



**CITY OF EVERETT
INVITATION FOR BIDS NO. 26-07
ADDENDUM NO. 1**

Date Issued: January 14, 2026

Project: # MUN-26-07 EVERETT POLICE ROOF REPLACEMENT

NOTICE TO ALL BIDDERS

This Addendum is issued to amend the Invitation for Bids for **MUN-26-07 EVERETT POLICE ROOF REPLACEMENT**

Modification to Bid Package:

Invitation to Bid and Instructions to Bidders

Areas of Modification:

Bid Process – Page 4

Firms interested in bidding do not need to be Prequalified

Schedule of Bid Process – Page 6

Bid Award and De-Scope:

For Winning Contractor: February 4th, 2026 at 10:00 AM
A Meeting Link will be Provided to the apparent lowest bidder

Preparation & Submission of Bids – Page 8

Bids must be received at Everett City Hall, Purchasing Dept, 484 Broadway, Room 14, Everett, MA 02149 on or before **February 3, 2026** at 2:00 PM for General Contractors. Timely delivery of a Bid to the location designated shall be the full and sole responsibility of Bidder.

This Addendum modifies and becomes part of the original bid documents for MUN-26-07 EVERETT POLICE ROOF REPLACEMENT.

All other terms and conditions of the Invitation to Bid # MUN-26-07 EVERETT POLICE ROOF REPLACEMENT remain unchanged. Proposers must acknowledge receipt of this Addendum with their submission.

Kiara M. Freeman
Chief Procurement Officer
City of Everett

Section 00300

CIT OF EVERETT, MASSACHUSETTS

CITY Project Number: MUN-26-07

Everett Police Department Roof Replacement

**INVITATION TO BID AND INSTRUCTIONS TO BIDDERS:
GENERAL CONTRACTOR SERVICES
& SUBCONTRACTOR SERVICES**

Summary of Work: Removal of all existing roofing materials to the structural decking and replacement with new materials to meet current building code regulations.

Estimated construction cost is \$500,000.

On-Site Construction Start: April 6th, 2026

Substantial Completion: May 15th, 2026

Final Completion: June 1st, 2026

The City of Everett (the "City") hereby requests bids from:

**General Contractors DCAMM certified in Roofing as Prime interested in bidding
and from Subcontractors the following subtrades:**

- NONE

BID PROCESS

All bids for this project are subject to the applicable provisions of Massachusetts General Laws, Chapter 30, § 39M and Chapter 149, §§ 44A-44H inclusive. Attention is directed to the minimum wage rates to be paid on the work as determined by the Commissioner of Labor and Industries under the provisions of Massachusetts General Laws, Chapter 149, §§ 26-27 inclusive. The City reserves the right to waive any informalities in or to reject any and all bids if it be in the best interest of the City to do so.

These instructions provide Bidders with information intended to enable them to prepare and submit Bids for consideration and evaluation by the City. The procurement process will consist of two phases of bidding: (1) Subcontractor bidding; and (2) General Contractor bidding. These instructions cover all work as documented in the attached bid documents, as modified by addenda, if any (collectively, the "Bid Documents"). The work outside of the publicly bid sub-trades will be awarded to a General Contractor. After the sub-bids are opened and reviewed, the tabulation of bids of sub-bidders in each publicly bid trade will be distributed to General Contractors. General Contractors will include publicly bid sub-trades in their general bid. The City's form of Owner-Contractor Agreement and the form of subcontract is included with these Bid Documents.

Every General Bidder must be certified by the Division of Capital Asset Management ("DCAMM") in the category of General Contractor for the dollar amount of their Bid. General Bids will be valid only when accompanied by a valid and current Certificate of Eligibility and Contractor Update Statement summarizing the General Bidder's record for the period between the latest DCAMM certification and the date the contractor submits its Bid. Every Sub-bidder must be certified by the DCAMM for the dollar amount of their sub-bid. Sub-bids will be valid only when accompanied by a Certificate of Eligibility and an Update Statement.

Bidders submitting bids for General Contractor Services shall submit a Bid that shall include all of the required items on the enclosed forms.

Bidders submitting bids for Subcontractor Services shall submit a Bid that shall include all of the required items on the enclosed forms, including but not limited to, a proposed lump sum price for the sub-trade's scope of work. The cost of performance and labor and materials bonds shall be set forth separately as a unit price. The selected sub-trade bids, when combined with the selected General Contractor bids, will establish the Stipulated Sum for the entire project.

Each Bid proposal must be secured by an accompanying deposit of five (5) percent of the total amount of the Bid. Deposits shall be in the form of a bid bond, certified check, treasurer's or cashier's check payable to the City of Everett. No cash will be accepted. Bid deposits of all General Bidders, except those of the three lowest responsible and eligible Bidders, will be returned within five (5) days, Saturdays, Sundays, and legal holidays excluded, after the opening of General Bids. The bid deposits of the three lowest responsible and eligible General Bidders shall be returned upon the execution and delivery of the General Contract or, if no award is made, then at the expiration of thirty (30) days after the opening of the bids, Saturdays, Sundays, and legal holidays excluded, unless forfeited by failure to sign the Contract. In case of refusal or failure to enter into the proposed contract or furnish required bonds as stated in its Bid, the Bidder shall forfeit the bid deposit and the amount shall become the property of the City as liquidated damages, provided that the amount of the bid deposit subject to forfeiture shall not, in any event, exceed the difference between the Bidder's price and the bid price of the next lowest responsible and responsive Bidder.

A BIDDER MAY NOT, IN ITS PROPOSAL, TAKE EXCEPTION TO THE FORM OF OWNER-CONTRACTOR AGREEMENT OR OTHERWISE CONDITION ITS PROPOSAL ON CHANGES TO THE FORM OF OWNER-CONTRACTOR AGREEMENT. THE BIDDERS TO WHOM CONTRACTS ARE AWARDED WILL BE REQUIRED TO ENTER INTO THE CITY FORM OF OWNER-CONTRACTOR

AGREEMENT OR THE STATUTORY FORM OF SUBCONTRACT AGREEMENT, AS APPROPRIATE, WITHIN FIVE (5) BUSINESS DAYS OF PRESENTATION OF THE CONTRACT BY THE CITY.

SCHEDULE OF BID PROCESS:

- Bid Documents available to Bidders: January 14th, 2026 at 10:00AM
- Pre-Bid Conference: 10AM; January 20th, 2025 @ 45 Elm Street Everett, MA 02149

- Question/Clarification Period closes:
 - For General Contractors: January 22nd, 2026 at 4:00PM

- Bid Submission Deadline:
 - For General Contractors: February 3rd, 2026 by 2:00 PM at Everett City Hall, Purchasing Dept, Room 14, 484 Broadway, Everett, MA 02149.

- Bid Award and De-Scope:
 - For Winning Contractor: February 4th, 2026 at 10:00 AM
A Meeting Link will be Provided to the apparent lowest bidder

BIDDER'S REPRESENTATIONS:

Each Bidder by making a proposal or Bid represents that:

1. The Bidder has read and understands the Bid Documents and the Bid is made in accordance therewith. The Bidder has visited the site where the Work is to be performed and is familiar with the local conditions under which the Work will be performed. Failure to so examine the Bid Documents and site will not relieve any Bidder from any obligation under the Bid as submitted.
2. The information contained in the Bid is true and complete.
3. The Bid has been prepared in good faith and has been duly and properly authorized for submission on behalf of the Bidder.
4. In preparation and development of the Bid, the Bidder has not, directly or indirectly, solicited or received any advice, assistance, or information concerning the Project from any representative of the City, its agents, or consultants which was not issued in writing by the City to all Bidders.
5. The Bidder has filed with the Secretary of State all certificates and annual reports required by Chapter 156D, section 16.22 (domestic and foreign corporation), Section 15.03 (foreign corporations), Section 109 (Massachusetts business corporation), or Chapter 180, Section 26A (non-profit corporation) as applicable, of the Massachusetts General Laws.

REQUESTS FOR INTERPRETATION:

Bidders shall promptly notify the City in writing of any ambiguity, inconsistency or error, which they may discover upon examination of the Bid Documents, the site, and local conditions.

Bidders requiring clarification or interpretation of the Bid Documents shall make a written request to the Architect with a copy of the City by email or by fax as follows:

ARM Consultants LLC
Email: Brian@armroofs.com

COPY:

Kiara M. Freeman, Chief Procurement Officer
Everett City Hall, Purchasing Dept.
484 Broadway, Room 14
Everett, Massachusetts, 02149
Email: Kiara.Freeman@ci.everett.ma.us

Requests via phone will not be accepted. Any responses to written questions will be issued as an addendum to the Bidding Documents. The City will not be responsible for, and a Bidder may not rely upon or use as the basis of any claim or protest against the City or a consultant of the City, any information, explanation or interpretation of this Invitation to Bid/Instructions to Bidders rendered in any fashion except as explicitly herein provided.

It is the sole responsibility of Bidders to ascertain the existence of any and all Addenda. Only written Addenda issued as described in these Instructions to Bidders shall be effective to modify the Bid Documents.

Any Bidder that contacts directly or indirectly any member or employee of the City, or the City's consultants, in connection with the selection process or the contract contemplated herein, other than by participation in the pre-bid conference, submission of a written question or request for clarification or interpretation as prescribed in this section, may be subject to disqualification and rejection of its Bid.

PREPARATION AND SUBMISSION OF BIDS:

Bids shall be submitted on the appropriate Bid Form attached hereto.

- All entries on the Bid Form shall be made by typewriter or in ink.
- No modifications should be made to the Bid Forms.
- Sums shall be expressed in both words and figures in the space indicated on the Bid form. Where there is a discrepancy between the bid sum expressed in words and the bid sum expressed in figures, the words shall control.

- If the requirement of Performance and Payment Bonds for filed subcontractors is left blank by the General Bidder on the Form for General Bid, the Awarding Authority shall interpret this as a “yes”. No increase in contract price will be allowed for providing these bonds.
- Costs for subcontractor’s bond premiums shall be paid for by the General Contractor in accordance with M.G.L. c. 149, § 44F.
- Total lump sum price will be basis of award regardless of any mathematical errors by bidders.
- For subcontractors bidding multiple trades, each subtrade must be submitted on a separate bid form.

Bids shall be enclosed in a **sealed envelope** with the following plainly marked on the outside:

Bid for: **Kiara M. Freeman, Chief Procurement Officer
Everett City Hall, Purchasing Department, Room 14
Everett, MA, 02149**

Project Number MUN-26-07

Trade Name, if applicable

Bidder's Name, Business Address, and Phone Number

Bids must be received at Everett City Hall, Purchasing Dept, 484 Broadway, Room 14, Everett, MA 02149 on or before **February 3, 2026 at 2:00 PM** for General Contractors. Timely delivery of a Bid to the location designated shall be the full and sole responsibility of Bidder.

WITHDRAWAL OF BIDS:

Any Bid may be withdrawn (retracted) prior to the time designated for receipt of bids upon written request made to the City of Everett. **Withdrawal of Bids must be confirmed over the Bidder’s signature by written notice post-marked or sent by facsimile or electronic mail on or before the date and time set for receipt of Bids.** Withdrawn Bids may be modified and resubmitted up to the time designated for the receipt of Bids.

EVALUATION PROCESS:

The City will evaluate all Bids in accordance with the provisions of the Bid Documents and the criteria described below. The City may consider all information contained in the Bidder’s DCAMM Qualifications Statement and the Bid, and any other information obtained or received by the City. Any Proposal from a Bidder that is determined to be nonresponsive or unacceptable may be rejected. Bids that are deemed to be unrealistic inasmuch as the price proposed, in the judgment of the City, substantially deviates from the City’s estimate of cost to complete all of the