



**Request for Quote  
for  
Commercial Equipment Repair and Maintenance**

March 26, 2025

Request for Quote (RFQ) Timeline and Activities	
Wednesday, March 26, 2025	RFQ advertisement released in The Boston Globe
Wednesday, March 26, 2025	RFQ posted on BPHC's City of Boston website
Friday, April 4, 2025	Walk-through (details listed on page 3)
Wednesday, April 9, 2025	Questions due by 5:00 PM EST to RFR@bphc.org <b>Subject:</b> Questions for Commercial Equipment Repair and Maintenance
Monday, April 14, 2025	Responses due by 5:00 PM EST at BPHC's City of Boston website <b>Questions and Answers document</b>
Monday, April 21, 2025	RFQ due by 5:00 PM EST to RFR@bphc.org <b>Subject:</b> RFQ for Commercial Equipment Repair and Maintenance  <b>NO EXCEPTIONS TO THIS DEADLINE</b>
Monday, April 28, 2025	Notification of Decision: Selected vendor will be notified by 5:00 PM EST. The contract resulting from this RFQ will be in effect when all necessary contract documentation is fully executed by BPHC and the awarded vendor.  BPHC has the discretion to extend this date. BPHC may cancel this RFQ and in such cases vendors will receive a written notice.

## Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to work in partnership with communities to protect and promote the health and well-being of Boston residents, especially those impacted by racism and systemic inequities.

BPHC's Homeless Services Bureau (HSB) operates the two largest congregate shelters in New England, serving over 4,000 unique individuals annually. As part of its service portfolio, HSB operates three commercial kitchens in Boston, preparing approximately 2,500 meals daily for guests at BPHC shelters.

## Regulatory Compliance and Equity Considerations

Compliance with the City of Boston's Living Wage Ordinance: All service contracts issued by BPHC are subject to the City of Boston's Living Wage Ordinance. This ordinance requires that employees working on substantial city contracts receive an hourly wage that ensures a family of four can live at or above

the federal poverty level. This wage amount, called the living wage, is recalculated annually. For additional information, refer to [Living Wage Division](#).

**System for Award Management:** The Boston Public Health Commission (BPHC) is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred, or whose principals are suspended or debarred by the federal government. BPHC will ensure compliance with the code of federal regulation via confirmation from [the Federal System for Award Management \(SAM\)](#). The System for Award Management (SAM) catalogs vendors registered with the US Federal Government and identifies those who may be subject to any active exclusions, disqualifications, or are otherwise ineligible from receiving funds.

**BPHC Standard Contract:** Awarded vendor(s) will be subject to the terms and conditions outlined in the contract which define obligations and responsibilities. Services shall not commence until both parties have duly executed the contract.

**Commitment to Equitable Procurement:** BPHC is dedicated to fostering equitable procurement practices and encourages submissions from Certified Underrepresented Business Enterprises (CUBE). This includes Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprises (DOBE), Lesbian, Gay, Bisexual, and Transgender Business Enterprises (LGBTBE), Minority Non-Profit Organizations (MNPO), Women Non-Profit Organizations (WNPO), Minority Women Non-Profit Organizations (MWNPO), and local businesses.

## Scope of Work

The Homeless Services Bureau is seeking qualified vendors that can support routine repairs and maintenance on various existing commercial service equipment including but not limited to the following duties:

- Schedule and provide routine repair and maintenance services for all commercial-grade equipment
- Respond to non-emergency repair requests within 24 hours and emergency repair requests within 5 hours
- Assign a site supervisor(s) who is accessible
- Provide quotes for new equipment at BPHC's request

In the event an equipment is deemed beyond repair, the vendor shall be able to recommend a make and model to the current equipment

Repair and maintenance requests shall be carried out on an as-needed basis, rather than pursuant to a predetermined schedule. BPHC reserves the right to solicit quotations for equipment beyond the scope of those specified herein.

Vendor(s) may be responsible for making the same day service available upon request (i.e., in emergency cases) and at the cost set forth within the price sheet. Additionally, the vendor(s) should provide 24/7 emergency contact information.

## Vendor Walk-Through Details

Attendance at the walk-through is not mandatory but is highly recommended to facilitate accurate cost assessments for repairs and/or maintenance. This will provide a comprehensive understanding of each site's specific needs, and by participating, vendors can better tailor the submission process. The walkthroughs shall proceed in the following order: Emergency Shelter, followed by Woods Mullen Shelter, and concluded at Quincy Street Kitchen.

Vendors may not ask questions during the walkthrough; rather, all questions shall be submitted to [RFR@bphc.org](mailto:RFR@bphc.org) with the subject "Commercial Equipment Maintenance and Repair." Questions are due by Wednesday, April 9, 2025, at 5:00 PM (review timeline and activities above)

Locations	Emergency Shelter	Woods Mullen Shelter	Quincy Street Kitchen
	112 Southamptton Street Boston, MA 02118	794 Massachusetts Avenue Boston, MA 02118	198 Quincy Street Dorchester, MA 02121
Date	Monday, April 4, 2025		
Time	10:00 AM		11:30 AM
Instructions	Enter the parking lot on Atkinson Street and meet at the decommissioned gas station located in the parking lot		Enter the NW facing parking lot and meet at the entrance between the two loading docks

## Terms of Services

Services are anticipated to begin on or about May 1, 2025, and extend through June 30, 2026, for the initial contract term. The contract includes two additional years, subject to the same terms and conditions for each renewal period. BPHC may select one or multiple vendors to provide services. No services shall commence until all necessary contract documentation is fully executed by BPHC and the awarded vendor(s).

The contract may be terminated with written notification by either party with or without cause within ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the contract. BPHC reserves the right to select the next responsible and responsive vendor at its discretion.

## Submission Instructions

The pricing sheet shall be fully completed for all listed equipment. If pricing cannot be determined, indicate as "N/A."

Requested documents within this RFQ shall be submitted as a single PDF document and must include the following:

1. Cover Page
  - Company Profile
  - Contact Personnel
  - *Certified Underrepresentative Business Enterprises (CUBE) classification - Optional*
2. Justification – Not to exceed 3 pages
  - Outline a detailed approach for delivering the required services as specified in the scope of work (page 3)
  - Brief history of the company and its experience in commercial equipment repair, maintenance, and supply services
  - Incorporate labor cost
  - Provide the company's/entity's plan of action or response in the event of an emergency that hinders or prevents the performance of services as outlined in the RFQ
3. Price Sheet – A fillable document (pages 5 -6) shall be completed for the estimated cost of repair and maintenance cost
4. Provide three business references relevant for which similar work has been performed, including the following details for each:
  - a. Business Name
  - b. Contract Duration
  - c. Contact Personnel

## Repairs and Maintenance Cost Sheet with Locations and Hours of Operation

Quincy Street Kitchen 198 Quincy Street Dorchester, MA 02121				
Equipment	Make	Model Number	Estimated Cost of Repair	Annual Maintenance
Combi Oven	Alto-Shaam	CTP20-20G		
Walk-in Cooler	American Insulated Panel	N/A		
Walk-in Freezer	American Insulated Panel	N/A		
Convection Oven x4	Blodgett	DFG-100-3-S		
Condensing Unit (Walk-in Cooler)	Bohn	BZT015MC6		
Condensing Unit (Walk-in Freezer)	Bohn	BZT045L6C		
Evaporator (Walk-in Cooler)	Bohn	BMA245AEA		
Temperature Control	Cooltrol	N/A		
Walk-in Cooler	Elrason	CD4000		
Steam Kettle x2	Firex	PMR16500		
Mixer	Globe	SP80		
Tilting Skillet x2	Groen	BPM40GC		
Evaporator (Walk in Freezer)	Heatcraft	LET140EK		
Evaporator (Walk in Cooler)	Heatcraft	ADT156AK		
Condensing Unit (Roof)	Heatcraft	B2T055M6CF		
Dishwasher	Hobart	AM15T		
Slicer	Hobart	HS6N		
Disposal	In-Sink-Erator	SS-300-25		
Start/Stop Station	In-Sink-Erator	MRS-16		
Steamer	Market Forge	ETP-10E		
Heated Holding Cabinet x2	Metro	C519-HFC-U		
Chopper	Robot Coupe	N/A		
6 Burner Range/Oven	Southbend	S36D		
Spray Hose	T&S	N/A		
Convection Oven x6	Vulcan Hart	VC4GD-11D150K		
Hoods	N/A	N/A		

**Emergency Shelter | 112 Southampton Street | Boston, MA 02118**

Equipment	Make	Model Number	Estimated Cost of Repair	Annual Maintenance
6 Well Steam Table	APW Wyott	HFW-6 or HFW-6D		
Spray Assembly	Chicago Faucets	N/A		
Warming Cabinet	Intermetro Industries Cor	C519-HFC-U		
Ice Machine	Manitowoc	CNF0201A		
Warming Cabinet	Metro	C519-HFC-4		
2 Door Reach-In Refrigerator	Traulsen	G20010		
Reach-In Refrigerator	True Mfg.	T-23		
Convection Oven	Vulcan Hart	VC4ED-9		

**Woods Mullen Shelter | 794 Massachusetts Avenue | Boston, MA 02118**

Equipment	Make	Model Number	Estimated Cost of Repair	Annual Maintenance
Dish Machine	Hobart	AM15VL		
Garbage Disposal	In-Sink-Erator	SS200-35		
Control Center (Garbage Disposal)	In-Sink-Erator	CC202D-7		
Sprayer	T&S	N/A		
Warmer	Intermetro Industries Cor	C519-HFC-4		
Warmer x2	Metro	C519-HFC-4		
Steam Table (5 Wells)	Advanco	SW-5E-208/240-BS		
3 Door Reach-In Refrigerator	True MFG.	T-72		
Heated Holding Cabinet	Metro	CF19-HFC-U		
Ice Machine	Manitowoc	ID0502A-161		
Ice Bin	Manitowoc	B570		