

## **SCOPE OF SERVICES ON CALL BOILER SERVICE**

The Town of Westwood and Westwood Public Schools (“the Town”) seeks on-call labor for boiler service calls with a fixed hourly rate for labor and reimbursement for materials. There is no specific project being bid at this time. The Town reserves the right to order parts and material through one of its vendors for install or repair by chosen boiler vendor.

**HOURS OF WORK:** It is intended that the contractor shall accomplish the majority of work during normal business hours (6:00 A.M. to 6:00 P.M.) and on a straight time basis. Work shall not be done on an overtime basis unless approval has been obtained from the Facilities Director, the Director of Operations or designee. The contractor must be capable of prompt response for all calls within four (4) hours, and respond within two (2) hours or better for all emergency calls. The contractor is required to furnish a twenty-four-hour phone or pager number.

**WORKING TIME:** Labor shall be billed for on-site hours only with no minimum charge. The time for the labor cost calculation is to start when the servicemen arrive at the building. Travel time and mileage to the job site will not be paid separately; no other method/item of compensation will be paid. Contractors may not charge for providing quotations.

**RATES:** The labor rate shall apply to all boiler maintenance, repairs, alterations of the system and its components, as well as service during the year. The Town will pay no more than 13% mark-up on any materials required. If requested, the vendor shall provide part numbers for the Town to source and provide if requested. The Westwood reserve the right to request copies of original parts and materials bills prior to payment of invoice. The contractor shall provide a list of all material used and MSDS sheets where applicable. All invoices shall be accompanied by the “Weekly Payroll Records Report and Statement of Compliance” as required by the Prevailing Wage Law. Invoices shall be presented no later than twenty (20) days from the date of completion.

**WORK ORDER:** A service/work order must be completed for each job, and will contain sufficient detail to indicate the labor time involved, the specific nature of the services rendered, and all materials used.

**QUALITY OF WORKMANSHIP:** All work shall be quality work performed according to the standards of the industry; in accordance with all codes, regulations, and manufacturer’s specifications; and to the complete satisfaction of the Town. Vendor must pull permits with the Town of Westwood Building Department and / or the Westwood Fire Department as needed and required.

**CONTRACTOR’S PERSONNEL:** The contractor shall use trained personnel who are directly employed and supervised by the contractor.

**PERMITS AND LICENSES:** The contractor shall be responsible to obtain any necessary permits for work directed under this contract. The contractor performing work must be fully licensed by the State of Massachusetts to perform the described services. The contractor must provide the number of such license(s) and attach them to the quotation form sheet. Including but not limited to Hot Works Safety trained and have a Pipefitters license.

**INSPECTION:** The Facilities Director, Director of Operations, or designee reserve the right to inspect any and all work in progress or completed. Any omission or failure on the part of the school representative to disapprove or reject inferior or defective work shall not be construed to be an acceptance of any such work or material. If any defective work or materials is found during inspection, the contractor shall remove or repair, at his expense, such defective work or material rejected and shall rebuild and/or replace same without extra charge.

**WARRANTY OF MATERIALS AND WORKMANSHIP:** Any defective workmanship shown to be caused by improper or faulty installation shall cause the contractor to correct, repair, and replace all material and labor at no cost to the Westwood Public School Department. The contractor will warrant that all workmanship shall be first class and shall be performed by persons qualified in their respective trades. All services shall be guaranteed for a period of one year.

**EXPERIENCE:** The contractor must have at least seven (7) years' experience in performing the above services.

**RESERVATION OF RIGHTS:** The Town reserves the right to engage any other contractor(s) when it seems to be in the best interest of the school system to do so. The Town of Westwood reserves the right to obtain competitive quotes or bid any and all projects.

**LOCATIONS TO BE SERVICED:** Service is to be performed at the following locations:

Westwood High School – 200 Nahatan Street Westwood MA 02090  
Thurston Middle School – 850 High Street Westwood MA 02090  
Sheehan Elementary School – 549 Pond Street Westwood MA 02090  
Deerfield Elementary School – 72 Deerfield Ave Westwood MA 02090  
Martha Jones Elementary School – 80 Martha Jones Road Westwood MA 02090  
Hanlon Elementary School – Gay Street Westwood MA 02090  
Downey Elementary School – Downey Street Westwood MA 02090  
Westwood Town Hall – 580 High Street Westwood MA 02090  
Westwood DPW – 50 Carby Street Westwood MA 02090  
Westwood COA – 60 Nahatan Street Westwood MA 02090

**SERVICE WORK TO BE PERFORMED:**

The Contractor shall perform, but not be limited to, following tasks as part of this contract:

- Summer annual service to boilers and burners
- Summer work must include boilers ready for inspections
- Combustions test on all burners with complete reports
- On call services with 24-hour reach
- Repair work on all makes of unit ventilators
- Repair and or replace pneumatic system components
- Ability to work on steam and hot water systems
- Repair and or replace piping on hot water and steam systems
- Repair steam traps as needed
- Repair and or replace circulating pumps
- Monthly water treatments
- Repair and or replace boiler feed and condensate systems

Other repair and maintenances services not listed must be performed as needed to maintain the heating systems in each school. The above list provides examples only and does not excuse the chosen vendor from other repair and maintenances services needed to maintain the school boiler and heating systems.