

## SECTION 1: INTRODUCTION

### 1.1 Andover HOUSING AUTHORITY

The Andover Housing Authority (hereinafter, "Authority" or "Owner" or "LHA") is a public entity that provides subsidized housing and housing assistance to low-income families, within the Town of Andover, Massachusetts. The Authority is headed by an Executive Director and is governed by a board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations, Mass. General Law and the Authority's procurement policy.

Currently, the Authority owns and/or manages **200-1 Memorial Circle, Maintenance office on Morton Street, 667- 1 Chestnut Court, 667-2 Grandview Terrace, 667-3 Frye Circle, 667-4 Stowe Court, 689-1 Fidelity House** throughout the Town of Andover.

The Authority is requesting quotes from qualified, licensed and insured Contractors to provide full Fire Alarm Testing, Maintenance and Repair services as specified in the enclosed documents. The successful bidder will be required to sign a contract with the Authority for a period of one-year beginning **July 1, 2026** through **June 30, 2027**, with the option to renew for two (2) additional one-year periods, **(7/1/2027-6/30/2028 and 7/1/2028-6/30/2029)** for a maximum total of three years. The renewal of any consecutive year is at the sole discretion of the Authority. The contract price for each year is a fixed price equal to the pricing for recurring services established on the attached Form for Quote as well as an estimate for repairs based on the hourly pricing provided on the bid submitted.

### 1.2 PUBLIC NOTIFICATION

#### PUBLIC NOTIFICATION FOR WRITTEN QUOTES

The Andover Housing Authority, the Awarding Authority, invites written quotes from Contractors for Fire Alarm Testing, Maintenance and Repairs Service Contract for the Andover Housing Authority in Andover, Massachusetts, in accordance with the documents herein.

The estimated three (3) year value of this Contract is **\$ 49,999** Not to exceed \$50,000

All Quotes are subject to applicable bidding laws including, but not limited to M.G.L. c.149 §44A – H, M.G.L. c.30 and applicable federal procurement laws. To the extent there are inconsistencies between state and federal procurement laws, the more stringent standard will be followed for purposes of this Request for Quotes.

The Specifications and Bid Form shall be received by **10:00 AM, Monday, June 15, 2026** . All Bids should be submitted via **Projectdog.com** and received no later than the date & time specified above.

Contract Documents will be available on **Projectdog.com, Project Code: 875063** on **Wednesday May 27, 2026, at 10:00AM.**

There will be a recommended, but non-mandatory, pre-bid conference held on **June 4, 2026, at 10:00AM** located at **100 Morton Street, Andover MA 01810**

All questions and requests for interpretation must be submitted in writing to **Emily LaMacchia, Executive Director, emily@andoverhousing.org** no later than **June 9, 2026, by 12:00PM** Questions and requests for interpretations may be responded to via addendum, as determined by the Owner.

The Andover Housing Authority reserves the right to award and/or reject any and all bids or proposals for any reason determined to be in the Authority's best interest.

Bid deposits are not required.

All bids for this project are subject to applicable public bidding laws of Massachusetts, including General Laws Chapter 149, as amended.

The Andover Housing Authority is an affirmative action/equal opportunity employer/purchaser.

END OF PUBLIC NOTIFICATION FOR WRITTEN QUOTES