Emergency Repairs Overhead Doors

EMS – Emergency Medical Services
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday January 19, 2021</td>
<td>IFB available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by 10:00 AM EST. Or soliciting the IFB to <a href="mailto:andrade@bostonems.org">andrade@bostonems.org</a></td>
</tr>
<tr>
<td>Tuesday February 2, 2021</td>
<td>Questions due in writing by 5:00 PM EST to:</td>
</tr>
<tr>
<td></td>
<td>Subject – Emergency 24-hour Repair service for Overhead Doors</td>
</tr>
<tr>
<td>Tuesday February 9, 2021</td>
<td>Responses to questions available for viewing on <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by 4:00 PM EST</td>
</tr>
<tr>
<td>Friday February 19, 2021</td>
<td>IFB due by 5:00 PM EST Submit sealed bids to</td>
</tr>
<tr>
<td></td>
<td>Boston Emergency Services (EMS)</td>
</tr>
<tr>
<td></td>
<td>785 Albany Street Boston, MA 02118</td>
</tr>
<tr>
<td></td>
<td>Miranda Creamer Building</td>
</tr>
<tr>
<td></td>
<td>Before 10:00AM</td>
</tr>
<tr>
<td></td>
<td>NO EXCEPTIONS TO THIS DEADLINE</td>
</tr>
<tr>
<td>Tuesday February 23, 2021</td>
<td>Open Bids</td>
</tr>
<tr>
<td>Tuesday, February 23, 2021</td>
<td>Notification of Decision: Selected Award Vendor will be notified by or before 5:00 PM EST of the award.</td>
</tr>
</tbody>
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II. Description of Services to be Performed or Supplies Purchased

The Boston Public Health Commission (BPHC) acting by its Division of The Boston Emergency Medical Service (herein referred to as EMS) Emergency Service located at 785 Albany Street, Boston, MA 02118, invites bids for Emergency 24 hour Repair service for Overhead Doors throughout the City of Boston. The detailed breakdown of, requirement, and work type required to be performed is further defined in the Scope of Work.

As part of BPHC’s effort to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Service-disabled Veteran-owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to apply to this invitation.

The purpose of this Contract is to provide The Boston Emergency Medical Service (herein referred to as EMS) Emergency 24 hour Repair service for Overhead Doors (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 24 Hour service 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.

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.

The Department reserves the right to reject any or all bids if it be in the public’s best interest.
II. General Service Requirements

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 the Services shall be performed.

III. General Site Conditions

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 because of EMS’s site safety, health, environmental, and security requirements.

IV. 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. This contract is for 24-hour service and Contractor is required to respond to within 2 hours of call for service.

V. 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 24 Emergency Response 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 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.

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.

**VI. General Administrative Requirements**

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 agrees to inform John Cushing, EMS Facilities Manager 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, always, 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 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.
VII. Stores, Materials and Equipment

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 equipment's are always available.

VIII. 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 and masks etc.

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

IX. Quality

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.
X. 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.

XI. 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.

XII. 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.

XIII. EMS 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 mandatory for work, such as, clothing and equipment appropriate for the performance of the services, to include but not limited to:

- Safety hats
- Safety Footwear
- Gloves
- Safety Glasses
- Any other Personnel Protective Equipment (PPE) or Clothing required for the Services.
XIV. 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.

XVI. Permits and Fees

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.

XVII. 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 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 always, 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.
XVIII. 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 in 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.

A. **TIME REQUIREMENTS/REQUIRED DELIVERY DATE:**

   All work will be completed as scheduled during the contract.

B. **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.
C. **EQUIPMENT REQUIREMENTS:**

All required springs, cables, panels, operators/parts, remotes, rollers, tracks, hinges etc. to operate doors at all EMS locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Number of Doors</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATION 1</td>
<td>109 PURCHASE ST</td>
<td>BOSTON</td>
<td>MA</td>
<td>2</td>
</tr>
<tr>
<td>STATION 2</td>
<td>364 WARREN ST</td>
<td>ROXBURY</td>
<td>MA</td>
<td>2</td>
</tr>
<tr>
<td>STATION 3</td>
<td>1165 BLUE HILL AV</td>
<td>MATTAPAN</td>
<td>MA</td>
<td>1</td>
</tr>
<tr>
<td>STATION 4</td>
<td>25 HARVARD ST</td>
<td>CHINATOWN</td>
<td>MA</td>
<td>1</td>
</tr>
<tr>
<td>STATION 5</td>
<td>1153 CENTRE ST</td>
<td>JAMAICA PL</td>
<td>MA</td>
<td>1</td>
</tr>
<tr>
<td>STATION 6</td>
<td>WEST BROADWAY</td>
<td>SOUTH BOSTON</td>
<td>MA</td>
<td>1</td>
</tr>
<tr>
<td>STATION 7</td>
<td>200 PRESCOT ST</td>
<td>EAST. BOSTON</td>
<td>MA</td>
<td>2</td>
</tr>
<tr>
<td>STATION 10</td>
<td>GLYNN WAY</td>
<td>ROXBURY</td>
<td>MA</td>
<td>1</td>
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<tr>
<td>STATION 11</td>
<td>58 GIBSON ST</td>
<td>DORCHESTER</td>
<td>MA</td>
<td>1</td>
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<tr>
<td>STATION 12</td>
<td>203 RIVER ST</td>
<td>MATTAPAN</td>
<td>MA</td>
<td>1</td>
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<tr>
<td>STATION 13</td>
<td>3345 WASHINGTON ST</td>
<td>JAMAICA PL</td>
<td>MA</td>
<td>2</td>
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<tr>
<td>STATION 14</td>
<td>287 WESTERN AV</td>
<td>BRIGHTON</td>
<td>MA</td>
<td>3</td>
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<tr>
<td>STATION 15</td>
<td>512 MAIN ST</td>
<td>CHARLESTOWN</td>
<td>MA</td>
<td>1</td>
</tr>
<tr>
<td>STATION 16</td>
<td>330 BROOKLINE AV</td>
<td>BOSTON</td>
<td>MA</td>
<td>2</td>
</tr>
<tr>
<td>STATION 18</td>
<td>58 DANA AV</td>
<td>HYDE PARK</td>
<td>MA</td>
<td>1</td>
</tr>
<tr>
<td>PARAMEDIC 3</td>
<td>CARNEY HOSPITAL</td>
<td>DORCHESTER</td>
<td>MA</td>
<td>1</td>
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<tr>
<td>SPECIAL OPS</td>
<td>85 BRAGDON ST</td>
<td>ROXBURY</td>
<td>MA</td>
<td>4</td>
</tr>
<tr>
<td>FLEET</td>
<td>61 SHIRLEY ST</td>
<td>ROXBURY</td>
<td>MA</td>
<td>3</td>
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D. **INSURANCE REQUIREMENTS:**

Official to check one:  **X** Insurance 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.