SALEM HOUSING
AUTHORITY

Cathy Sheehan, Executive Director

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Section 8 Department & Procurement/Modernization
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Invitation for Bids for

AUTOMATED LAUNDRY SERVICES
at
10 Elderly and Handicapped Accessible Locations

Development	Address
Zisson Building	292 Essex Street
Power Building	5 Barton Square
Bertram Terrace	Corner of Willow Ave. and Summit Street
Colonial Terrace	Corner of Boston St.reet and Nichols Street
Norton Terrace	83 R Tremont Street
Pioneer Terrace	Corner of Lafayette Place and Salem Street
27 Charter Street	27 Charter Street
Morency Manor	45 St. Peter Street
J. Michael Ruane Building	3 Broad Street
James A. Dalton Building	205 Bridge Street

Specifications Prepared by
Salem Housing Authority
Date: October 20, 2026

Equal Opportunity Employer

EQUAL HOUSING OPPORTUNITY

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The Salem Housing Authority, the Awarding Authority, invites sealed bids from automated laundry service contractors for **Automated Laundry Services** at 10 elderly and handicapped accessible housing developments for the Salem Housing Authority in Salem, Massachusetts, in accordance with the documents prepared by the Salem Housing Authority.

The Project consists of automated laundry services at 10 elderly and handicapped accessible housing developments between December 1, 2026 and November 30, 2031 which is described in the procurement package. There is 1- 5 year option to renew the contract at the Salem Housing Authority's sole discretion.

The contract is estimated to earn a commission of approximately $92,000.00 for the five-year contract period.

Bids are subject to M.G.L. c.30B section 5 and to minimum wage rates as required by MGL c.149 §§26 to 27H inclusive.

Bids will be received until **9:00 a.m. on Tuesday, November 10, 2026** and will be publicly opened forthwith.

Sealed bids may be hand-delivered or mailed to the Salem Housing Authority, 27 Charter Street, Salem, MA 01970 and received no later than the date and time specified above. Bids must be clearly marked "Automated Laundry Services Bid" on the outside of the envelope.

Bid forms and contract documents are available from the Salem Housing Authority at www.salemha.org under Bid Opportunities as of October 26, 2026.

The job sites will be available for inspection on Tuesday, November 3, 2026 at 9:00 a.m. Interested bidders are strongly urged to attend by meeting at the main office of the Salem Housing Authority located at 27 Charter Street, Salem, MA 01970.

Ad to run:

Goods & Services	10-26-26
Salem News:	10-26-26
Commbuys	10-26-26

INSTRUCTIONS TO BIDDERS

ARTICLE 1 - BIDDER'S REPRESENTATIONS

1.1 Each bidder by making a Bid represents that:

.1 The Bidder has read and understands the Contract Documents and the bid is made in accordance therewith and includes all associated costs.

.2 The Bidder has visited the site and is familiar with the local conditions under which the Work has to be performed.

1.2 Failure to so examine the Contract Documents and site will not relieve any Bidder from any obligation under the Bid as submitted.

ARTICLE 2 - REQUESTS FOR INTERPRETATION

2.1 Bidders shall promptly notify the Owner of any ambiguity, inconsistency, or error which they may discover upon examination of the Contract Documents, the site, or local conditions.

2.2 Bidders requiring clarification or interpretation of the Contract Documents shall make such request to the Owner.

ARTICLE 3 - PREPARATION AND SUBMISSION OF BIDS

3.1 Bids shall be submitted on the "~~Form for~~ Invitation to Bid", furnished at no cost by the Owner.

3.2 All entries on the ~~Form for~~ Invitation to Bid shall be made by typewriter or by handwriting, in ink.

3.3 All sums shall be expressed in both words and numbers in the space indicated on the Form for Bid. Where there is a discrepancy between the Bid sum expressed in words and the Bid sum expressed in figures, the words shall control.

3.4 The Bid shall be enclosed in a sealed envelope with the following plainly marked on the outside:

Bid For:

- **Name of Housing Authority ~~and Development Number~~**
- **Bidder's Name and Address**
- **Phone Number + Contact Person**

3.5 Date and time for receipt of Bids is listed in the Invitation to Bid.

3.6 Timely delivery of a Bid at the location designated shall be the full responsibility of the Bidder.

ARTICLE 4 - WITHDRAWN BIDS

4.1 Any Bid may be withdrawn prior to the time designated for opening of Bids upon written, facsimile, or telegraphic request. Facsimile or telegraphic withdrawal of Bids must be confirmed over the Bidder's signature by written notice postmarked on or before the date and time set for opening of Bids.

4.2 Withdrawn Bids may be resubmitted up to the time designated for the receipt of Bids.

ARTICLE 5 - CONTRACT AWARD

5.1 **Award** means the determination and selection of the lowest, responsible and eligible Bidder, by the Owner, which is subject to the approval of the Department of Housing Community Development.

The Owner will award the contract to the lowest responsible and eligible Bidder within thirty (30) days, Saturdays , Sundays, and legal holidays excluded after the opening of bids, unless some other time period is specifically noted in the Invitation to Bid.

5.2 The Owner reserves the right to waive any informalities in or to reject any or all bids if it is in the public interest to do so.

5.3 The Owner reserves the right to reject any Bid if it determines that such Bid does not represent the Bid of a person competent to perform the work as specified or if less than 3 Bids are received.

5.4 The term "lowest responsible and eligible Bidder" shall mean the Bidder whose Bid is the lowest of those Bidders demonstrably possessing the skill, ability, and integrity necessary for the faithful performance of the work, and who meets the requirements set forth in M.G.L. c.149 §44C; and who shall certify that they are able to furnish labor that can work in harmony with all elements of labor employed or to be employed on the Work.

ARTICLE 6 - FORMS REQUIRED AT CONTRACT APPROVAL

6.1 Upon award, the Bidder shall complete the following forms to ensure prompt contract validation. These forms will be provided to the Contractor by the Owner, and three (3) originals must be submitted.

Contract for

.1 Service ~~Agreement~~,

.2 Form of Corporate Vote (If Applicable),

.3 ~~Payment Bond (See General Conditions - Article 11).~~

6.2 Insurance Certificates for the coverage required by ~~Article 9 of~~ the General Conditions must be submitted prior to contract validation.

~~**6.3** The Notice to Proceed for construction shall not be issued until the Owner - Contractor Agreement has been validated by the Director or of DHCD.~~

Contract

6.4 Incomplete or unacceptable submissions of the forms as required above will delay the validation of the ~~Owner - Contractor Agreement~~ by DHCD. For Service

END OF SECTION

GENERAL PROVISIONS

1.0 SALES TAX EXEMPTION AND OTHER TAXES

1.1 To the extent that materials and supplies are used or incorporated in the performance of this Contract, the Contractor is considered an exempt purchaser under the Massachusetts Sales Act, Chapter 14 of the Acts of 1966. The Contractor is responsible for paying all other taxes and tariffs of any sort, related to the work.

1.2 The Contractor shall be responsible for paying all other taxes and tariffs of any sort, related to the work.

2.1 The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on performance of the Work. If the Contractor performs Work knowing it to be contrary to laws, statutes, ordinances, building codes, and rules and regulations without such notice to the Owner, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs.

3.0 INSURANCE REQUIREMENTS

3.1 The Contractor shall calculate as part of its bid price and provide the following insurance coverage. This insurance shall be provided at the Contractor's expense and shall be in full force and effect during the full term of this contract. The Owner shall be named as additional insured on the Contractor's Liability Policies

3.2 WORKER'S COMPENSATION Not Required if ALL work is done by a Self-employed Contractor with No Employees.

Worker's Compensation: Coverage A Per G.L. c149 §34 and c152, as amended.
Employer's liability: Coverage B up to $500,000 each accident

3.3 CONTRACTOR'S COMMERCIAL GENERAL LIABILITY

Bodily Injury &	$1,000,000. each occurrence
Property Damage	$1,000,000. general aggregate

3.4 VEHICLE LIABILITY

Bodily Injury &	$ 200,000 each person
Property Damage	$ 500,000 each accident
	$1,000,000 Combined Single Limit

4.0 EXECUTIVE ORDERS

The Contractor shall comply with the provisions of M.G.L. c.151B; Executive Order 478, Order regarding non-discrimination, diversity, equal Opportunity, Executive Order 481, prohibiting the use of undocumented workers on state contracts and all regulations promulgated pursuant thereto. The aforementioned law, executive orders, and regulations are incorporated herein by reference and made a part of this Contract.

5.0 CONFLICT OF INTEREST: The Contractor covenants, that (1) presently, there is no financial interest and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which would violate M.G.L. c.268A, as amended; (2) in the performance of this Contract, no person having any such interest shall be employed by the Contractor; and (3) no partner or employee of the firm is related by blood or marriage to any Board Member or employee of the Awarding Authority.

FORM FOR GENERAL BID

TO THE AWARDING AUTHORITY

A. The undersigned proposes to furnish all labor and materials required for Automated Laundry Services for ten (10) locations at elderly and handicapped housing developments (Zisson Building, Power Building Bertram Terrace, Colonial Terrace, Norton Terrace, Pioneer Terrace, 27 Charter St., Morency Manor, Ruane Building, Dalton Building) in Salem, Massachusetts for an initial contract period of five years in accordance with the Contract Documents prepared by the Salem Housing Authority for the contract price specified below, subject to additions and deductions according to the terms of the specifications. There is one- five year option to renew at the sole discretion of the Salem Housing Authority.

B. This bid includes addenda number(s)_____.

C. The proposed contract price is:

Low Bidder will be based on the Total Commission for the Initial Period of 1 year.

Monthly Commission For 60 months	**%**

The proposed contract price is:

_____ % _____ %

(Bid Amount in WORDS) **(Bid Amount in PERCENTAGE)**

D. The undersigned hereby certifies that they are able to furnish labor that can work in harmony with all the other elements of labor employed or to be employed on the Work and that they will comply fully with all laws and regulations applicable to awards made subject to M.G.L. c.30B.

E. The undersigned further certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

F. The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. The undersigned further certifies under the penalty of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any other rule or regulation promulgated thereunder. As used in this certification the word "person" shall mean natural person, joint venture, partnership, corporation or other business or legal entity.

_____
(Name of General Bidder)

Signature ☞ **BY:** _____
(Signature & Title of person signing bid)

Date:_____

_____
(Business Address)

_____
(Telephone Number)

PROPOSED OPTION TO RENEW FORM
AUTOMATED LAUNDRY SERVICES

The information listed below is for informational purposes only.
It is not a factor in determining the low bidder for the initial period.

The Salem Housing Authority at its sole discretion may exercise its 1 5-year option to renew the contract at the end of the initial contract period.

December 1, 2031 through November 30, 2036

Monthly Commission For 60 months	**%**

_____
(Name of General Bidder)

Signature ☞ BY: _____
(Signature & Title of person signing bid)

Date:_____

_____
(Business Address)

_____
(Telephone Number)

Reference Form

Please list five (5) references below. Use this form. Must be completed in full.

Bidder/Contractor Information:

Contact Name: _____ Contact Telephone #: _____
Company Name: _____
Company Address: _____
_____

Reference Information:

1. Contact Name: _____ Contact Title: _____
Company Name: _____ Contact Tel. #: _____
Company Address: _____
_____
Contract dates: _____
Description of work: _____
_____

2. Contact Name: _____ Contact Title: _____
Company Name: _____ Contact Tel. #: _____
Company Address: _____
_____
Contract dates: _____
Description of work: _____
_____

3. Contact Name: _____ Contact Title: _____
Company Name: _____ Contact Tel. #: _____
Company Address: _____
_____
Contract dates: _____
Description of work: _____
_____

4. Contact Name: _____ Contact Title: _____
Company Name: _____ Contact Tel. #: _____
Company Address: _____
_____
Contract dates: _____
Description of work: _____
_____

5. Contact Name: _____ Contact Title: _____
Company Name: _____ Contact Tel. #: _____
Company Address: _____
_____
Contract dates: _____
Description of work: _____
_____
_____

Selection Criteria Form
For Automated Laundry Services Bid

Bidder/Contractor Information:

Bidding Company Name: _____

Bidder Name: _____

Bidder Signature: _____

	Circle one
Current company has been in business for a minimum of **5** years	Yes No
Current company has at least **3** contracts of similar size and scope (ie: public housing authorities, apartment complexes, condominium developments, etc.)	Yes No
Current company has a minimum of **5** full-time employees	Yes No
Employees wear uniforms or other identifying clothing with the company name and/or identification badges	Yes No
Company performs a Criminal Offender Record Information (CORI) check on employees who will have passkey and money collection access.	Yes No

OWNER-CONTRACTOR SERVICE AGREEMENT
AUTOMATED LAUNDRY SERVCIES

This agreement made the ___ day of _____ 2026, by and between **Salem Housing Authority**, hereinafter called the "Owner", and _____, hereinafter called the "Contractor".

***Witnesseth*, that the Owner and the Contractor, for the consideration hereinunder named, agree as follows:**

Article 1. Scope of Work: The Contractor shall perform all Work required by the Contract Documents for **Automated Laundry Services** as per the bid specifications prepared by the Owner at 10 elderly and handicapped accessible locations.

Article 2. Time of Completion: The Contractor shall commence work under this Contract on the date specified above for a period of five (5) years. The Owner at its sole discretion may exercise its options to renew this contract for one additional five year term.

Article 3. Contract Sum: The Contractor shall pay the Owner, in current funds, for the performance of the Work the Contract in the Sum of _____% commission (____%).

3.1 Payment Terms. Contractor will be required to submit receipts by property on a monthly basis for all services provided and monies collected.

Article 4. The Contract Documents: The following, together with this Agreement, form the Contract and all are as fully a part of the contract as if attached to this Agreement or repeated herein: The Advertisement, Bidding Documents, Contract Forms, Conditions of the Contract, and Specifications as enumerated in the Table of Contents.

Article 5. Suspension and Termination. The awarding authority may terminate this Contract for cause or without cause by giving written notice to the other party at least thirty (30) calendar days prior to the effective date of termination in the Notice.

Article 6. Conflict of Interest. The Contractor covenants, that (1) presently, there is no financial interest and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which would violate M.G.L. c.268A, as amended; (2) in the performance of this Contract, no person having any such interest shall be employed by the Contractor; and (3) no partner or employee of the firm is related by blood or marriage to any Board Member or employee of the Awarding Authority.

Article 7. Equal Opportunity. The Contractor shall not discriminate in employment against any person on the basis of race, color, religion, national origin, sex, sexual orientation, age, ancestry, disability, marital status, veteran status, membership in the armed forces, presence of children, or political beliefs. The Contractor to use best efforts to employ qualified tenants of the awarding authority for any positions which are open at the time the contract is awarded or which become open during the term of the contract.

Article 8. Certification of Non-Collusion. The undersigned certifies under penalties of perjury that their price quote has been made in and submitted in good faith and without collusion or fraud with any other person. The undersigned further certifies that it is not debarred from doing public work in the Commonwealth or by federal government under any applicable debarment provisions. As used in this certification the word "person" shall mean natural person, joint venture, partnership, corporation, or other business or legal entity.

Article 9. REAP Certification: Pursuant to M.G.L. c.62(c), sec.49(a), the individual signing this Contract on behalf of the Contractor, hereby certifies, under the penalties of perjury, that to the best of their knowledge and belief the Contractor has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Article 10. Worker Documentation Certification. In accordance with Executive Order 481 the undersigned further certifies under the penalties of perjury that the Contractor shall not knowingly use undocumented workers in connection with the performance of this contract; that pursuant to federal requirements, the Contractor shall verify the immigration status of all workers assigned to such contract without engaging in unlawful discrimination; and that the it shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). The Contractor understands and agrees that breach of any of these terms during the contract period may be regarded as a material breach, subjecting the Contractor to sanctions, including but not limited to monetary penalties, withholding of payments, contract suspension or termination.

Article 11. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

In Witness Whereof, the Parties Hereto Have Caused This Instrument to be Executed Under Seal.

[1] CONTRACTOR

_____
Name of Contractor

_____
Address

By: _____
Signature and Seal

Witness: _____

[1] If a Corporation, attach a notarized copy of the Corporate Vote authorizing signatory to sign Contract.

[2] AWARDING AUTHORITY

_____
Name of Housing Authority

_____
Signature and Seal

_____
Title

Attest: _____

[2] If signed by someone other than a Housing Authority Board member attach a copy of Certified Board Vote authorizing the signatory to sign Contract.

CERTIFICATE OF CORPORATE VOTE OF AUTHORIZATION

Date:_____ 20____

I hereby certify that a meeting of the Board of Directors of the:

_____
NAME OF CORPORATION

duly called and held at _____ on the ___ day of _____ 20____

at which a quorum was present and acting, it was voted that _____
NAME OF CORPORATE OFFICER

of the _____, be and hereby is authorized to execute and deliver
NAME OF CORPORATION

for and on behalf of the Corporation, a Contract with _____Housing Authority, for work to be done at State-Aided Housing Development No. ____ in the City/Town of _____

And to act as principal to execute bonds in connection therewith, which Contract and Bonds were presented to and made part of the records of said meeting.

I further certify that _____ is duly qualified and acting
NAME OF CORPORATE OFFICER

_____ of the Corporation and that said vote has not been repealed,
TITLE

rescinded or amended.

A true copy of the record,

ATTEST:_____

(CORPORATE SEAL)

On this ___ day of _____ 20____, before me, the undersigned Notary Public, personally appeared _____, duly designated by the board of directors and proved to me, through satisfactory evidence of identification, which was _____, that s/he is the person whose name is signed on the foregoing documents, and acknowledged to me that s/he signed it voluntarily for its stated purpose and that it was her/his free act and deed.

_____
Notary Public
My Commission Expires: _____

SAMPLE

SCOPE OF WORK

General Scope of Work

The Work of the Contract consists of:

The contractor will supply and install **ALL labor, equipment, and materials** for **Automated Laundry Service** as described herein.

The contract shall commence on **December 1, 2026** and end on **November 30, 2031.**

The Salem Housing Authority at its sole discretion may exercise its options to renew the contract for one- five year term (December 1, 2031 through November 30, 2036. The winning bid will be chosen on the base bid pricing for the first initial year.

The contractor will meet with the Director of Operations on **the first day of the contract** and then as needed on a mutually agreeable date and time for the remainder of the contract.

Housing Development	Street Address	1 bedroom Units	Washers	Dryers	Power Source
Zisson	290 Essex St.	14	2	2	electric
Power	5 Barton Square	16	2	2	electric
Bertram	Corner of Summit St. & Willow Ave.	20	2	2	gas
Colonial	Corner of Boston St. & Nichols St.	40	2	2	electric
Norton	81 rear Tremont St.	20	1	1	electric
Pioneer	Corner of Lafayette Pl. and Salem St.	104	3	3	electric
Charter	27 Charter St.	110	4	4	electric
Morency	45 St. Peter St.	54	3	3	gas
Ruane	3 Broad St.	16	1	1	electric
Dalton	205 Bridge St.	35	1	1	electric
		429	**21**	**21**	

Equipment and Service

The SHA will require brand new energy efficient laundry equipment.

All proposed equipment must be white in color and have a digital display and both a coin drop operation and card operated system. Equipment must be ADA compliant and washers must be front loading models. Each piece of proposed equipment must be a known and reliable brand and model, have sufficient load capacity, be energy efficient, and accessible and be approved by the Salem Housing Authority.

Service to be provided at no cost to the Salem Housing Authority:

- Provide sufficient washers and dryers to all locations
- Provide chairs, tables, and waste receptacles at all locations.
- Provide card add value machines to as agreed upon locations
- Provide a dedicated account representative contact

- Monthly routine and preventative maintenance and cleaning of all washers and dryers, including adjustments, lubrication, replacement of parts, and any other service as necessary to ensure maximum efficiency and performance
- Prompt professional repairs when requested.
- 24-hour response time to requests for service during normal business hours
- Emergency service 7 days a week, as necessary
- Equipment replacement if repairs are delayed
- Continue with a card payment system at locations at Pioneer Terrace and 27 Charter St. The SHA will review with the winning bidder the existing coin operated machines for consideration of conversion to card operated washers and dryers at locations where feasible.
- Proper signage with contact information for residents to report a problem
- Detailed collection reports by development submitted monthly with payment. The SHA reserves the right to accompany a supervised collection at any time.
- Service and repair reports by development submitted monthly showing the number of service calls made, type of repair, down time, and preventative maintenance on a machine by machine basis by housing development
- Affordable wash and dry cost for low-income elderly residents. Currently $1.75 per wash and per dry but will be increased to $2.00 per wash and dry at the beginning of this contract. Any future increase(s) must be agreed upon by the SHA.
- Annual inspection and cleaning of dryer machines and duct work.
- Annual survey and maintenance of laundry rooms: painting of walls, floors, etc., dryer venting repairs or replacement when needed, equipment updates, chairs, tables, waste receptacles, etc.
- Personnel shall be in uniform with company logo.
- Any refunds required due to money lost in equipment or due to machine failure will be issued immediately by the contractor to the tenant directly.

Site Visit

One site visit will be held on **November 3, 2026 at 9:00 a.m.** All interested bidders are strongly encouraged to attend by meeting at the SHA's Main Office located at 27 Charter Street in Salem, MA.

Selection Criteria

The contract will be awarded to the responsive and responsible bidder offering the highest commission bid price for the services specified in the Invitation to Bid for the initial contract term.

Additionally, the successful bidder must comply with the provisions of the bid documents and positive check of references.

SEE ATTACHED FORMS WHICH MUST BE COMPLETED AND SUBMITTED WITH BID FORM:

- **INVITATION TO BID CHAPTER 30B PROJECTS FORM**
- **OPTION TO RENEW FORM**
- **SHA REFRENCE FORM**
- **SELECTION CRITERIA FORM**

SELECTION CRITERIA

The contract will be awarded to the responsive and responsible bidder offering the highest commission bid price for the services specified in the Invitation to Bid for the initial contract term.

Additionally, the successful bidder must comply with the provisions of the bid documents and receipt of a positive check of references.

See attached forms which must be completed and submitted:

- **Invitation to Bid Form**
- **Option to Renew Form**
- **SHA Reference Form**
- **Selection Criteria Form**

CONDUCT OF THE WORK

All units will be occupied during the work. The Contractor shall take all necessary precautions to ensure public safety and convenience of the residents and their guests during work.

KEYS

The winning bidder will be issued one set of keys to the various developments for the performance of the duties of the contract. The contractor must sign for these keys and will be responsible for the safe-guarding of said keys. The contractor must make a payment to the SHA of $100.00 as a refundable key deposit. This $100.00 deposit will be returned at the end of the contract upon the return of the set of keys. The contractor will be responsible for any costs incurred by the SHA as a result of lost keys.

CORI CHECK

Upon award of the contract the awarded contractor will submit a list of names of all employees who will work on Salem Housing Authority property.

The contractor will perform a Criminal Offender Record Information (CORI) check on those employees who will work on Salem Housing Authority property and provide a statement to the SHA verifying the fact that you did perform the CORI check on them. Do NOT submit individual employee CORI reports to the Salem Housing Authority

PAYMENT

Commission payments shall be made by the contractor in monthly installments upon performance of contract work and upon the submission of dated, detailed service records and receipt information by development.