

SECTION 001116 INVITATION TO BID

The Holyoke Community Charter School, hereinafter called the Owner and Awarding Authority, invites sealed bids from Contractors for the Synthetic Turf Field Project at the Holyoke Community Charter School, located in Holyoke, MA, in accordance with the contract documents. The project includes the installation of synthetic turf field and associated improvements. The synthetic turf product has been acquired by the Owner through co-op purchasing.

Bid Forms and Contract Documents shall be made available at 2:00 P.M. on November 5, 2025, on Projectdog.com. Documents are made available to all bidders in electronic form at no cost. Bidders desiring hard copies shall be solely responsible for all costs related to printing and shipping of hard copy documents. Neither Owner nor Architect/Engineer shall be responsible for full or partial sets of the Bidding Documents, including Addenda if any, obtained from sources other than Projectdog, Inc.

Bidders must create an account, log in, then locate the project using Project Code 870942.

This project is being Electronically Bid (E-Bid). All bids shall be submitted online at Projectdog.com by December 4, at 2:00 P.M. Hard copy bids will not be accepted by the Awarding Authority. Tutorials and Instructions are available online at Projectdog.com. For assistance, contact Projectdog, Inc. at 978.499.9014.

Electronic bids for the General Contract shall be filed by December 4, 2025, at 2:00 P.M.

Bid Forms will be posted online at Projectdog.com. All required Bid Forms must be completed and submitted in unrestricted PDF formatted files. The Bidder must fill-in all required fields and signatures either digitally or manually (print, fill-in, and scan to PDF).

The Bidder shall access the Projectdog.com E-Bidding System by selecting "Sub E-Bid" or "GC E-Bid" from the project's "Project Details" page. The Bidder must enter their bid price as a numeric, whole dollar value only with no punctuation. If no base bid price is applicable, Bidders are instructed to enter an amount of \$1.00 (one dollar). For GC E-Bids with Sub-Bids, General Contractors shall input the total Contract Price, i.e., the sum of all selected Sub-Bid amounts plus the amount for the work of the General Contractor. The E-Bidding system automatically translates the numeric value into words and displays the bid price in both figures and words on the submitted bid form.

Bidders may upload ("Add File" or "Replace File"), review ("View File"), Save, submit ("Submit my E-Bid"), or retract ("Retract my E-Bid") their E-Bid at any time prior to the designated deadline.

The server clock is displayed on the project's E-Bidding page and is the time of record. Bidders must select "Submit my E-Bid" prior to the designated deadline to officially submit their E-Bid online. Once submitted, an E-Bid cannot be edited. To modify a submitted E-Bid, Bidders must retract their submission, save any changes, and then submit the updated E-Bid. Upon submitting or retracting their E-Bid, Bidders will receive a convenience email for informational purposes only. Bidders shall contact Projectdog if the email is not received.

Bidders shall review their submitted E-Bid package by selecting "View My Bid Package" from the project's E-Bidding page. Uploaded files may be reviewed individually by selecting "View File". It is

also the Bidder's responsibility to ensure that their submitted bid is 100% true, complete, and accurate.

It is also the Bidder's responsibility to confirm online that their E-Bid package has been submitted successfully. Timely submission of an E-Bid shall be the full responsibility of the Bidder.

Each Bidder shall acknowledge Alternates by entering the dollar amount and selecting the "Add" or "Subtract" radio button necessitated by each Alternate listed in the corresponding space on the project's E-Bidding page.

If an Alternate does not involve a change in dollar value, the Bidder shall so indicate by typing "0" for the dollar value of that Alternate and by selecting the "Add" radio button in the corresponding space on the project's E-Bidding page.

Bid Security in the form of a Bid Bond, in the amount of 5% of the bid price, shall be submitted with your E-Bid online at Projectdog.com. In lieu of an insurance Bid Bond certificate, Bid Security in the form of cash, or a certified check, treasurer's, or cashier's check issued by a responsible bank or trust company and made payable to the Owner, with a completed Bid Deposit Affidavit must be received by the Owner before the bidding deadline. Visit the Downloads page at Projectdog.com to acquire a Bid Deposit Affidavit fill-in form.

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Addenda, if issued, will be posted to the Projectdog website and shall be accompanied by email notification to every individual or firm on record as having received the Bid Documents. Hard copies of addenda will not be mailed or faxed. It shall be the sole responsibility of the Contractor to ascertain and acknowledge "Yes" to the existence of zero or all addenda within the E- Bidding System.

If a bid is submitted prior to an Addendum being issued, the Bidder will receive an email notification for informational purposes only. The Bidder must review the addendum, retract the bid, acknowledge all addenda, and re-submit the bid. If a Bidder fails to acknowledge all addenda their bid may be rejected by the Awarding Authority.

Any bid may be withdrawn (retracted) prior to the designated deadline by selecting "Retract My E-Bid" from the project's E-Bidding page. Upon retracting, the Bidder will receive a convenience email for informational purposes only. It is the Bidder's responsibility to review and confirm online that their bid has been retracted successfully.

Once the bid deadline has closed the E-Bid links are no longer available. All E-Bids are compiled in real time upon bid close and published forthwith on the "Project Details" page titled as "List of Bids Received". Official bid tabulations are posted at the discretion of the Awarding Authority.

An optional Pre-Bid Meeting will be held at the project site on Thursday, November 13, at 1:00 p.m. All those attending the Pre-Bid Meeting are instructed to meet at the Holyoke Community Charter School. Interested bidders are not permitted to access the site before the meeting. All bid RFIs due to Gale by 5:00 p.m. on Monday, December 1, 2025.

All bid RFIs are due to Gale by 2:00 P.M. on Monday, December 1, 2025.

A performance bond in an amount equal to 100% of the total amount of the contract price with a surety company qualified to do business in the Commonwealth of Massachusetts, will be required for the faithful performance of the contract, as well as a payment bond in an amount equal to 100% of the total contract price.

All bids for this project are subject to applicable public bidding laws of Massachusetts, including G.L. c.30, § 39M, as amended.

Attention is directed to the minimum wage rates as determined by the Commissioner of Labor and Workforce Development and the weekly payroll record submittal requirements under the provisions of Massachusetts General Laws, Chapter 149, Section 26 through 27D inclusive.

Selection of the contractor will be based upon bidder qualifications, including evidence of past performance on similar projects and bid price. The contract will be awarded to the bidder deemed by the awarding authority to be the lowest responsible and eligible bidder.

The bidder agrees that its bid shall be good and may not be withdrawn for a period of 60 days, with Saturdays, Sundays and legal holidays excluded, after the opening of the bids.

The Owner reserves the right to waive any informalities, to accept or reject, in whole or in part any or all bids, or take whatever other action may be deemed to be in the best interest of the Owner.

END OF SECTION

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