

INVITATION FOR BIDS
DIESEL EXHAUST MAINTENANCE & REPAIRS
BOSTON EMERGENCY MEDICAL SERVICES

Invitation for Bids: Diesel Exhaust Maintenance & Repairs # EMS-010-2022

The Boston Emergency Medical Services acting by its Facilities Department, 785 Albany Street – Fifth Floor, Boston, MA 02118 hereinafter referred to as the Awarding Authority, hereby invites sealed bids for the above-entitled project. Bids shall be on a form supplied by the Facilities Department and, shall be clearly identified as a bid. All bids for this project are subject to M.G.L. Chapter 149 or Chapter 30, as amended, and in accordance with the terms and provisions of the contract documents/specifications entitled: Diesel Exhaust Maintenance & Repairs.

Scope of work includes: Services including but not limited to: Semi – annual inspections for the preventative maintenance, service and repair of Diesel exhaust systems located in the Ambulance Stations throughout the City of Boston.

ALL BIDS shall be filed with the Awarding Authority at 785 Albany Street – fifth floor, Boston, MA 02118 (Miranda-Creamer Bldg.), before ten o'clock on June 6, 2019, at which time and place all bids will be opened forthwith and read aloud. LATE BIDS WILL NOT BE ACCEPTED.

Bid Packages will be available on or about April 30th, 2019 at the Boston Emergency Medical Services, Finance Department (785 Albany Street – third floor, Boston, MA 02118 or can be requested via e-mail at andrade@bostonems.org Pam Andrade.

The Awarding Authority reserves the right to waive any informality or to reject any and all bids if it were in the public interest to do so.

April 30, 2019
Boston Emergency Medical Services

**PURCHASE DESCRIPTION
AND
SPECIFICATIONS**

[NOTE TO OFFICIAL: Form CM-04A and CM-04B must be used for purchase description, price requirements, and Evaluation Criteria for all sealed bid contracts of \$2,000 or more. Complete applicable portions: use 8-1/2" x 11" continuation sheets if necessary.]

**A. DESCRIPTION OF SERVICES TO BE PERFORMED OR
SUPPLIES PURCHASED:**

The purpose of this Contract is to provide The Boston Emergency Medical Service (herein referred to as EMS) with the complete Semi – annual inspections for the preventative maintenance, service and repair of Diesel Exhaust Systems (hereinafter shall be referred to as the Work or Services) inclusive of all the required equipment and materials at EMS'S premises in Boston, MA, or any other defined places within the state of Massachusetts. The detailed breakdown of the serviced facilities, indicative manpower requirement, and work type required to be performed is further defined in the Scope of Work.

Successful contractor shall provide Semi-annual inspections for the preventive maintenance, service and repair of Diesel Exhaust Systems equipment, adhering to practices in accordance with manufactures recommendations and which ensure highest industry standards of performance, safety, and most efficient operations of the equipment and systems, and is necessary, to prevent equipment failure and extend useful life. Scope of services includes, but not limited to, items detailed below, which scope and frequencies are intended as general, minimum requirements. If the frequency indicated is determined to be inappropriate due conditions affecting the function of the equipment, Boston Emergency Medical Service shall be notified and such work discussed for possible amendment hereto. Frequency of preventative maintenance items however shall not be less than industry standard practice.

Preventative maintenance service generally shall be performed Monday through Friday 8:00 am. to 5:00 PM excluding holidays and shall be scheduled with the Director of Facilities at least two (2) days in advance; however preventative maintenance also may be provided at the time any remedial work under separate work order is being performed. If maintenance shall adversely impact the business operations of the Boston Emergency Medical Service, such work shall be performed outside normal working hours. The cost for the services described herein shall be indicated in a separate schedule.

The prices quoted shall remain fixed and firm for the duration of the Contract.

It is tenderers responsibility to assess the manpower required based on the Breakdown of Serviced Facilities provided.

All work required herein shall be performed under the supervision and in direct employ of the contractor. The contractor shall provide the Director of Facilities, Mr. John Cushing, a list of all employees who will be assigned to work. The list must include names of the employees, current addresses, telephone numbers and social security numbers. The list must be presented to the appropriate party listed above before the commencement of the contract. All work shall be performed with expected attentive care and efficient promptness in a good workmanlike manner. All materials furnished shall be of the best quality and to the satisfaction of the Department and shall be in strict accordance with the contract requirements.

It shall be the responsibility of the prospective bidders to visit the job site to inspect the conditions of the work areas and the conditions under which the services shall have to be done.

Bidders must submit with their proposals a list of no less than three (3) other similar locations in the Commonwealth of Massachusetts where they have performed services similar to that required herein for a period of at least two (2) years time. Failure to comply may be a cause for bid disqualification.

The Department reserves the right to reject any or all bids if it be in the public's best interest to do so. It is the intent of the Contractor to provide complete (semi-annual inspections for the preventative maintenance, service and repair of Diesel Exhaust Systems equipment of the Department locations so that it shall be in first class condition. Work not particularly specified in the contract, but deemed necessary for the complete semi-annual inspections for the preventative maintenance, service and repair of Diesel Exhaust Systems equipment of these locations may be required and shall be performed by the Contractor. The best general practice is to prevail and that only the best material and workmanship is to be used. Interpretation of the Contract shall be on that basis.

GENERAL SERVICE REQUIREMENTS

The Services shall be performed in accordance with the following Work Area, Work Shift, and Detail Task Definition in each Work Area as described herein.

The Contractor shall provide competent, trained and experienced staff of the highest standards, all the necessary equipment and materials to carry out the Services. The materials and equipments are further listed of this Scope of Work.

Contractor shall be deemed to have full working knowledge and have obtained all necessary information and data of EMS Facilities at which Services are to be

performed, including, where applicable, prevailing location, physical conditions, hygienic state, access, contingencies and all other circumstances under which he Services shall be performed.

GENERAL SITE CONDITION

The Contractor shall be deemed to have obtained all necessary information as to risks, contingencies and any other circumstances that may influence or affect the execution of the Services.

The Contractor shall be deemed to have planned, considered and accounted for any effects of working in EMS site area. The Contractor shall have deemed to have planned any additional resources to incorporate any lost time or Work interruptions as a result of EMS's site safety, health, environmental, and security requirements.

COMPANY WORKING HOURS / TIMING

Production hours at EMS are for 24 hours; whereas working hours in the EMS Offices is from 8:00am 5:00pm. Work on Holidays are allowed, provided that special application and approval by EMS designated representatives have been made 48 hours before the Services is to be carried out.

The Contractor shall follow EMS working hours during Ramadan. The working hours for Contractor's personnel shall be advised by EMS Representative.

If work shall adversely impact the business operations of the Boston Emergency Medical Service, such work shall be performed outside normal working hours. The cost for the services described herein shall be included in the price that has been submitted.

SCOPE OF SERVICES GENERAL DESCRIPTION

Scope of Services General Description Contractor's Scope of Services shall include but not be limited to the following: The Scope of Services is to provide the Complete Diesel Exhaust Systems Services to EMS facilities within the designated work areas as specified herein, including provision of but not be limited materials to suit the intended purpose. Service Execution Plan / Method statement indicating the performance of the Services, quality assurance and control plans, reporting plans and other activities required to meet the Scope of Services.

Submission of a project quote will be prima facie evidence that the Contractor did, in fact, make a site inspection and is aware of all conditions affecting

performance and bid prices. All measurements must be confirmed and verified by the contractor.

The submitted project price quote is to be all-inclusive. That is, any cost overruns to be absorbed by the Contractor. Exceptions to this are changes requested by the Boston Emergency Medical Services. All change orders to this project MUST BE IN WRITING, and approved by the Boston Emergency Medical Services prior to any authorization to proceed. A Contractor who fails to acquire change orders in writing runs the risk of incurring these additional costs without payment.

Project pricing shall include everything the Contractor anticipates is necessary to complete the job including moving or relocating all furniture and fixtures (i.e. rental equipment, materials, labor, supervision, subcontractor costs, mobilization costs, demobilization costs, permits, etc.). These costs to be part of the overall project price and as such not itemized.

The Contractor shall take any and all precautions necessary to ensure that the labor force, the work area and the storage area are adequately protected from inhalation and fire hazards which may result from the handling, mixing and application of paints, solvents and other volatile chemicals, including properly protecting all fire alarm devices that could cause the system to trip or fail. All cost incurred due to the fire alarm being tripped, any failures within the system due to not properly protecting the system or damage will be the responsibility of the contractor.

The safety and security of any and all materials, equipment and/or supplies shall be the sole responsibility of the Contractor.

Under no circumstances shall the Boston Emergency Medical Services be held responsible for the loss or damage of equipment, supplies or materials, regardless of cause, or the replacement of or reimbursement for any items or materials.

Rags which may contain oil or solvents shall be stored in a safe and proper manner that shall not pose a hazard or shall be discarded or disposed of daily in a safe and lawful manner.

Any and all materials delivered to the work site shall be in original, new and unopened containers and shall bear the manufacturer's original label containing the manufacturer's name and product data.

GENERAL ADMINISTRATIVE REQUIREMENT

Contractor to provide all the necessary equipment, ladders, cradle, hoists, safety equipment, etc, in accordance with EMS's EHS Procedure to complete his Services. Contractor shall be fully responsible for delivery and removal of his

equipment and materials from the site after completion. Contractor shall also be fully responsible for any damages during the contract. This work shall at all time be supervised both by Contractor's Supervisor and EMS Representative.

All cost related to uniforms and safety shoes shall be borne by Contractor.

The Contractor shall be responsible for the effective management of vacation leave; absences, sick- leave, special leave etc, and must ensure that sufficient systems and structures are in place to maintain the level of Service performance requirements under this Contract.

Should EMS identify any Contractor's personnel deemed unacceptable due to misconduct, lack of cooperation, unacceptable hygiene standards, and incompetence or otherwise, then the Contractor shall replace these personnel at no cost to EMS.

The Contractor shall ensure sufficient personnel are available to provide coverage for bi-annual leave, sick leave, special leave, etc. in order to maintain the level of Service performance.

The Contractor agrees to inform John Cushing about all damages or malfunctions to the building or to its facilities that would hinder, impede or obstruct the proper use of this departmental location.

The Department shall, at all times, have the right to make inspections of the work of the Contractor and the Contractor agrees to perform work deemed necessary by the Department.

The Contractor and all parties employed shall perform their work in a good and workmanlike manner and in accordance with the Contract Documents. The Contractor shall supervise and direct the work. He shall be solely responsible for all means, methods, techniques, sequences and procedures and for coordinating all portions of the work of the contract. The Contractor must completely fulfill all of the obligations outlined in these specifications. Failure to do so will be considered breach of contract.

The Contractor shall certify that he is able to furnish experienced and bonded labor that can work in harmony with all other elements of labor employed or to be employed at the work sites. All employees are subject to prior screening and approval by the Department.

The Contractor shall furnish satisfactory identification to its employees for admission to the premises of the Department and the Contractor shall instruct its employees to comply with all rules and regulations of the Department.

Stores, Materials & Equipment

Contractor's personnel shall maintain adequate stores of equipment and materials. Contractor shall organize the storing of all consumables, materials and chemicals as directed by EMS Representative.

Any EMS property found to be damaged or rendered useless due to misuse or negligence by Contractor staff will be repaired or replaced by EMS and the cost shall be deducted from Contractor next invoice.

Contractor shall be responsible for supply, delivery of all materials and equipment. Contractor shall ensure that enough quantities of materials and equipments are available at all times.

Other Specific Requirements

Delivery of materials and equipment shall be made to EMS by Contractor as required and shall be at the cost of the Contractor.

Where a service material is said by Contractor to be "not available" EMS retains the right to purchase the service materials if available and recover from contractor the difference between the purchase price and the Agreement price, if any.

Contractor should provide Safety clothes, and equipment for workers and Supervisor where required as per EMS EHS regulations. This applies mainly to people working within the site and would include goggles, safety boots, etc.

Contractor should not change or relocate any personnel without prior approval of EMS

EMS reserves the right to change any of Contractor Personnel, at any time during the performance of the Services.

QUALITY

Where not more specifically described in any various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade, and shall include all items of fabrications, construction, or installation regularly furnished or required for completions. All work shall be executed by personnel skilled in their respective kinds of work.

The Director of Facilities for the Boston Emergency Medical Service shall decide all questions that may arise as to the quality and acceptability of any work performed under this contract. If, in the opinion of the Director of Facilities, Boston Emergency Medical Service, the performance becomes unsatisfactory,

Boston Emergency Medical Service shall notify the Contractor of such and the Contractor shall make acceptable such performance at no additional cost to the Boston Emergency Medical Service.

The Contractor shall have three (3) calendar days from that time, not including weekends or City of Boston holidays, to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the time specified above, the Boston Emergency Medical Service shall have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or become due the Contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the agreement for default.

Contractor, upon arrival shall check-in with the appropriate Boston Emergency Medical Service personnel or designated contact, and shall notify that person immediately after completion of assigned work.

The Contractor shall, upon written request of the Boston Emergency Medical Service, discharge any person in his employ who appears to the Department to be disorderly, intoxicated, careless, incompetent or in violation of any of the terms of the contract.

The Contractor shall protect the buildings, materials, furniture and all persons from damage and injury in every way possible, and shall be responsible for any damage or injury due to his failure to provide this protection. Contractor's personnel shall be aware of and provide proper safety precautions.

QA/QC System

Contractor shall submit and execute a Services Quality Plan highlighting quality control measures and quality assurance processes and procedures. The Contractor must then consider and document how its quality system will be applied to the specific details of each individual task of the Services.

Contractor shall adhere to and comply with the approved quality assurance requirements in performing the Services to achieve and sustain the quality of the required Services.

The effectiveness of its quality management system and Contractor's compliance to it shall be subject to monitoring by EMS following an agreed period of notice.

Contractor shall grant EMS's inspectors access for inspection purposes during all stages of the Services execution.

Quality Records

Contractor shall maintain quality control and quality assurance records to demonstrate achievement of the required quality and specified requirements. Typically these records shall be Services completion record, inspection of actual material used vs. approved material MSDS, signed off random Services inspection report by EMS representative, regular inspection report by Contractor's supervisor, etc. These records shall be freely made available to EMS.

EMS reserves the right of access to Sub vendor(s) / Subcontractor(s) works for review of all quality records including random inspection and material test reports and records.

Quality Audits

EMS reserves the right to review and audit all activities performed by Contractor in carrying out the Services, using either EMS's own or other personnel. The audit may include, but not limited to, Services spot check, inventory level of materials, conditions of equipment, completion of daily and weekly Services reports, compliance to MSDS and Statutory rules and regulations, and any other Contractor's internal control documentation as required.

EMS and or its representatives reserve the right to conduct quality audits (documentation, process or personnel) at contractor/Subcontractor's locations to assess compliance to the quality management system and quality plan requirements, degree of implementation, effectiveness and adequacy of their quality system being able to provide the required level of quality in the Services.

CONTRACTOR TO PROVIDE

Notwithstanding the responsibility of Contractor to fulfill all the Contract obligations, the Contractor without being limited to the following, shall provide:

Provision of valid work visas, residence permits, driving license (including Lessons if required), and other mandatory authorizations of Governments or local bodies that may from time to time be required to provide the services.

All materials, supervision, labor, equipment necessary for the performance of the Services.

Provision of temporary Services signs and barriers as necessary during performance of the Services in compliance with prevailing Company Safety procedure.

All support services including logistical planning from the office of the contractor.

EHS REQUIREMENTS

Safety is a core belief and paramount for all activity across EMS work sites and offices. Contractor shall ensure that all his employees conform to all EMS's Environmental Health and Safety procedures and Standards.

Contractor shall provide all Personnel performing the Services with all protective Clothing and equipment appropriate for the performance of the Services, to include but not limited to:

Safety hats as per ANSI Z89. 1 1986

Safety Footwear as per ANSI 1991

Gloves (Leather or Cotton)

Safety Glasses

Any other Personnel Protective Equipment or Clothing required for the Services.

MANAGEMENT CAPABILITIES

Organizational chart showing the proposed Services site personnel and supervisory staff that Tenderer is proposing for the Services. In order to meet the requirements of the Contract, structure and organization chart corresponding to the roles and responsibilities.

Key Personnel (Project Manager and Supervisors) proposed for the Services. Such personnel must be capable to demonstrate a high level of skill and experience in similar type of Services.

EXECUTION PLAN

Service Execution Plan / Method statement indicating the performance of the Services, quality assurance and control plans, reporting plans and other activities required to meet the Scope of Services.

SAFETY

The Contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape, and other safety/traffic equipment required to protect its employees, the public, surrounding areas, equipment, and vehicles. The flow of vehicular traffic shall not be impeded at any time during this project. The safety of the Contractor's employees and the public is of prime concern to the Boston Emergency Medical Service, and the Contractor must take all

necessary steps to assure proper safety during the performance of this agreement.

Contractor is required to adhere to all OSHA regulations, rules, policies, and procedures that are in place during the term of this contract. The contractor shall keep fully informed of existing and future Federal, State and Local laws, ordinances, and safety regulations, which in any manner affect the fulfillment of this Contract, and shall comply with the same.

PERMITS/FEEES

The Contractor shall procure all permits, fees, or any such approvals of plans or specifications as may be required by federal, state, and local laws, ordinances, rules, and regulations, for the proper execution and completion of the work under the specifications of this contract. The cost of such shall be included in the bid price.

SITE CLEAN – UP

Private and/or public property disturbed and/or damaged as a result of the performance of the work shall be restored to a condition equal to or better than the condition they were in prior to the commencement of work by the Contractor. This shall be accomplished solely at the expense of the Contractor.

Payment for the Contractor's services may be withheld until such a time as any and all such clean-up has been completed.

Remove all surplus materials and debris from job site at the completion of each day worked. Remove all of splatters from unfinished surfaces. Leave storage areas in a clean and finished condition.

The Contractor shall at all times, keep the work area free from accumulation of waste materials or rubbish generated by the performance of the specifications herein. The Contractor shall dispose of all surplus material into their own containers off site and at their own expense.

If the Contractor fails to clean up the work site, the Boston Emergency Medical Service will complete the task and deduct such cost from monies due the Contractor.

Emergency Services

Contractor must have the ability to place a service technician at any location within four (4) hours after notification **except for emergency calls, which will require a two (2) hour response time.** Contractor must have the ability to respond to any situation 24 hours per day, 7 days per week, and 365 days a

year. Emergency is defined as failure of systems, may result is a loss of confront or a personal safety issue; also included, is the potential of catastrophic equipment or property damage due to extreme weather conditions.

B. TIME REQUIREMENTS/REQUIRED DELIVERY DATE:

All work will be completed as scheduled during the contract.

C. PRICE REQUIREMENTS:

Price requirements for multi-year contracts:

If contract term is to exceed one year, including any extension or option to renew, price specification must specify 1) whether price quotation is for first fiscal year only; 2) whether price quotation is for entire time of performance only; 3) whether price quotation is for both the first fiscal year and the entire time of performance. For multi-year contracts, the Official must state explicitly how prices of bids will be compared.

Prices shall remain firm throughout the term of the contract. Complete the Bid Summary Sheet to submit a bid.

For Services: Official shall request Prevailing Wage Rates or other rates. Overhead expenses or other costs shall be stated on Labor Rate Sheet.

Location	Address	City	State	Number of Bays
STATION 1	109 PURCHASE ST	BOSTON	MA	2
STATION 2	364 WARREN ST	ROXBURY	MA	2
STATION 3	1165 BLUE HILL AV	MATTAPAN	MA	1
STATION4	25 HARVARD ST	CHINATOWN	MA	2
STATION 5	1153 CENTRE ST	JAMAICA PL	MA	2
STATION 7	200 PRESCOT ST	E.BOSTON	MA	2
STATION10	GLYNN WAY	ROXBURY	MA	2
STATION 11	58 GIBSON ST	DORCHESTER	MA	1
STATION 12	203 RIVER ST	MATTAPAN	MA	11
STATION 13	3345 WASHINGTON ST	JAMAICA PL	MA	2
STATION 14	287 WESTERN AV	BRIGHTON	MA	2
STATION15	512 MAIN ST	CHARLESTOWN	MA	1
STATION16	330 BROOKLINE AV	BOSTON	MA	2
STATION18	58 DANA AV	HYDE PARK	MA	1
PARAMEDIC 3	CARNEY HOSPITAL	DORCHESTER	MA	1
SPECIAL OPS	85 BRAGDON ST	ROXBURY	MA	3
FLEET	61 SHIRLEY ST	ROXBURY	MA	4

D. EQUIPMENT REQUIREMENTS:

The preventative service level for this contract will include the following equipment and systems but is not limited to the following:

Source Capture Vehicle Exhaust Removal System

- Hose Inspection
- Nozzle Inspection
- Safety Disconnect Inspection
- Track and Hardware Inspection
- Compressed Air Supply Inspection
- Air Compressor Inspection
- Blower Inspection
- Ductwork System Inspection
- Control Panel Inspection

E. TECHNICAL SPECIFICATIONS:

Technical Requirements

Source Capture Vehicle Exhaust Removal System

Hose Inspection

- Hose clearance from ground
- Hose alignment
- Hose condition

Nozzle Inspection

- Attachment on tailpipe
- Air line attachment to MFD valve
- Nozzle condition

Safety Disconnect Inspection

- Rubber seal
- Aluminum fittings
- Debris screen

Track and Hardware Inspection

- Supports and hardware
- Track cleaning
- End stops
- Trolley condition and adjustments
- Balancer tension and adjustments

Compressed Air Supply Inspection

- Regulator condition and adjustment
- Air line and fittings
- Uncoupling valve
- Manual fill valve
- Dryer

Air Compressor Inspection

- Drain tank
- Check oil
- Belt
- Regulator
- Check pressure

Blower Inspection

- Lubricate motor
- Disconnect switch at fan

Ductwork System Inspection

- Joints and supports
- Stack and discharge cap

Control Panel Inspection

- Timer
- Sensor condition and adjustments
- Control relays
- Fuses

F. **INSURANCE REQUIREMENTS:**

Official to check one: X Insurance required
 Insurance not required

If required, every contractor for services shall take out and maintain during the term of the contract the following insurance:

- (1) such Worker's Compensation Insurance as may be reasonably necessary and required to protect the Contractor from claims under General Laws Chapter 152 (the Worker's Compensation Law)
- (2) such public liability and property damage insurance as shall name the City of Boston as additional insured and protect the Contractor and any subcontractor performing work covered by his contract from claims for personal injury, including wrongful death, as well as from claims for property damage, which may arise from operations under the contract, whether such operations by himself or by any subcontractor or by anyone directly or indirectly employed by either of them at, and/or away from, the Contractor's place of business and the amounts of insurance shall be as follows:
 - a) public liability insurance in any amount not less than five-hundred thousand dollars (\$500,000) for injuries including wrongful death, to any person, and subject to the same limit for each person, in an amount not less than one-million dollars (\$1,000,000) on account of one accident; and
 - b) property damage insurance in an amount not less than one hundred thousand dollars (\$100,000) for damages on account of any one accident and an amount not less than two hundred and fifty dollars (\$250,000) for damages on account of all accidents.

Simultaneously with execution of the contract the Contractor shall provide the City with policies, binders, or certificates evidencing that the above insurance is in full force and effect. Failure of the Contractor to provide and continue in force such insurance shall be deemed a material breach of the contract and shall operate as an immediate termination thereof.

G. REPORT REQUIREMENTS:

MONTHLY REPORT, MEETING, AND PERFORMANCE EVALUATION

Throughout the Contract duration, Contractor shall be responsible for producing monthly report including but not limited to the following important aspects:

Provision of trained personnel, skilled and fully experienced in their respective trades and / or professions, capable of understanding spoken English, and certified as medically fit to perform the Work.

The Contractor shall at his own cost carry out all inspection maintenance and repair of his own or hired equipment to ensure that it is safe, fully certified and operational at all times. EMS retains the right to carry out equipment audits on a regular basis to ensure all Certification if required is current.

Any additional requirements as required by law for the successful completion of the Services as per the Contract.

Without limiting the responsibility of the Contractor in any way to complete the provision of the Services, the EMS will provide/assist the following:

Areas for Contractor's Temporary storage of materials, equipment, and other personnel facilities as mentioned herein.

Random inspection of Contractor's Services when deemed necessary.

Review/Approval of Contractor's Services Quality Plan.

Review/Approval of Contractor's MSDS material submittals.

Review/Approval of Contractor's Method Statements.

Review/Approval of Contractor's equipment.

Permit to Work and Site Induction Training courses.

Other reports as requested by EMS Representative.

Throughout the Contract duration, Contractor shall be responsible to attend a monthly meeting to be held which shall be advised by EMS. Contractor key

personnel shall meet with EMS Representative upon request to discuss matters related to the performance of the Services. Such meetings may be regular monthly meetings or unscheduled upon the request of EMS.

Contractor shall be responsible to record the minutes of meeting and submit for EMS approval. Such minutes shall document any action required for future performance improvement of the Services.

EMS shall carry out performance evaluation on Contractor Performance of Services

G. **REIMBURSEMENT FOR OUT-OF-POCKET EXPENSES:**

NOTICE TO BIDDERS: Contractors must adhere to all policies established by the City for reimbursement for expenses. No reimbursement for unreasonable meal expense, lodging, alcohol, or first class airfare shall be made.

H. **DOCUMENTS INCLUDED BY REFERENCE IN PURCHASE DESCRIPTION:** N/A

I. **OTHER:**

Bids must be accompanied by a bid deposit and shall be in the form of a certified check drawn on, or a treasurer's check, or cashier's check issued by a responsible bank of trust company, payable to the City of Boston, or a bid bond of a surety company qualified to do business in Massachusetts and satisfactory in form to the Awarding Authority and as stated on the CM03 form. The amount of such check and penal sum of such bond shall be a sum equal to **five percent (5%)** of the bid.

A Performance Bond in the amount of **100%** and a labor and materials Payment Bond in the amount of **100%**, of a surety company qualified to do business under the laws of the Commonwealth and included in the U.S. Treasury's current list of approved sureties (Circular 570) and satisfactory in form to the Awarding Authority will be required of the successful bidder to guarantee the faithful performance of the contract.

BID SUMMARY SHEET – DIESEL EXHUST SYSTEMS

The Contractor shall provide all labor, material, truck/fuel cost, tools and equipment necessary to perform the services from the period of July 1, 2019 through June 30, 2022 at the following rate:

Rate for Semi-Annual Preventive Maintenance of Diesel Exhaust Systems:

Semi-Annual P&M cost (first year) = \$ _____

Semi-Annual P&M cost (second year) = \$ _____

Semi Annual P&M cost (third year) = \$ _____

1. TOTAL Three Year Semi-Annual Preventive Maintenance = \$ _____

Personnel:

Hours: 8:00am to 4:00pm Monday through Friday

One (1) Journeyman Sheet Metal Work with truck/fuel and tools and all costs associated with the performance of the terms of this contract.

The contractor shall state overtime rates to be charged to the City in the bid document.

The overtime price will not be used to determine low bid, leading to the award of the contract.

One (1) Journeyman Sheet Metal Work

Journeyman	Hourly Rate	Hours per day	Total Days	Total Labor Rate
Journeyman 1	\$ _____	4	158	\$ _____

Journeyman hourly rate x hours per day x total days=total three-year labor rate.

2. TOTAL Three Years Labor Rate = \$ _____

The following overtime rates are not used to determine the bid amount. These overtime rates are used for the purpose of billing should overtime be requested under this contract.

Journeyman (service) sheet metal worker overtime

Rate per hour = \$ _____

Bidders are hereby notified thirty thousand dollars (\$30,000.00) figure is an estimated figure based on the cost of materials over the course of three years, customarily purchased under this contract. It is to be for bid purposes only. It is not to be considered an allowance this is a lump sum bid.

3. Total Materials \$30,000.00 + 10% markup = \$ _____

TOTAL BID 1 + 2 + 3 = \$ _____

Note: The number of hours is for bid purpose only. Actual needs will be determined by the Boston EMS Facilities Director or Designee with regards to personnel overtime and materials bid rates shall apply.

***** THE (1) JOURNEYMAN SHEET METAL WORK IS TO HAVE THE QUALIFICATIONS OUTLINED IN THE SPECIFICATION SECTION OF THIS CONTRACT UNDER PERSONNEL *****