

MATCH CHARTER PUBLIC SCHOOL

INVITATION FOR BIDS

**HEATING, VENTILATION, AIR CONDITIONING (HVAC)
SERVICES**

**50/100/110 POYDRAS STREET, HYDE PARK, MA
215 FOREST HILLS STREET, JAMAICA PLAIN, MA
1001 COMMONWEALTH AVENUE, BOSTON, MA**

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Match Background

Match Charter Public School (hereinafter referred to as “Match”) is a charter public school that serves students from the city of Boston. The school’s mission is to prepare students to succeed in college and beyond. Match currently serves approximately 1,250 students in grades K1 through 12. Match serves the typical Boston student. Match qualifies for the Community Eligibility Program. Schools that qualify for that program have 40% or more of their total student population that fall under the economically disadvantaged category. Match has a standard public school calendar. Match is currently located across three campuses. The Match High School serves grades 9 through 12 and is located in Brighton at 1001 Commonwealth Avenue. The Match Middle School serves grades 6 through 8 and is located in Jamaica Plain at 215 Forest Hills Street. The Match Community Day/ Elementary School serves grades K1 through 5 and is located at 50 and 100 Poydras Street in Hyde Park. Our Poydras Street campus also includes a gym located at 110 Poydras Street. More background information about Match can be found here: <http://www.matcheschool.org/>.

Scope of Work

Match proposes to enter into an agreement with a contractor to provide maintenance and service for the heating and air conditioning systems and associated devices, as described within this document in Appendix A. The service should include HVAC, refrigeration, process piping, design/build, sheet metal, custom air handlers and air balancing as well as all associated HVAC controls, sensors, thermostats, VAV boxes, ERVs, exhaust fans, and building automation system (BAS) integration. Contractor must also provide full diagnostics for all digital and pneumatic control systems.

Note: Modifications and/or new replacement equipment added during the term of the contract is also the responsibility of the Vendor including commissioning, start-up verification, and updating all system documentation and equipment inventories.

This contract consists of furnishing all materials, equipment, labor and transportation necessary to provide heating and air conditioning services at locations listed below including all tools, lifts, testing instruments, refrigerant recovery equipment, and safety equipment required to perform the work:

Match locations:

- Match Community Day – 50/100/110 Poydras Street, Hyde Park, MA 02136
- Match Middle School – 215 Forest Hills Street, Jamaica Plain, MA 02130
- Match High School – 1001 Commonwealth Ave., Boston, MA 02215

Match operates with students 185 days during the year. A school year calendar can be given upon request.

The service must include:

1) Preventative Maintenance Program Mandated Tasking

- a) Quarterly Maintenance Visits
 - i) Quarterly Filter Changes
 - ii) All-inclusive service analysis of operating equipment in accordance with manufacturer's recommendations and the supplied equipment schedule, including HVAC related control systems
 - iii) Periodic lubrication of all pumps, motors and bearings in accordance with manufacturer's specifications, except where sealed
 - iv) Check all voltages and current draws, including name plate data
 - v) Check dampers, belts, bearings, pumps, motors, compressors, shafts and sheaves for alignments, noise level, vibration and general condition
 - vi) Check all electrical contacts and connections
 - vii) Check all suction and discharge pressures and actuators
 - viii) Inspect automatic control dampers for condition and operation – completed during quarterly visits
 - ix) Inspect all accessible refrigerant circuits
 - x) Inspect heat transfer surfaces including condensers, evaporators and towers if accessible
- b) Annual Belt Changes
- c) Annual Boiler Combustion Testing

- d) Annual Condenser Coil Cleaning
- e) **Additional Labor Hours Pool:** Contractor shall include 150 hours of additional service/maintenance labor per contract year, available as a shared pool across all three facilities for unanticipated service issues that fall outside scheduled preventive maintenance. The total cost of these 150 hours shall be divided into three equal portions and added to the preventive maintenance fee for each site. Hours are drawn from the shared pool as needed regardless of which site they are used at, and unused hours do not roll over to the following contract year. Match will receive a quarterly report showing hours used by site, hours remaining in the pool, and a description of the work performed.
- f) Annual inspection and testing of all safety devices including high-limit switches, freeze stats, pressure relief valves, and low-water cutoffs
- g) Verification and calibration of all thermostats, sensors, and control sequences
- h) Annual water treatment testing and chemical service for boilers, cooling towers, and closed-loop systems
- i) Annual cleaning and inspection of all unit ventilators, fan coil units, and ERVs
- j) Quarterly BAS trend review and reporting for system performance optimization

Preventative Maintenance Clarifications

All work will be performed during normal business hours unless otherwise specified by Match. Match will provide safe and free access to all equipment.

After each inspection, the contractor will submit to Match a complete electronic service report on the equipment described, its general condition, including work to be performed as determined by the observations and analysis. Reports must include photos, identified deficiencies, recommended corrective actions, and estimated timelines for repair.

Preventative maintenance is expected to be billed at a fixed rate per location.

Any service required above and beyond normal manufacturer preventative maintenance will require an estimate to be approved by Match before any work is performed. Any work performed above preventative maintenance must be billed on a separate invoice. All estimates must include labor hours, material costs, equipment rental costs, and anticipated downtime.

2) Emergency service.

- a) Contractor shall provide emergency telephone numbers that may be called at any time, 24 hours a day, and seven days a week. Contractor will respond within one hour to any call made by building manager for HVAC emergencies.
- b) The Bidder shall have in his employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at job site no later than four (4) hours after the call was entered.

Emergency Services are expected to be billed at fixed per hour rates, with separate rates for Regular Hours and Off Hours as specified in the Pricing table. **Regular Hours** are defined as Monday through Friday, 7:00 AM to 5:00 PM, excluding Massachusetts state holidays. **Off Hours** are all other times, including weekends and

holidays. The contractor must maintain a 24/7 dispatch center and provide real-time communication updates to Match staff during emergency events.

The contractor must stock or have immediate access to critical spare parts to minimize downtime. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies shall be as specified by the equipment manufacturer.

Contractor must provide all warranty documentation for installed parts and equipment.

Major repair service will require an estimate for work to be provided at no charge to Match. In addition, Match reserves the right to get additional estimates and contract with other vendors.

3) Additional Requirements

- a) The Contractor will assign a Primary Technician, as well as a Backup Technician, to each Match location. A list with names and contact information of the assigned Technicians must be shared with Match within two weeks of contract award.
- b) The bidder must have a minimum of three (3) years of successful experience in air conditioning/heating maintenance services. This experience must be completed prior to the date established for the receipt of the proposal. Any bidder unable to or failing to comply with this provision will not be considered for this contract.
- c) Video Reporting Capability. The Contractor has to be able to transmit audio and video of worksite conditions and proposed repairs.
- d) Contractor must also provide digital access to service history, equipment lists, and maintenance logs through an online portal or dashboard.
- e) Insurance Requirements: Contractor must hold Comprehensive General Liability, Automobile Liability, and Property Damage Insurance coverage of not less than \$1,000,000 and Workers Compensation and Employer's Liability Insurance coverage of not less than statutory limits must be maintained by the Contractor throughout the course of the work. A current and original Certificate of Insurance listing Match as ADDITIONAL INSURED must be received by David Steefel-Moore (david.steefel-moore@matchschool.org) prior to beginning the work.

Pricing

The Contractor must provide pricing for the following work for each campus. Costs must be 100% all inclusive and must include all labor, materials, tools, equipment, lifts, consumables, travel, fuel surcharges, environmental fees, refrigerant recovery/disposal, reporting, and administrative costs. No additional or hidden fees will be accepted.

Location	Preventive Maintenance Contract \$	Emergency service call hourly rate		Additional Labor Rates (Non-Emergency/Regular Hours)	Material Markup % (Not to Exceed)
		Regular Hours \$	Off Hours \$		
Match Community Day (50/100/110 Poydras Street Hyde Park)					
Match Middle School (215 Forest Hills Street)					
Match High School (1001 Commonwealth Ave.)					

Additional Pricing Requirements

- Preventive Maintenance pricing must be fixed for the entire contract year and must include all mandated tasks listed in the Scope of Work.
- Emergency service rates must include travel time and must not exceed the stated hourly rate.
- Contractor must disclose any minimum billing increments (e.g., 1-hour minimum).
- Contractor must identify any exclusions; any exclusion not listed will be assumed to be included in the contract price.

Contract Term & Renewal Options

All contracts must include options for annual extensions for up to four additional years (through June 30, 2031). Information about any annual fee increases must be included in the proposal, including a clear escalation formula (e.g., fixed percentage, CPI-based, or capped increase).

The negotiated agreement will become effective on July 1st, 2026 and terminate on June 30th, 2027, unless one of the annual extensions is picked up by the school or if a termination is issued prior to that date in accordance with the terms of the agreement.

Contractor must agree that pricing for optional renewal years, including any escalation formula proposed under the Contract Term & Renewal Options section, will be honored as stated in the proposal and cannot be renegotiated during the contract term.

Contractor must also agree that no fuel surcharges, environmental fees, administrative fees, or travel charges may be added at any time during the contract or renewal periods.

Contractor Responsibilities

The Contractor shall be responsible for the following:

- All contractor's staff working in any of Match's locations must complete a CORI background check prior to actually perform the work on site to ensure the safety of students. Contractor must also ensure all staff comply with Match's visitor protocols, ID badge requirements, and sign-in procedures at all times.
- Provide Match certificate of insurance (COI) that meets the insurance requirements listed in this IFB and lists Match as an additional insured. Contractor must maintain continuous insurance coverage throughout the contract term and provide updated COIs upon renewal or policy changes.
- Provide a W-9 and all other requested documentation to be setup in the School's accounts payable system
- Submit electronic invoices within a timely manner, typically two weeks following the performed job. Invoices must include detailed labor hours, technician names, materials used, equipment serviced, and reference the corresponding service report.
- Responsive in all communications with Match. All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall conduct their work so as to interfere as little as possible with the Schools daily operations particularly during operating hours stated above. Contractor must coordinate all disruptive work (noise, odors, shutdowns, outages) with Match at least 48 hours in advance.
- The Contractor shall do all the work and furnish all the materials, tools, equipment and safety devices necessary to perform in the manner within the time specified. The Contractor shall complete the entire work to the satisfaction of Match and in accordance with the specifications herein mentioned, at the price herein agreed upon. All the work, labor, and equipment to be done and furnished under this contract, shall be done and finished strictly pursuant to, and in conformity with the specifications described herein and any directions of Match representatives as given from time to time during the progress of the work, under the terms of this contract. Contractor must ensure all work complies with applicable codes, manufacturer requirements, OSHA standards, and industry best practices.
- The Contractor shall at their own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property. Contractor must maintain a site-specific safety plan and ensure all technicians follow proper lockout/tagout procedures, fall protection, and hazard communication standards.
- Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract. Match reserves the right to document performance deficiencies and require corrective action plans.
- Indemnification of Client and Property Owner. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless Match, their representatives, agents and employees, and be responsible for all costs and expenses including, but not limited to, attorneys' fees, from any and all claims, damages, injuries, or other losses of any type, and specifically including all claims by any employee of Contractor or its subcontractors, sub-subcontractors, or suppliers, arising out of or resulting from the performance of any work for Match by Contractor, its agents, employees, subcontractors, sub-subcontractors and suppliers in connection therewith.

- The bidder must not be currently subject to any state or federal debarment order or determination, including, but not limited to, M.G.L. c.29, § 29F, M.G.L. c.30, § 39R, M.G.L. c.149, § 27C, M.G.L. c.149, § 44C, M.G.L. c.149, § 148B and M.G.L. c.152, § 25C.
- All other responsibilities mentioned elsewhere in this IFB

Additional Contractor Responsibilities:

- Contractor must maintain accurate and up-to-date equipment inventories and update Match whenever equipment is replaced, added, or removed.
- Contractor must provide digital service reports, including photos and documentation of deficiencies, within 24 hours of each visit.
- Contractor must ensure all subcontractors meet the same requirements as the primary contractor, including CORI checks, insurance, and safety compliance.
- Contractor must maintain adequate staffing levels to meet response time requirements and must notify Match immediately of any staffing changes affecting assigned technicians.
- Contractor must properly handle, recover, and dispose of refrigerants in compliance with EPA regulations and provide documentation upon request.
- Contractor must maintain a 24/7 emergency contact system and ensure real-time communication during emergency events.
- Contractor must protect Match property from damage and is responsible for repairing or reimbursing any damage caused by their work.
- Contractor must maintain the confidentiality of all school information, student information, and building security details.

School Responsibilities

Match will be responsible for the following:

- Provide a copy of the school year calendar
- Provide access to the building for Contractor workers scheduled preventive maintenance and emergency calls. Match will ensure that all mechanical rooms, rooftops, and equipment areas are unlocked or otherwise accessible at the scheduled time of service.
- Responsive in all communications with the Contractor. Match will designate a primary point of contact and an alternate contact for all service coordination, approvals, and emergency communication.
- The school reserves the right to terminate service for any individual facility given they have provided the required notice. Such termination will not impact the service contracts for the other facilities.
- Payment terms for this agreement will be net due 30 days from date of invoice.
- All other responsibilities mentioned elsewhere in this IFB

Information and Instructions for Bidders

Definitions

Except as otherwise specifically provided, definitions are set forth as follows:

Match — Refers to Match Charter Public School, the awarding authority.

Invitation for Bid (IFB) - Refers to this document and the procurement process for the stated scope of work included herein.

Addenda — Refers to the written or graphic instruments issued by the Match Representative prior to the Bid Deadline, which modifies or interprets the IFB by additions, deletions, clarifications, or corrections.

Bidder – Refers to the firm that is interested in and/or responds to the IFB. The Bidder must be properly licensed and authorized to perform HVAC services in the Commonwealth of Massachusetts.

Bid - Refers to all documents that the Bidder must submit to the Match Representative prior to the Bid Deadline, including all required forms, certifications, pricing sheets, and acknowledgments.

Bid Deadline - Refers to the time and date indicated in the IFB as the latest date and time that a Bid will be accepted. Late submissions will not be accepted under any circumstances.

Contract – Refers to the final agreement reached between the successful Bidder and Match, including the IFB, all Addenda, the Bidder's response, and any negotiated terms.

Contractor - The term Contractor shall mean the successful Bidder awarded the Contract. The Contractor must maintain all required licenses, insurance, and certifications throughout the contract term.

Subcontractor — The term Subcontractor shall mean any individual, company, or corporation to whom the Contractor assigns any part of the Contract. All Subcontractors must be disclosed to Match and approved in writing prior to performing any work.

Match Representative — Refers to the individual designated by Match to administer the IFB, receive Bids, issue Addenda, and serve as the primary point of contact throughout the procurement process.

Scope of Work — Refers to all tasks, responsibilities, and performance requirements described in this IFB, including all preventive maintenance, emergency service, reporting, and compliance obligations.

Business Day — Refers to Monday through Friday, excluding Massachusetts state holidays and days when Match facilities are officially closed.

Emergency — Refers to any HVAC condition that poses a safety risk, disrupts school operations, or threatens equipment failure, requiring immediate response as defined in the IFB.

Equipment — Refers to all HVAC units, controls, components, and related systems covered under this Contract, including any new or replacement equipment added during the Contract term.

Prevailing Standards — Refers to all applicable federal, state, and local regulations, including OSHA, EPA, ASHRAE standards, and Massachusetts building and safety codes.

Code of Conduct and Fair Competition

It is the responsibility of the Bidder to notify the Match Representatives in writing of any possible conflict of interest as set forth below. Match will investigate the matter and determine if an actual conflict of interest exists. Failure to disclose a known or potential conflict may result in immediate disqualification.

A conflict of interest arises when a Match employee, officer or agent involved in the IFB process or Contract has a financial or any other interest in a Bidder. If a conflict of interest exists, the Bidder may not submit a Bid. This includes any familial, financial, supervisory, or advisory relationship that could compromise impartiality.

Match employees, officers and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from Bidders, Contractors, or parties to sub-agreements. Any such actions must be reported to the Match Representatives immediately. Bidders are strictly prohibited from offering gifts, meals, entertainment, or incentives of any kind.

Match reserves the right to cancel the award if, in its sole discretion, it determines that any interest disclosed from any source could give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the Bidder. Match's determination regarding any questions of conflict of interest shall be final. Match may also disqualify a Bidder if any attempt is made to influence the procurement process outside of the formal IFB channels.

Compliance with Federal, State and Local Laws

Bidder warrants in submitting a Bid and in the performance of an award as a result of the Bid, that Bidder has complied with, or will comply with, all applicable federal, state, and local laws, ordinances and all lawful orders, rules and regulations hereunder. This includes OSHA, EPA, Massachusetts building codes, CORI requirements, and all applicable public-sector procurement standards for charter schools. The Bidder, by submitting the Bid or performance that results from an award by Match, agrees not to discriminate against any employee or applicant based on an individual's race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, sexual orientation, marital status, medical condition (cancer-related) and disability, and otherwise as required or permitted by law. Bidder further agrees that any sub-contract will contain a provision requiring non-discrimination in employment as specified above. Any breach of this provision may be regarded as material breach of contract and cause for cancellation. Bidder must also comply with all applicable wage, labor, and employment laws, including proper classification of workers and adherence to all required licensing standards.

Qualification of Bidder

Bidder must possess the potential ability to perform successfully under the terms and conditions set forth in the IFB. Consideration shall be given to such matters as Bidder integrity; record of past performance; and financial and technical resources. Match may request additional documentation, including financial statements, references, or proof of licensing, to verify qualifications.

Match shall make such investigations as deemed necessary to determine the ability of a Bidder to provide the specified equipment and perform professional services.

Match reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy Match that said Bidder is properly qualified to carry out the obligations of the final Contract. Match may also reject a Bidder with a history of contract disputes, safety violations, or poor performance on similar contracts.

Preparation of Bid

By submission of its Bid, the Bidder agrees that the Bid is predicated upon the acceptance of all the terms and conditions stated in this IFB, unless specifically excluded by the Bidder in its Bid.

Each Bidder shall furnish the information and documents required by the IFB. Failure to submit all required information may deem a Bid as non-responsive. Incomplete, conditional, or qualified Bids may be rejected without further review.

A person who is legally authorized to bind Bidder to a Contract shall sign the Bid. A Bid submitted by an agent shall have a current Power of Attorney attached, which evidences the agent's authority to bind Bidder. The person signing the Bid shall initial erasures or other changes.

If a Bidder intends to use subcontractor(s), the Bidder must identify in its Bid the names of the subcontractors and the portions of the work the subcontractors will perform. Match reserves the right to reject any subcontractor and require the Bidder to propose an alternative.

Communications Regarding the IFB

All questions regarding the IFB shall be directed to the Match Representatives in writing or by e-mail. Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the IFB. Other questions may be more complex and may require a written amendment to the IFB. The Match Representatives will make that decision.

Requests for clarification and interpretations of the IFB must be made in writing during the period of **May 6, 2026 – May 20, 2026 at 4:00 PM Eastern Time** .

The Match Representatives shall make clarifications, interpretations, corrections, and changes to the IFB by written Addenda as specified below. Questions will not be answered and clarification will not be given after May 20, 2026 at 4:00 PM Eastern Time. Verbal statements or instructions from any Match employee shall not be binding and shall not be relied upon by the Bidder. Only written Addenda shall have legal standing.

Addenda to IFB

Addenda to the IFB will be issued in writing and will be communicated to all Bidders by e-mail and shall become part of the IFB. If the IFB is amended, all terms and conditions that are not modified by the Addenda remain unchanged and in effect as written

Match reserves the right to change the IFB schedule and to issue addenda. Match also reserves the right to cancel, reissue, or to make corrections or amendments to the IFB due to errors or changes identified by Match or suggested by a Bidder, and to otherwise modify the terms of the IFB at any time in its sole discretion.

It is the responsibility of each Bidder to verify that they have received all Addenda issued prior to submitting a Bid. Failure of a Bidder to acknowledge receipt of all Addenda may result in the Bid being deemed non-responsive.

All Addenda will also be posted on Match's procurement webpage (if applicable), in accordance with Massachusetts public procurement requirements.

Submission of Bids

Bids are to be received in the designated office on or before the date and time specified as the Bid Deadline in the IFB. Oral, telephone or telegraph, or facsimile Bids will not be considered. If a Bid is sent by mail, Bidder assumes full responsibility in assuring that its Bid is received by the Bid Deadline.

- Bids must be submitted by hand delivery or certified mail to:

- Match Charter Public School Business Office — Attn: David Steefel-Moore 215 Forest Hills Street Jamaica Plain, MA 02130
- A copy of the Bid submission may also be sent by email to David Steefel-Moore (david.steefel-moore@matchschool.org) and Collin Redman (collin.redman@matchschool.org) for administrative tracking, but the hand-delivered or mailed copy shall be the official submission.

Match, or any Match representatives, officers, or employees, will not be held responsible for the pre-opening of, post-opening of, or the failure to open a Bid not properly addressed and identified.

Late Bids will not be accepted under any circumstances.

Bids must remain valid for a minimum of 60 days following the Bid Deadline, unless otherwise stated in the IFB.

For contracts in excess of \$150,000, the Bids should include the following certifications:

- Certificate of Independent Price Determination
- Certification Regarding Debarment, Suspension, and Ineligibility
- Certification Regarding Lobbying
- Disclosure of Lobbying Activities

Bidders must also include a completed and signed W-9 form.

If applicable, Bidders must provide evidence of required insurance coverage, including general liability, workers' compensation, and any additional coverage specified in the IFB.

Match reserves the right to reject any and all Bids, to waive informalities, and to award the contract in the best interest of the school, consistent with M.G.L. c. 30B and charter school procurement requirements.

Alternate or Substitute Bids

Bidders may submit more than one Bid. Alternate or substitute Bids must comply with the terms and conditions of the IFB and must contain all required documents as specified in the IFB. Alternate or substitute Bids must clearly identify which portion(s) of the base Bid they modify or replace. Match reserves the right to accept or reject any alternate or substitute Bid if it is determined not to be in the best interest of the school.

Late Submissions, Modifications, and Withdrawals of Bids

Late Bids: Bids received after the specified Bid Deadline will not be considered and shall be returned to the Bidder unopened. The official time of receipt shall be the date and time the sealed Bid is received and time-stamped by Match's Business Office.

Bid Modifications: Up until Friday, May 29, 2026 at 4:00 PM Eastern Time, a submitted Bid may be modified by written notice, signed by a duly authorized person on behalf of the Bidder, to the Match Representative. The written notice shall be worded as not to reveal the amount of the original Bid.

A previously submitted Bid will not be returned, unless written notice, signed by a duly authorized person, from the Bidding Company is received by the Match Representative.

All modifications must clearly reference the original Bid submission and must be submitted in a sealed envelope by hand or certified mail in the same manner as the original Bid.

Bid Withdrawal Notifications: A submitted Bid may be withdrawn by written notice to the Match Representative up until Friday, May 29, 2026 at 4:00 PM Eastern Time. Written requests to withdraw must be signed by a duly authorized person on behalf of the Bidder and shall not reveal the amount of the Bid.

Failure to follow withdrawal procedures may result in the Bid being deemed non-responsive.

Opening of Bids

The assigned Match Representatives will not accept Bids after the specified date and time. Bid services and pricing will not be publicly announced. Bids will be reviewed and evaluated by Match. At any time, and from time to time after the opening of the Bids, Match may give oral or written notice to one or more Bidders to furnish additional information relating to its Bid and/or qualifications to perform the services contained in the IFB, or to meet with designated representatives of Match. The giving of such notice shall not be construed as an acceptance of a Bidder's Bid.

Match will document the date and time each Bid is opened and maintain such documentation in the procurement file.

Match reserves the right to waive minor informalities or request clarifications that do not alter the substance of the Bid.

Bid Evaluation and Selection Criteria

Evaluation Criteria

Match may use a variety of procedures and techniques in evaluating Proposals and Proposers, including, but not limited to, creating a short list of Proposers, using upset levels, banding, comparative pairing, and price conversion techniques, requesting Best and Final Offers, conducting discussions, oral interviews and presentations, site visits, and negotiations, checking references, determining financial capability, and performing reevaluations of Proposals as necessary. Through use of any procedure or technique, Match may limit the number of Proposals to one or more that it will continue to consider. Match reserves the right to reject any Proposal that does not meet prerequisites or minimum requirements.

As part of determining whether a Bidder is responsible and qualified to perform the contract, Match will evaluate each Bidder's relevant experience and expertise, and each Bidder's demonstrated capacity to provide

effective communication. A Bidder rated "Not Advantageous" on either criterion may be deemed non-responsible and ineligible for award. These criteria will be rated as follows:

Criterion 1: Relevant Experience/Expertise

Highly advantageous: The contractor has worked with three (3) or more elementary, secondary or K-12 schools and all provide positive references. The contractor presents strong evidence of its level of experience and expertise in preventative maintenance with HVAC systems substantially similar to those currently operating in Match's schools.

Advantageous: The contractor has worked with two (2) or more elementary, secondary or K-12 schools and all provide positive references. The contractor presents some evidence of its level of experience and expertise in preventative maintenance with HVAC systems substantially similar to those currently operating in Match's schools.

Not advantageous: The contractor has not worked with at least two (2) elementary, secondary or K-12 schools and/or its client references are negative or mixed. The contractor fails to present evidence of its level of experience and expertise in preventative maintenance with HVAC systems substantially similar to those currently operating in Match's schools.

Criterion 2: Effective Communication

Highly advantageous: The contractor has a demonstrated track record of effective communication as confirmed by at least three (3) recent or current clients. The contractor presents a clear and effective plan to satisfy Match's requests for emergency telephone numbers that may be called any time, 24 hours a day, and seven days a week. Contractor demonstrates capacity to respond within one hour to any call made by building manager for HVAC emergencies.

Advantageous: The contractor has a demonstrated track record of effective communication as confirmed by at least two [2] recent or current clients. The contractor presents a plan to satisfy Match's requests for emergency telephone numbers that may be called any time, 24 hours a day, and seven days a week. Contractor indicates a willingness to respond within one hour to any call made by building manager for HVAC emergencies.

Not advantageous: The contractor presents mixed or no evidence of a track record of effective communication. The contractor fails to present an adequate plan to satisfy Match's requests for emergency telephone numbers that may be called any time, 24 hours a day, and seven days a week. Contractor's capacity to respond within one hour to any call made by building manager for HVAC emergencies is questionable.

Selection

Match reserves the right to make an award without further discussion of the Proposals submitted; there may be no best and final offer procedure. Interviews and negotiations may be conducted with one or more of the Proposers, but there shall be no obligation to receive further information from any Proposer. Therefore each initial Bid should contain the Bidder's best terms from a cost or price, service, and technical standpoint.

Match may consult references familiar with the Proposer regarding its prior operations and projects, financial resources, reputation, performance, or other matters. Submission of a Proposal shall constitute permission for Match to make such inquiries and authorization to third parties to respond thereto.

The Contract resulting from this solicitation will be awarded to the lowest responsible and responsive Bidder, consistent with the qualification criteria described above. Match reserves the right to reject any Bid from a Bidder it determines, in its discretion, is not responsible or whose Bid is not responsive to the requirements of this IFB.

The release of the IFB does not compel Match to purchase or to make an award. Match shall not be obligated in any manner to any Proposer whatsoever until a written Contract has been duly executed relating to an approved Proposal.

Match reserves the right to award multiple contracts for the products, work and/or services that are the subject matter of this Proposal and Proposer(s) are hereby given notice that they may not be Match's only Contractor or Proposer for such products, work and/or services.

The Proposer agrees to make no reference to Match in any literature, promotional material, brochures, sales presentation or the like without the express written consent of Match.

The Bidder will be expected to enter into a Contract with Match which is substantially the same as the contract referenced by this IFB. In no event is a Bidder to submit its own standard contract terms and conditions as a response to this IFB.

Rejection of Bids

Match has the right to reject any and all Bids for any reason. Match may also reject any Bid deemed non-responsive, incomplete, or not in compliance with the requirements of the IFB.

Notification of Award

Match's Representative will issue "Notification of Award" letter(s) once a selection has been made. Notification of Award does not constitute a contract; a contract is formed only upon full execution of the written agreement by both parties.

Bidder Diversity

It is the policy of Match to promote and increase the participation of minority-owned business enterprises ("MBE's" or "WBE's") as suppliers and second-tier providers.

A WBE/MBE is defined as a business enterprise more than 50% of which is owned by women or minorities. To the extent practicable, maximum opportunity shall be given to qualified WBE/MBEs to participate as suppliers and contractors to Match. All qualified suppliers are provided equal opportunity to compete and participate in the Match's procurement process subject to all the established purchasing policies and procedures. WBE/MBE qualifications should be mentioned in the submitted bid documents.

Bidders are encouraged to include any applicable state or third-party certifications verifying WBE/MBE status. Match may request additional documentation to confirm eligibility for WBE/MBE consideration.

Selection of Contractor

The selection of the Contractor shall be based upon the responsive and responsible Bidder offering the lowest price, subject to the qualification criteria described in the Bid Evaluation and Selection Criteria section above. Special consideration will be given to responsive and responsible minority-owned or local company Bidders consistent with applicable law.

Interested Bidders must submit 1 copy of their response to this IFB no later than Wednesday, May 27th, 2026 at 4:00 PM Eastern Time by hand or certified mail to Match Charter Public School Business Office, Attn: David Steefel-Moore, 215 Forest Hills Street, Jamaica Plain, MA 02130.

Bidders are requested to submit any questions regarding the IFB electronically to:

David Steefel-Moore (david.steefel-moore@matchschool.org) & Collin Redman (collin.redman@matchschool.org).

Once proposals are reviewed, Bidders may be contacted for a follow up walkthrough interview and/or oral presentation.

Submittals must be valid for 60 days following the submission deadline.

Late submissions will not be accepted under any circumstances.

All submissions must clearly identify the Bidder's name and the IFB title on the outside of the sealed envelope or package. Match reserves the right to request clarification or additional information from any Bidder prior to making an award.

Match may verify the Bidder's legal standing, insurance coverage, and compliance with all IFB requirements prior to contract execution.

Procurement Timeline

Wednesday, May 6th, 2026	Notice is posted (1) on www.matchschool.org; (2) on COMMBUYS; (3) in the Massachusetts Central Register; and (4) at the Schools located at 50/100/110 Poydras Street, Hyde Park, MA 02136; 215 Forest Hills Street, Jamaica Plain, MA 02130; and 1001 Commonwealth Avenue, Boston, MA 02215.
Friday, May 15, 2026	The pre-bid tour starts at Match High School at 11:30 AM Eastern

	Time and will continue on to Match Middle School and Match Community Day.
Wednesday, May 20, 2026 at 4:00 PM Eastern Time	Deadline for Questions
Monday, May 25th, 2026 at 4:00 PM Eastern Time	Last Day for Issuance of Addenda
Wednesday, May 27th, 2026 at 4:00 PM Eastern Time	Bid Deadline. Bids due by hand or certified mail to Match Business Office at 215 Forest Hills Street, Jamaica Plain, MA 02130.
Friday, May 29th, 2026 at 4:00 PM Eastern Time	Deadline for Withdrawal or Modification of Bids
Wednesday, June 10, 2026	Notification to Bidders
July 1, 2026	Estimated Contract Date
June 30, 2027	Estimated Completion Date or Contract Term End Date

Prevailing Wage Request

Prevailing Wage Request Summary

Match Charter Public School (“Match”) will be submitting a formal request to the Massachusetts Department of Labor Standards (DLS) for the issuance of a **Prevailing Wage Schedule** applicable to all work performed under this HVAC Maintenance and Service Contract.

This Appendix provides the full project description and scope of work that will accompany Match’s request to DLS, in accordance with **M.G.L. c. 149, §§ 26–27**.

Requesting Entity

Match Charter Public School
 1001 Commonwealth Avenue
 Boston, MA 02215

Primary Contact:

David Steefel-Moore, Chief Operating Officer
 Email:david.steefel-moore@matchschool.org

Project Title:

HVAC Preventative Maintenance, Service, and Emergency Response Contract – Multiple Match Campuses

Project Description:

Match Charter Public School seeks a prevailing wage schedule for a **multi-site HVAC service and maintenance contract** covering three school campuses located in Boston, Jamaica Plain, and Hyde Park.

The awarded contractor will provide comprehensive HVAC services, including but not limited to:

- **Preventative Maintenance**
 - Quarterly maintenance visits
 - Quarterly filter changes
 - Annual belt changes
 - Annual boiler combustion testing
 - Annual condenser coil cleaning
 - Annual inspection and testing of all safety devices (high-limit switches, freeze stats, pressure relief valves, low-water cutoffs)
 - Annual water treatment testing and chemical service for boilers, cooling towers, and closed-loop systems
 - Annual cleaning and inspection of all unit ventilators, fan coil units, and ERVs
 - Quarterly BAS trend review and reporting for system performance optimization
- **Systems and Controls**
 - Diagnostics for all digital and pneumatic control systems
 - Verification and calibration of thermostats, sensors, and control sequences
 - Building automation system (BAS) integration and controls verification
- **Mechanical and Refrigeration Work**
 - HVAC and refrigeration service
 - Process piping
 - Sheet metal work
 - Custom air handlers and air balancing
 - Inspection of refrigerant circuits and heat transfer surfaces (condensers, evaporators, towers where accessible)
- **Emergency Service**
 - 24/7 emergency telephone numbers
 - One-hour response to calls from building management for HVAC emergencies
 - Technician arrival onsite within four (4) hours of an emergency call
 - Maintenance of a 24/7 dispatch center and real-time communication updates to Match staff
 - Immediate access to critical spare parts to minimize downtime
- **Commissioning, Documentation, and Reporting**
 - Commissioning and start-up verification for modifications and/or new replacement equipment added during the term of the contract
 - Updating all system documentation and equipment inventories
 - Electronic service reports after each inspection, including photos, identified deficiencies, recommended corrective actions, and estimated timelines for repair
 - Digital access to service history, equipment lists, and maintenance logs through an online portal or dashboard
 - Video reporting capability to transmit audio and video of worksite conditions and proposed repairs

The contract consists of furnishing **all materials, equipment, labor, and transportation** necessary to provide heating and air conditioning services at the locations listed below, including all tools, lifts, testing instruments, refrigerant recovery equipment, and safety equipment required to perform the work.

Match Locations Covered Under This Contract

Match Community Day / Elementary School

50, 100, and 110 Poydras Street
Hyde Park, MA 02136

Match Middle School

215 Forest Hills Street
Jamaica Plain, MA 02130

Match High School

1001 Commonwealth Avenue
Boston, MA 02215

Match operates with students on campus **185 days per year** under a standard public school calendar.

Applicable Trade Classifications Requested

Match requests that DLS issue prevailing wage rates for all applicable classifications, including but not limited to:

- HVAC Technician
- Refrigeration Technician
- Pipefitter
- Sheet Metal Worker
- Electrician (for controls and equipment connections)
- Laborer (as applicable)
- Any additional classifications DLS determines apply

Estimated Contract Term:

One (1) year, with potential renewal options.

Estimated Start Date:

July 1, 2026

Procurement Method

Invitation for Bid (IFB) — award to the **lowest responsible and responsive bidder**.

Appendix A: HVAC Equipment and Systems by Location

1001 Commonwealth Ave, Boston – HVAC Equipment List

Manufacturer	Type	Model
Climate Master	WSHP	GRH030AHC30CLSS
Climate Master	WSHP	GRH030AHC30CRBS
Climate Master	WSHP	GRH024AHC30CRBS
Climate Master	WSHP	GRH024AHC30CLSS
Climate Master	WSHP	GRH012AGC30CRBS
Climate Master	WSHP	GRH024AHC30CRSS
Climate Master	WSHP	GRH024AHC30CLBS
Climate Master	WSHP	GRH006AGC30CRBS
Climate Master	WSHP	GRH048AHC40CRSS
Climate Master	WSHP	GRH030AHC30CLSS
Climate Master	WSHP	GRH030AHC30CRBS
Climate Master	WSHP	GRH019AGC30CLSS
Climate Master	WSHP	GRH024AHC30CRBS
Climate Master	WSHP	GRH019AGC30CRBS
Climate Master	WSHP	GRH036AHC30CRSS
Climate Master	WSHP	GRH006AGC30CRBS
Climate Master	WSHP	GRH036AHC30CRBS
Carrier	WSHP	50PCH0482CC5ACC1
Climate Master	WSHP	GRH030AHC30CLBS
Climate Master	WSHP	GRH024AHC30CLSS
Climate Master	WSHP	GRH036AHC30CRBS
Climate Master	WSHP	GRH030AHC30CRSS
Climate Master	WSHP	GRH036AHC30CRBS
Climate Master	WSHP	GRH048AHC30CLSS
Carrier	WSHP	50PCH048ECC5ACC8
Carrier	WSHP	50PCH048ECC5ACC8
Carrier	WSHP	50PHH0485CCS0130
Climate Master	WSHP	GRH048AHC30CLSS
Carrier	WSHP	50PCH0482CC5ACC8
Carrier	WSHP	50PCH0422CC5ACC8
Carrier	WSHP	50PCH0422CC5ACC8
Carrier	WSHP	50PCH0422CC5ACC1
Carrier	WSHP	50PCH0422CC5ACC8
AAON	Package Unit	RN-009-8-0-EA09-3F9

Manufacturer	Type	Model
AAON	Package Unit	RX-26-2-E0-31M38842
Fulton	Boiler	PHW-300
Fulton	HW Circ Pump	SA55J0FSN-3748
Fulton	Boiler	PHW-300
Fulton	HW Circ Pump	SA55J0FSN-3748
Baltimore Air Coil	Cooling Tower	—
—	Tower Motor	JM3550
—	Cond Pump	mtr: EM33111T-8
—	Cond Pump	mtr: EM33111T-8
	Hot Water Heater	

Manufacturer	Type	Model
Lennox	Package Unit	LGH048
Lennox	Package Unit	LGH060
Lennox	Package Unit	LGH072
Lennox	Package Unit	LGH092
Lennox	Package Unit	LGH102
Lennox	Package Unit	LGH120
Lennox	Package Unit	LGH150
Daikin	ACCU	—
Daikin	ACCU	—
Daikin	ACCU	—
Daikin	ACCU	—
Daikin	Ductless Split	—
Daikin	Ductless Split	—
Daikin	Ductless Split	—
Greenheck	Exhaust Fan	—
Greenheck	Exhaust Fan	—
Greenheck	Exhaust Fan	—
Greenheck	Exhaust Fan	—

215 Forest Hills St. (Jamaica Plain)

Manufacturer	Type	Model
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
Temspec	Unit Ventilator	VUV1500
SAA?		
SAA?		
SAA?		
SAA?		
	Air Handler	CS024-1H2C-FRS
Greenheck	Recover Unit	MINIV-750-QD
Greenheck	Exhaust Fan	BSQ-120-4
Greenheck	Exhaust Fan	BSQ-60-4
McQuay	WSHP	W.MHC.1.015.B
McQuay	WSHP	W.MHC.1.015.B
McQuay	WSHP	W.MHC.1.007.B
McQuay	WSHP	W.MHC.1.015.B
McQuay	WSHP	W.MHC.1.015.B
McQuay	WSHP	W.MHC.1.015.B
McQuay	WSHP	W.MHC.1.015.B
McQuay	WSHP	W.MHC.1.015.B
McQuay	WSHP	W.MHC.1.007.B
McQuay	WSHP	W.MHC.1.007.B
McQuay	WSHP	W.MHC.1.007.B
McQuay	WSHP	W.MHC.1.007.B

Manufacturer	Type	Model
McQuay	WSHP	W.MHC.1.007.B
McQuay	WSHP	W.MHC.1.007.B
McQuay	WSHP	W.MHC.1.007.B
McQuay	WSHP	W.MHC.1.007.B
McQuay	WSHP	W.MHC.1.015.B
McQuay	WSHP	W.MHC.1.007.B
McQuay	WSHP	W.MHC.1.015.B
McQuay	WSHP	W.MHC.1.015.B
McQuay	WSHP	W.MHC.1.015.B
McQuay	WSHP	W.MHC.1.015.B
Manufacturer	Type	Model
Singer	AHU	VF4000C
	Unit Heater	11817-035796A
	Unit Heater	1190X000557A
Camus	Boiler	DRNH-1600-MSI
Camus	Boiler	DRNH-1600-MSI
	HW Pump	FI2510E25AH1LOC
	HW Pump	FI2510E25AH1LOC
BAC	Cooling Tower	FXV-08098-240-J
	Tower Pump	BAC-301299 F-3
	Tower Motor	Case 98359756
	Cond W Pump	FI2512E2GAJ1LOA
	Cond W Pump	FI2512E2GAJ1LOA
	Water Heater	

50, 100 & 110 Poydras St. – HVAC Equipment List

BLDG A

Manufacturer	Type	Model
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH048H4E5AG
Lennox	Package Unit	LGH048
Lennox	Package Unit	LGH060
Lennox	Package Unit	LGH072
Lennox	Package Unit	LGH092
Lennox	Package Unit	LGH092
Daikin	Ductless Split	—
Daikin	Ductless Split	—
Daikin	Ductless Split	—
Greenheck	Exhaust Fan	—
Greenheck	Exhaust Fan	—
Greenheck	Exhaust Fan	—
Greenheck	Exhaust Fan	—

BLDG B

Manufacturer	Type	Model
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036

Manufacturer	Type	Model
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH048H4E5AG
Lennox	Package Unit	LGH048
Lennox	Package Unit	LGH048
Lennox	Package Unit	LGH048
Lennox	Package Unit	LGH048
Lennox	Package Unit	LGH048
Lennox	Package Unit	LGH048
Lennox	Package Unit	LGH048

BLDG C

Brand	Equipment Type	Model
Lennox	Package Unit	LGH036
Lennox	Package Unit	LGH036
Daikin	Package Unit	RPS0311D
Daikin	Package Unit	RPS0311D
Greenheck	Energy Rec Unit	—
Greenheck	Exhaust Fan	—
Greenheck	Exhaust Fan	—
Greenheck	Exhaust Fan	—