

INSULATION CONTRACTORS ASSOCIATION
OF

WASHINGTON, D. C., INC.

6400 Georgia Ave., N.W. • Washington 12, D. C.

Telephone: RAndolph 6-8792

Mundet Cork Corp.
1027 N. Filmore
Arlington, Virginia

April 17, 1961

H 009402

Subject: Prospective Bid Depository

Gentlemen:

Attached to this letter is "Bid Registry Rules and Regulations for the Mechanical Contracting Industry," "Agreement," "Suggestions," and "Suggested Bid Forms," which the Mechanical Contractors use in their depository. The "Bid Registry Rules and Regulations" is an agreement the individual contractors sign and agree to abide by certain requirements listed therein. The "Agreement" is an agreement between a mechanical contracting industry and the National Bank of Washington stating the rules and regulations for operating the depository. In addition, there is a suggestion sheet dated February 7, 1961, which supplements the bid depository by establishing a committee for clarification of plans and specifications. The "Suggested Bid Forms" is self-explanatory.

In addition, I have attached to this letter Verifax copies of the envelopes which are used by the Mechanical Contractors. The small envelope bid marked "No. 1" contains the bids to one specific general contractor. Prior to the bidding time, all of the envelopes marked "No. 1" (these would be equal in number to the contractors you are bidding) would be placed in envelope No. 2 and mailed or delivered to the National Bank of Washington.

I understand that the sheet metal contractors are setting up a depository which they claim is better than the mechanical contractors'. I hope to be able to obtain the rules and regulations in approximately four to six weeks. In the meantime, I think we should all review these regulations, agreements, and procedures, and be prepared to discuss them on our next regular meeting of April 24 at the Contractors Association Office.

Very truly yours,

INSULATION CONTRACTORS ASSOCIATION OF
WASH., D. C., INC.

W. H. Burnett
President

SL

Enclosures

MC 421979 A

0038

BID REGISTRAR

Job Name _____

Location _____

Time and Date of _____

General Bid Opening _____

See _____

Mechanical Contracting Industry

c/o Trust Department

The National Bank of Washington

619 - 14th Street, N. W.

Washington 5, D. C.

Place copy of bid, seal, properly identify and
insert this envelope in larger envelope addressed
to Bid Registrar, Mechanical Contracting Industry
The National Bank of Washington.

Mechanical Contractors Name _____

Name of Job _____

Location _____

Bid submitted to _____

Name of General Contractor

Time and date of General Bid Opening _____

NO. _____

BID REGISTRY RULES AND REGULATIONS
for
THE MECHANICAL CONTRACTING INDUSTRY

WHEREAS, it is recognized that the preparation of a bid is a service involving an expense to the bidder, and it is our desire that all work let under competition between two or more members of this industry should be awarded to the low qualified bidder after due opportunity for fair and open competition; and

WHEREAS, it is our desire to promote honorable and ethical conduct in bidding and post-bidding practices and to expose wilful violations of such conduct, therefore be it

RESOLVED: That the undersigned for the benefit of the mechanical contracting industry and the Public, does concur in and adopt the following for projects designated to be under the "4 Hour Bid Plan" as defined by Washington Metropolitan Area Construction Practices Board.

1. A Bid Registry shall be established at the office of said Registrar, to wit:

The National Bank of Washington
619 - 14th Street, N. W.
Washington 5, D. C.

2. Each mechanical contractor shall register each of his bids for Plumbing, Heating, Piping, Air Conditioning, or any combination thereof at the said Bid Registry, and having so registered, shall not change the amount of said bid and shall not break down, segregate or modify said bid in any manner whatsoever, and that any section of such bid shall be registered. Bids for plumbing, heating, piping or air conditioning which are to be opened in public need not be registered.

3. Each bid so registered shall be in accordance with Plans and Specifications without qualification, excepting for rock excavation, form concrete, power wiring except oil burners, painting and temporary services and shall be

for a complete section or for combinations of complete sections of the Specifications.

4. Bids shall be registered by one of the following two methods:

- (a) By delivery to the Bid Registry Office.
- (b) By time-stamped mail to the Bid Registry Office.

5. The bids and other information set forth in Paragraph 2 hereof, may be registered by hand delivery to the Bid Registrar, not later than four (4) hours before the time designated for the receipt of the corresponding general contract bids. Bids may be registered by time stamped mail to the Bid Registrar, the envelope to be postmarked not later than sixteen (16) hours before the time designated for the receipt of the corresponding general contract bids. In either case, such communication shall be addressed as follows:

Bid Registrar, National Contracting Industry
c/o Trust Department
The National Bank
619 - 14th Street
Washington 5, D. C.

6. Each mechanical contractor who wishes to participate under the Bid Registry Rules and Regulations shall deliver in a covering envelope to the Bid Registrar within the time prescribed by the rules:

- (a) One copy of each bid from each General Contractor in a separate, sealed envelope, such envelope to be marked with the Job Number, Job Name, and the name of the General Contractor to whom the original of said bid has been delivered.
- (b) Self addressed envelope.
- (c) Check to the order of "The National Bank of Washington, Bid Registrar", in payment of the fee of said Bid Registrar in accordance with Paragraph 1 hereof.

7. The Bid Registrar, as soon as practicable after receipt of the name of the low bidder, but not later than two (2) regular working days thereafter, shall open the registered bids addressed to each General Contractor, make photostatic copies thereof, and mail one of each to each participant who furnished a copy of its bid addressed to the low bidder. Bids to other than the low bidder on the project shall remain unopened by the Bid Registrar and shall be destroyed upon instructions from the Executive Secretary of the Mechanical Contractors D. C. Association.

8. The fee of the Bid Registrar shall be \$6.00 per bidder per job if the bid consists of only one (1) page. If the bid consists of two or more pages, the fee shall be \$12.00 per bidder per job. The Bid Registrar or the Association may request a renegotiation of this fee at any time upon ten (10) days notice to the other party.

9. This Registry is open to all bidders.

10. The Bid Registrar shall have no liability or duty with respect to the following:

(a) Bids not timely filed. These shall be refused by the Bid Registrar and returned to the bidder.

Further, each Mechanical Contractor, who deposits a copy of its bid to a successful general contractor with the Bid Registrar, does so in accordance with conditions of this agreement and expressly consents to the disclosure of the contents thereof to other bidders to said general contractor.

We, the undersigned, agree to abide by, conform to, and to comply with all of the Rules and Regulations set forth above.

Date	Firm	By	Title
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SECRET

WHEREAS, The Mechanical Contractors of C. Association have formulated Bid Registry Rules and Regulations for the Mechanical Contracting Industry and have requested the National Bank of Washington to act as Bid Registrar; and

WHEREAS, The National Bank of Washington has agreed to act as such Bid Registrar on and under the terms and conditions hereinafter set forth:

NOW, THEREFORE, IT IS AGREED:

1. The Bid Registrar shall be notified by the Executive Secretary of the Association as soon as a job subject to said rules is posted for bids, and each job shall be assigned a number by the Executive Secretary of the Association which shall identify such bids for the Bid Registrar.

2. Each mechanical contractor who wishes to participate under the Bid Registry Rules and Regulations, shall deliver in a covering envelope to the Bid Registrar within the time prescribed by the rules, more specifically set forth in paragraph 3 hereof:

(a) One copy of each bid to each General Contractor in a separate, sealed envelope such envelope to be marked with the Job Number, Job Name, and the name of the General Contractor to whom the original of said bid has been delivered.

(b) All addressed envelopes.

(c) Check to the order of "The National Bank of Wash."

for "Bid Registrar" in payment of the fee of

Bid Registrar in accordance with Paragraph

hereof.

3. The bids and other items set forth in paragraph 2 hereof may be registered by hand delivery to the Bid Registrar, not later than 10:00 a.m.

hours before the time designated for the receipt of the corresponding general contract bids. Bids may be registered by time stamped mail to the Bid Registrar, the envelope to be postmarked not later than sixteen (16) hours before the time designated for the receipt of the corresponding general contract bids. In either case, such communication shall be addressed as follows:

Bid Registrar, Mechanical Contracting Industry
c/o Trust Department
The National Bank of Washington
619 14th Street, N. W.
Washington 5, D. C.

4. The Bid Registrar shall be notified in writing by the Executive Secretary of the Mechanical Contractors D. C. Association of the date and time designated for the receipt of General Contract bids subject to the aforementioned Bid Registry Rules and Regulations as soon as such information is available to the said Executive Secretary, but in any event no later than twenty-four (24) hours prior to the time designated for the receipt of such General Contract bids. The Executive Secretary of the Association shall also notify the Bid Registrar of the name of the low bidder on the project as soon as it becomes known to him.

5. The Bid Registrar, as soon as practicable after receipt of the name of the low General Contractor, but not later than two (2) regular working days thereafter, shall open the registered bids addressed to such General Contractor, make photostatic copies thereof and mail one of each to each participant who furnished a copy of its bid addressed to the low General Contractor. Bids to other than the low General Contractor on the project shall remain unopened by the Bid Registrar and shall be destroyed upon instructions from the Executive Secretary of the Mechanical Contractors D. C. Association. In the event that the General Contract is awarded to other than the low General Contractor, the Bid Registrar, upon advice from the Executive Secretary, shall open the registered bids to the successful General Contractor and mail

copy of each to each participant in the same manner as heretofore provided for bids to the Low General Contractor.

7. The fee of the Bid Registrar shall be \$6.00 per bidder per job if the bid consists of only one (1) page. If the bid consists of two or more pages, the fee shall be \$12.00 per bidder per job. The Bid Registrar or the Association may request a renegotiation of this fee at any time upon ten (10) days notice to the other party.

8. It is understood and agreed that this Registry is open to all bidders.

9. The Bid Registrar shall have no liability or duty with respect to the following:

- (a) Bids not timely filed. These shall be refused by the Bid Registrar and returned to the bidder.
- (b) Acceptance or non-acceptance of any bid by the successful General Contractor.
- (c) Bids not filed with the Bid Registrar, it being understood and agreed that any Mechanical Contractor may bid to a General Contractor without submitting a copy to the Bid Registrar.

Further, each Mechanical Contractor, who deposits a copy of its bid to a successful General Contractor with the Bid Registrar does so in accordance with conditions of this agreement and expressly consents to the disclosure of the contents thereof to other bidders to said General Contractor.

DATED this 10th day of January, 1961.

Mechanical Contractors D. C. Association

By: /s/ John C. Grunberg, President

The National Park at Washington

Herzfeldt M. Jacobberg, Assistant Trust Officer

ATTEST:

/s/ Thomas L. Lagan, Jr., Secretary

ATTEST:

/s/ A. M. Mervan, Assistant Secretary

SUGGESTION

2/7/61

In order to provide a certain amount of protection to our proposed bidding procedure, and to make reasonably certain all are bidding in accord with specifications, it is hereby suggested that this Association establish a Specifications Committee.

Generally speaking, this Committee shall consist of two Mechanical Contractors. They shall meet when plans and specifications for a project become available. They shall interpret the plans and specifications as to what shall be included under Mechanical bids.

These interpretations shall be listed as to section, paragraph, ✓ page, etc., and copies shall be made and mailed to each Mechanical Contractor who has signified his intent to bid at least one week before the opening. It is believed that such provision will preclude misvisions, and help clarify specification provisions which may be obscure, and that in this manner all will be bidding on the same work.

Provision is hereby made that such Specification Committee shall be rotated and scheduled. (In short, if two or three jobs were scheduled for the same relative period, two or three such groups would make the interpretations.)

Any signatory to the Rules and Regulations concerning Bid Registry may call a member of the Specification Committee, if after they receive their interpretations find that an error in interpretation has been made, but it must be done within ten days of receipt of such interpretation so all interested bidders may be notified immediately.

The Secretary shall set up a schedule for each job in which Intent to Bid be given mailed. To this will be given job name, opening date and time and a list of those intending to bid, and date Intent to Bid notice was received. (This has been in effect.)

STANDARD

REVISION

JOB NAME _____

DATE _____

2/1, the undersigned, propose to furnish all materials and labor to complete the installation of the following in accordance with plans and specifications, viz:

PLUMBING - Sections _____
HEATING - Sections _____
VENTILATION - Sections _____
AIR CONDITIONING - Sections _____
REFRIGERATION - Sections _____
UTILITIES SYSTEMS - Sections _____

NOTE: This proposal includes all excavation, Backfill, Manholes, Catch Basins, and/or other Masonry work, Electrical wiring and painting called for in any or all of the above sections of the Specifications.

It is NOT include the furnishing of any temporary Plumbing, Temporary Heat, Temporary Power Wiring, Temporary Lighting or Contract Board.

OUR PRICE for the above described work is the sum of

\$ _____

Company

Signed _____
Title