

TOWN OF DIGHTON, MASSACHUSETTS
INVITATION FOR QUOTES
IN HOUSE TRADESMEN SERVICES

1. Item to be Quoted

The Town of Dighton, is seeking quotes for a Massachusetts Licensed **Plumber/HVAC Technician/Electrician** to provide trade services for Town owned buildings and property.

2. Scope of Work

The Plumber/HVAC Technician/Electrician shall provide labor and materials on an as needed or emergency basis, as directed by the Board of Selectmen or its designee to perform routine related work for all Town owned buildings and property.

Work can include repairs and maintenance to existing infrastructure and/or new installations on Town property. The Tradesmen will be responsible to obtain Permits as needed from the Building Department. However there will be no charge for the permits. The estimated cost of the work will vary and may include special projects. There is no guaranteed hours to be worked, Tradesmen must be available 24 hours a day, 7 Days a week for any potential Emergencies.

This request for quotes does not extend to substantive Town building or renovation projects, but may include designated special projects at the Towns discretion. The Town reserves the right to undertake additional procurement processes, as required by law and Town Policy, with respect to any substantive projects. The successful vendor under this request shall not be precluded from participating in such procurement processes, and may participate in the same manner as other bidders for such projects.

3. Quote

The **Plumber/HVAC Technician/ Electrician** shall provide an hourly rate for their respective Massachusetts Licensed Tradesmen or Licensed Designee for weekdays; 8:00A.M. to 5:00P.M. Monday thru Friday, nights (after 5:00PM); weekends and holidays. Response time for Emergency Calls shall be within 1 hour from the time of the initial call. All Service Calls shall have a verbal response within 1 day, the Town and the Tradesmen shall establish a mutually agreed arrival time for the Service call. Prevailing Wage Rates from the Massachusetts Department of Labor Standards shall apply.

The quoted rates shall include travel time and mileage expense. Additional payment will not be made for travel expenses.

The Tradesmen shall charge no more than a 10% markup percentage for materials purchased. The Town reserves the right to procure any equipment, fixture or related materials that exceed \$500.00, for any repair, installation or special project.

4. Specifications

All work shall be performed in accordance with the latest edition of the Code and with the requirements of the Dighton Building Department. All work shall be directed by the Building Inspector or his designee.

5. Expenditure Limitation

Contractor is not authorized to exceed \$500.00 per individual work order unless advance written approval has been given by the Board of Selectmen or its Designee.

The Town shall not be obligated to pay the contractor in excess of the total authorized expenditure, and the contractor shall not be obligated to continue work or to incur costs in excess of the stated amount unless there is written approval from the Town for any additional work or funding increases.

6. Insurance

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under the Agreement. The Contractor, on behalf of itself and any subcontractors used, hereby certifies that the Contractor and such subcontractors are insured for workers' compensation, and claims on account of property damage, bodily injury, personal and product liability.

A certificate of insurance must be presented to the Town at the time of the award, and must name the Town as additional insured on the face of the document. Insurance requirements are:

General Liability, including Bodily Injury and Property Damage - \$1,000,000 per occurrence/\$2,000,000 aggregate

Automobile Liability, including Bodily Injury and Property Damage (or combined single limit) - \$1,000,000 per occurrence

Workers' Compensation in accordance with Massachusetts laws

Professional Liability Insurance \$1,000,000 per claim (minimum)

7. Responsibilities, Licensing and Security

Contractor shall supply all equipment, labor and material to complete the required work as requested.

Contractor shall remove all rubbish, waste and discarded material on a daily basis. Should the contractor fail to comply with this obligation, the contractor shall be charged for work performed by Town personnel for such removal.

Contractor shall pose a current State and Local License (if applicable) for their respective discipline and they will also be subject to a security, back-round and/or CORI check.

8. Award

The Town will base the award on the lowest most responsible quote for the hourly rate for a licensed Tradesmen provided no other requirements by the Tradesmen are imposed which are not found to be in the Town's best interest. The duration of the contract shall be for one (1) year. The Town shall retain the right to extend the contract for two (2) additional years without rebidding.

9. Submission of Quotes

Please complete the attached quote form and attachments and mail to the Town Hall, Attention: Selectmen's Office, 979 Somerset Avenue, Dighton, MA 02715 by 1:00P.M. on July 24, 2017. Please be sure to clearly mark the envelope In House Contractor Services Quote. A minimum of three (3) references is required. Upon Award the Tradesmen is require to execute a written Town contract as provided by the Town of Dighton. All quotes shall be valid for a 30-day period following the deadline.

The Town of Dighton reserves the right to reject any or all quotes, as well as any part of any or all quotes, deemed not in the best interest of the Town.

QUOTE FORM

PLUMBING/HVAC TECHNICIAN/ELECTRICAL SERVICES

Please Circle or Highlight the Trade you are Quoting

Hourly rate for licensed tradesmen for weekdays: _____

Hourly rate for night or weekends: _____

Hourly rate for holidays: _____

Comments: _____

Company Name _____

Address _____

Contact Person (Print) _____

Contact Person (Signature) _____

Telephone/Fax _____

Email address _____

Date _____

Contract Requirements (if any) _____

Sample Contract Attached? _____