issued by the Commonwealth, found on the mass.gov website. In addition, comply with the latest requirements that may be issued by the University at <https://www.uml.edu/alert/coronavirus/returning>.