

**COMMONWEALTH OF MASSACHUSETTS STATEMENT OF WORK
STATEWIDE CONTRACT PRF69: CATEGORY 3 - MECHANICAL ENGINEERING SERVICES
DDS DOC #: 276766NORFOLHVAC0601**

Summary:

This Request for Quote (RFQ) is issued to pre-qualified vendors under OSD Statewide Contract PRF69, Cat.3 for Mechanical Engineering Services. All requirements and terms & conditions of the Statewide Contract are applicable and supersede any vendor terms and conditions.

PRF69 COMMBUYS Bid # or Bid Description: HVAC system evaluation and proposal for repair or replacement.

X New Continuation *Anticipated Effective Date of Amendment: _____

Eligible Entity Name: Department of Developmental Services, Metro Region

Eligible Entity Mailing Address: 465 Waverley Oaks Rd, Suite 120, Waltham, MA 02452

Contact Name: Mark Tardiff (Bid info) & Sean McGorty (Technical/Site questions)

Mailing Address: Same as above

Telephone Number: Mark – 781-788-5286 / Sean - 774-217-0678

APPLICABLE CATEGORY:

- | | |
|---|--|
| <input type="checkbox"/> Civil Engineering | <input type="checkbox"/> Construction Engineering |
| <input type="checkbox"/> Coastal Engineering | <input type="checkbox"/> Geotechnical Engineering |
| x Mechanical Engineering | <input type="checkbox"/> Structural Engineering |
| <input type="checkbox"/> Energy Systems Engineering | <input type="checkbox"/> Transportation Engineering |
| <input type="checkbox"/> Surveying | <input type="checkbox"/> Water Resources Engineering |
| <input type="checkbox"/> Facilities Engineering | |

GEOGRAPHIC SERVICE AREA:

- Boston Region
- North Shore Region
- Central Region
- West Region
- x South Region

This Request for Quotes (RFQ) is submitted by Department of Developmental Services, Metro Region, for the procurement of Mechanical Engineering Services to address the scope of work detailed below. Responses to this request shall be under terms of Statewide Contract PRF69.

This Request for Quotes (RFQ) does not commit the Eligible Entity to approve a Statement of Work (SOW), pay any costs incurred in the preparation of a bidder's response to this RFQ, or to engage for products or services. The Eligible Entity reserves the right to accept or reject any and all quotes received as a result of this RFQ and to contract for some, all, or none of the responding vendors as a result of this RFQ. The Eligible Entity reserves the right to negotiate with any or all responding vendors or to cancel this RFQ, in part or in its entirety, if it is in the best interest of the agency to do so.

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PRF69 Contract Requirements:

- Please reference Statewide Contract **PRF69** on all quotes and invoices.
- No prepayment will be made for products not yet delivered or services not yet rendered.
- No sales tax should be applied to invoices.
- No fees or surcharges (including travel, fuel, delivery) should be applied to invoices.
- Special order fees must be agreed upon by both parties upfront.
- Payments for products or services provided will be paid within 45 days per Massachusetts Bill Payment Policy, or sooner if applying Prompt Payment Discount.
- Buyers are not required to sign additional agreements with vendors that conflict with the Request for Response (RFR) Terms and Conditions.

Specifications:

A SITE VISIT IS MANDATORY – 7/15/26 – 10:00 – 11:00

DDS REQUESTS CONFIRMATION THAT YOU ARE INTERESTED AND WILL ATTEND THE REQUIRED SITE VISIT- PLEASE SEND YOUR CONFIRMATION EMAIL TO: MARK.A.TARDIFF1@MASS.GOV BY 7/1/26 @ 3:00PM

- DDS Metro Region is requesting an OSD PRF69 state contract vendor perform an analysis of the HVAC system at 204 North St, Norfolk, MA 02056 and provide a recommendation for repairing and/or replacing the system.
 - Currently the AC system does not work.
- Current Heating system is a 2023 oil fired boiler
- The proposal submitted should include:
 - Cost for repairs and a separate cost for replacement,
 - Agreement to meet the procurement schedule.

Additional photos are included in the SOW which reflect the current system set up.

- Please review all files/photos and attachments, before submitting a response.

Required submittal of proposals is by 4:00pm on 7/31/26.

- Proposals must be emailed to: mark.a.tardiff1@mass.gov by the deadline noted above.

Evaluation Criteria: Responses will be evaluated according to the following criteria.

Sample criteria include:

- Attendance at the site visit;
- Cost of the report; including repair and replacement
- Ability to deliver report by bid deadline;
- Demonstrated familiarity with specified issues

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Responses: Responses (quotes) are to be submitted to the Eligible Entity via COMMBUYS, Bidders must respond electronically via the “Create Quote” function in COMMBUYS system by the deadline listed above. If there are any questions on the PRF69 contract or the use of Commbuys, the OSD help desk information is listed below.

- OSD Help Desk hours 8am – 5pm ET Monday – Friday
 - OSDHelpDesk@mass.gov
 - 1-888-627-8283 or 617-720-3197

Site Visit:

A MANDATORY site visit is scheduled for 7/15/26 from 10:00 – 11:00 – the site visit will allow vendors to provide an accurate analysis of the property and HVAC needs.

Bid Response deadline:

- Due By 4:00pm on **7/31/26**, must be emailed to mark.a.tardiff1@mass.gov

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Photos:

The photos below show the 2 AC condensers that **DO NOT WORK**:



The photos below show labels from one of the condensers:



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The photos below show the mechanical room and the ladder needed to go to up the attic:



The below photos show the duct work in the attic:



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The below photos show the duct work in the attic:



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The photo below shows the overall overhead view of the property:

