



## **BID PACKAGE**

## **SCOPE OF WORK**

# **Preventative Maintenance and Repairs of Boilers**

**DMH Project #2022-044  
Westborough, Campus, Allen Hall  
288 Lyman Street  
Westborough, MA 01581**

**Prepared on: November 19, 2021**

**Under the terms of OSD Statewide Contract TRD01, the Massachusetts Department of Mental Health (DMH) seeks Preventative Maintenance and Repairs of Boilers at Allen Hall Building located at 288 Lyman Street, Westborough, MA 01581.**

**Contract Term: 27 months  
(January 1, 2022 – March 31, 2024)**

## **ITEM NO. 001**

### **GENERAL QUARTERLY PREVENTATIVE MAINTENANCE, INSPECTION AND SERVICE FOR BOILERS**

Under this item on a quarterly basis, the Contractor shall provide a qualified service technician to perform the general quarterly preventative maintenance and service for the four (4) Boilers once every 3 months (quarterly) during the duration of the contract.

The scope of work shall consist of furnishing all labor, materials, tools, and equipment necessary or incidental for Service and Maintenance on four HydroTherm Boilers ( two HydroTherm KN-6 boilers and two HydroTherm KN-10 boilers).

As part of this item, Quarterly maintenance shall include (one time per four quarters) schedule of maintenance as noted below:

*Schedule of Maintenance Work to include:*

1. *Clean and adjust burner*
2. *Assure positive ignition, adjust and clean as required*
3. *Determine response to flame safeguard system for monitoring and safety shut down*
4. *Perform combustion analysis (gas/oil), and adjust fuel/air ratio for optimum efficiency, and supply print out.*
5. *Check fuel supply(gas/oil) which is affected by pumps, strainers, gauges and regulators*
6. *Check reliability of low water cut-off, and the operating and limit controls in accordance with the manufacturer's recommendations*
7. *Check gaskets on fuel lines, fireside and waterside, and make suggestions for any corrective action required*
8. *Check and suggest necessary parts for inventory*
9. *Inspect and assure proper operation of related equipment such as pumps, etc.*
10. *Any other inspection required per the manufacturers recommendation.*

At the completion of each visit, the Contractor shall submit to DMH a copy of his checklist, which is a part of this item, with his constructive comments on any abnormal conditions that are observed and the recommendations for correcting any problems.

Troubleshooting and related equipment problems shall be included as part of this item for a reasonable time period (approximately one hour additional time spent beyond general maintenance). Any additional time/equipment required to determine problem resolution must be submitted as an estimate to the DMH for approval.

### **BASIS OF PAYMENT**

The above item shall be paid for at the contract unit bid price per each for Item No. 001, "General Quarterly Preventative Maintenance Inspection and Service for Preventative Maintenance of Boilers" which price and payment shall constitute full compensation for all labor, tools, test equipment, transportation and other equipment necessary to complete this item as outlined, and to the satisfaction of the Contract Project Manager.

## **ITEM NO. 002**

### **HOURLY RATE FOR SERVICE BOILER TECHNICIANS**

Under this Item when called for by DMH, the Contractor shall provide a qualified boiler service technician to perform repairs or improvements as well as General and Emergency repairs to the Boilers and / or the heating components (lines, coils, etc) located at Department of Mental Health Westborough Campus, Allen Hall, 288 Lyman Street.

This Service Technician shall be fully equipped to handle most types of repairs.

The Service Technicians equipment shall consist of all appropriate types of hand tools, power tools, and test equipment necessary to check the components, electrical controls, and all associated equipment, as well as measurement and test equipment necessary to perform all required maintenance, testing, service, and repair and all associated equipment.

The Service Technician shall be paid to the nearest ½ (30 minutes) hour for the time worked at the Hourly Rate for Service Technicians. Only that labor approved by the Contract Project Manager or done in the presence of the Contract Project Manager will be paid for under this item.

If, in the opinion of DMH, another Service Boiler Technician is required to handle a particular job, he shall inform DMH and this Service Boiler Technician shall also be paid at the same hourly rate as bid for this item.

The Service Boiler Technician(s) shall have a complete cognizant knowledge of the operation and repair of similar equipment.

### **BASIS OF PAYMENT**

The above item shall be paid for the contract unit bid price per hour for Item No. 002, "Hourly Rate for Service Technicians", which price and payment shall constitute full compensation for all labor, tools, test equipment and other equipment necessary to complete this item to the satisfaction of DMH. This labor time shall be shown on the records and paid to the nearest ½ (30 minutes) hour showing the starting and finishing time.

### **ITEM NO. 003**

#### **EQUIPMENT, MATERIALS, COMPONENTS, AND PARTS**

Under this item, the Contractor shall furnish, transport, and supply all materials, components, parts or equipment that are necessary in the opinion of DMH, to repair and maintain the systems listed in the contract in operating condition, which are not paid for elsewhere in this contract. Replacement of parts shall be done in accordance with the manufacturer's requirements. These prices shall be the actual prices paid by the Contractor to the manufacturer or authorized distributor. It shall be the Contractor's Responsibility to have these materials, components, parts or equipment available or readily available from suppliers to the best of their ability. The Cost of labor and vehicles necessary to complete installation of above item will be paid for under the appropriate contract item for the type repair that they are used for. Items that are required for replacement under preventative maintenance shall not be included in this item and shall be considered incidental to Item No. 001.

Also, under this item and before payments are made, the Contractor must submit to the DMH, a copy of actual bills on supplier's letterhead listing all equipment, materials, parts, and their prices. The Contractor shall include the location installed, used, or stored.

#### **METHOD OF MEASUREMENT**

Measurement will be made by actual bills for equipment, parts, and materials as submitted, verified, and approved by the DMH.

#### **LUMP SUM FOR EQUIPMENT, MATERIALS, COMPONENTS, AND PARTS**

The Contractor shall include in his/her bid the Lump Sum of **Ten Thousand Dollars (\$10,000.00)**, for the furnishing and supplying all materials, components, and parts. This lump sum will be adjusted to the actual amount paid by the Contractor including **Fifteen Percent (15%) markup** as authorized and approved by the DMH.

#### **BASIS OF PAYMENT**

This item shall be paid for at the exact amount paid by the Contractor plus **fifteen percent (15%)** markup for Item No. 003, "Equipment, Materials, Components, and Parts", furnished and supplied as described and stipulated above. Any cost for overhead shall be considered to have been included for payment in the prices stipulated in the numbered items of the proposal.

# Preventative Maintenance and Repairs of Boilers

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**Westborough, Campus, Allen Hall**  
**288 Lyman Street**  
**Westborough, MA 01581**

## **BID SHEET**

**BIDDER'S NAME:** \_\_\_\_\_

Item Nos.	Items with bid prices Must be written in words and figures	Approximate Quantities	Completed Totals
001	<b>GENERAL QUARTERLY PREVENTATIVE MAINTENANCE INSPECTION AND SERVICE AT ALLEN HALL FOR PREVENTATIVE MAINTENANCE OF BOILERS</b>  _____ _____ (\$ _____) Rate per each quarterly insp.	10 each	\$ _____
002	Hourly FLAT Rate for Service Boiler Technician(s) with transportation  _____ _____ (\$ _____) Charge Rate per Hour.	50 (50 hours)	\$ _____
003	<b>EQUIPMENT, MATERIALS, COMPONENTS, AND PARTS</b>  Ten thousand dollars (\$10,000.00) Lump Sum.	1 (one) Lump Sum	\$10,000

Total Bid (Items 1-3) for Contract: \$ \_\_\_\_\_ (figures only)