

Technical Program Service Catalog



Montachusett Regional Vocational Technical School District
1050 Westminster Street
Fitchburg, MA 01420
(978) 345-9200
Fax: (978) 348-1176
www.montytech.net

Serving the following communities:

Ashburnham • Ashby • Athol • Barre • Fitchburg • Gardner • Harvard • Holden • Hubbardston •
Lunenburg • Petersham • Phillipston • Princeton • Royalston • Sterling • Templeton • Westminster •
Winchendon

Mission Statement

Every student will graduate from Montachusett Regional Vocational Technical School with the skills, knowledge, and abilities to be a productive and effective member of an ever-changing society.

Guidelines for Work Projects for Municipalities, Non-Profit Agencies, and Residents Montachusett Regional Vocational Technical School

Montachusett Regional Vocational Technical School will consider work requests from members of non-profit agencies, residents of our 18 communities, and municipalities.

Each project will be considered on its individual merits, subject to the following considerations:

- The project must align at least one of the Massachusetts Department of Elementary and Secondary Education's Chapter 74 Curriculum Frameworks.
- The project must have overall educational value and appropriately fit within the instructional schedule of the career and technical education program being asked to do the work.
- The school will give preference to municipalities and non-profit agencies within one of the 18 communities in the Monty School District.
- The school will give preference to municipalities and non-profit agencies that have not requested prior projects within a calendar year.
- The individuals or group requesting the work is responsible for paying for materials and supplies related to the project.
- The school will reject requests from individuals or groups who have previously failed to pay or who have been deemed a potential security risk to its students or faculty.
- All work will be done during the regular school day (7:45am-2:40pm) and under the supervision of licensed teaching personnel.
- No work will be done on private property.
- All work requests must be submitted, in writing, to the Director of Vocational Programs using the proper Monty Tech request form.
- Projects may be undertaken by a program out of chronological order if the scope of the project is determined to be better suited to students' learning needs at the time.

When requesting work, please remember that this is a school, where **learning** is our primary mission. Monty Tech is not a private business. For this reason, Monty Tech reserves the right to refuse or cancel any request that does not further our school's educational mission, or conflicts with our school's philosophy.

Technical Programs offering services on a regular basis:

- AutoBody Collision Repair Technology
- Automotive Technology
- Cosmetology
- Culinary
- Graphic Communications

Technical Programs offering services based on availability:

Construction Trades

Cabinetmaking
Electrical
House Carpentry
HVAC & Property Maintenance
Masonry
Plumbing

Manufacturing & Computer Trades

CAD/Drafting & Design
Information Technology
Advanced Manufacturing
Welding/Metal Fabrication

Non-Profit Agencies will need to submit a copy of their Tax-Exempt form in order to be tax-free.

You must complete a job-project application which can be found at www.montytech.net, "Community", then Community Forms. The completed form must be signed by the shop liaison, if the job is approved, which will then be signed by the Director of Vocational Programs.

Please note: This is a school, where learning is our primary mission. We are not a private business. We reserve the right to refuse or cancel any request that does not further our school's educational mission or conflicts with our school's philosophy. Payment is due upon receipt of product.

Advanced Manufacturing

- Projects will be considered on a case by case basis. All projects will be assigned a cost and must fit in with the current curriculum.
- Cost: Project costs will include the cost of all parts and materials as well as an additional 20% surcharge and any potential sales tax (6.25%) or a flat fee when applicable.
- Please call us at (978) 345-9200, ext. 3516, to set up a scheduled time
- All invoices must be paid in full prior or at the time of pick up.

Auto Body: Collision Repair Technology

Repairs the shop is capable of performing:

- Detailing
- Non-structural damage and dent repair
- Structural damage and minor frame repair
- Panel replacement
- Plastic repairs
- Refinishing

The collision repair shop services vehicles for the outside public that meet the following requirements:

- Vehicles must be less than ten years old.
- Vehicles must be properly registered and insured.
- The vehicle must have some form of collision damage.
 - Note – The repair shop will not do complete paint jobs, or jobs that address massive rust or rot.
- All jobs must be beneficial to the students' learning.

Charges:

- Detailing - \$70.00
- Headlight restoration:
 - Polishing - \$25.00
 - Clear Coat - \$90.00
- The cost of all collision repairs will be presented in a written estimate.
 - To determine a written estimate, the car must be dropped off for the day so the instructors/students can properly provide the customer with a detailed computerized estimate.
- Charges are based on parts, paint and material costs.
- All jobs will include a 15% service charge added to the job total.
- The repair shop reserves the right to include a possible hazardous waste charge when appropriate. This additional cost will be included in the written estimate.

All charges will be paid in full prior to any vehicle pick up.

In order to schedule a potential job, please call (978) 345-9200 Ext: 3750. We do not take any walk-ins.

Note - All jobs are performed by the students in a learning environment. Most jobs take significantly longer than if a professional shop completed the repairs. May be imperfections on work completed. We are not responsible for loss or damage to cars or items left inside the car, fire, theft or any other cause beyond our control. This is an educational student work experience and there are no warranties or guarantees expressed or implied by the school district.

Automotive Technology

Please note - Vehicles must be less than ten years old. Additionally, all vehicles must be properly registered and insured.

Standard Services: The following services are subject to a minimum service fee of \$5.00. Parts/materials are not included in these charges. Additionally, a hazardous waste and/or tire disposal charge may also be included in the final billing charge.

- Oil Changes
- Tire Rotations
- Tire Repairs per tire
- Tire Disposal Fee per tire
- Engine Tune-up
- Recharge A/C
- Mount & Balancing Tires (fee per tire)
- State Inspection Sticker (Required State Fee only)

Extended Service Repairs (additional service charges listed below):

- Brake repair \$20.00 per axle
- Alignment \$25.00
- Computer Diagnostics Starting at \$10.00
- Suspension Repair \$15.00 and up per wheel
- Tire Balance \$5.00 each
- Mount And Balance \$10.00 each
- Other Services will be quoted per job

Jobs not listed will insure a service charge based off of industry related labor guidelines.

All charges will be paid in full prior to any vehicle pick up.

A written estimate on the service of the vehicle can be requested before the work is done.

Please contact (978) 345-9200 ext. 3735 for more information and to setup a scheduled day and time to complete the service. We do not take walk-ins.

We are not responsible for loss or damage to cars or items left inside the car, fire, theft or any other cause beyond our control. This is an educational student work experience and there are no warranties or guarantees expressed or implied by the school district.

Cabinetmaking

Project Considerations -

- When determining whether to accept a potential project, please note that all customer and community projects must enhance the teaching of the program's Chapter 74 Vocational and Technical Education Frameworks.
- All projects will be evaluated and approved by instructional staff to determine educational value and scheduling availability. Please remember that this is a school where student learning is our primary mission. The District cannot commit to deadlines.

Potential Project Costs -

- Some projects may require payment in advance in order to purchase parts and materials. A 6.25% sales tax will be added to such projects.
- **All charges will be paid in full prior to any project picked up.** Pick-up and setup of goods is solely the responsibility of the customer. We do not deliver.
- Customers will pay for parts, materials and sales tax as required, as well as a 20% surcharge to cover indirect costs associated with performing the work.
 - The 20% surcharge will be waived for non-profit organizations and member municipalities. Non-Profit Agencies will need to submit a copy of your Tax-Exempt form in order to be tax-free.
- All services will be charged an additional 10% or a minimum of \$5.00. This additional charge will go to the cabinetmaking student assistance fund.

Please call us at (978) 345-9200, ext. 3710 in order to discuss any potential project request.

CAD/Drafting & Design

Services provided:

- Banners
- Posters
- Cut Vinyl Graphics
- Cut Vinyl Lettering
- Large Format Printing and Copying
- Magnetic Signs
- CAD Drafting (Note - Drafting and 3D modeling services vary in complexity and will be priced on an individual basis)
- Laser engraved items (no round items)
- Black & White Large Scanned files (up to 36")
- Color Large format scanned files (up to 36")

All services will be billed using our price sheet, and are subject to change. A 20% service charge will be included for all projects.

All charges will be paid in full prior to picking up any project.

Vinyl Cutter:

Materials List	Cost	Units
Cut Vinyl	\$.60	per square foot
Transfer Tape	\$.35	per square foot

Plotter/Copier:

Materials List	Cost	Unit
Color prints/copies (up to 36")	\$.60	per square foot
Black & White prints/copies (up to 36")	\$.40	per square foot

Roland Digital Printer:

Materials List	Cost	Units
Ink-Roland	\$1.00	per square foot
Printable Vinyl-Gloss	\$.60	per square foot
Printable Vinyl-Matte	\$.60	per square foot
Canvas	\$1.25	per square foot
Clear Printable Vinyl	\$.75	per square foot
Photo Paper-Gloss	\$.45	per square foot
Photo paper-Matte	\$.45	per square foot
Poster Paper-Cardstock	\$.35	per square foot
Banner-Medium weight	\$.65	per square foot
Banner-Lightweight	\$.55	per square foot
Magnet-Lightweight	\$1.35	per square foot
Magnet-Medium weight	\$1.60	per square foot
Wall Cling-Vinyl	\$3.00	per square foot
Foam Core	\$1.25	per square foot
Matboard	\$1.25	per square foot
Grommets	\$.60	each
Power Tabs	\$.60	each
Dbl. Sided Banner Tape	\$.85	per linear foot

Please call our CAD Department at (978) 345-9200, ext 3217 for more pricing and to schedule for services.

Cosmetology

Cosmetology currently provides services to the public. Services for the Salon can be found on the school's web page - www.montytech.net – Community then Monty Tech Salon. Additionally, please note that our students complete all services offered, and the types of services are subject to change.

Please call in advance for an appointment at (978) 345-9200, ext. 3204. We do not accept walk-ins.

Culinary Arts

- The Mountain Room (Monty Tech's Public Restaurant)
Hours: 11:30 am to 1 pm Monday through Friday
- Retail Bakery
Hours: 11:30 am to 1 pm Tuesday through Friday

(Note – From time to time, the restaurant will be closed due to school events and half-day schedules. Please check the school's web page - www.montytech.net – and "Menus" Tab for more information.)

- In addition, the Mountain Room's daily menu will be posted at 10 am daily at www.montytech.net under the "Menus" Tab.
- As of April 2021, reservations are required to dine in the Mountain Room Restaurant. Please call 978-345-9200 ext 3440 to reserve your table.

Monty Tech Preschool Program

Our on-campus preschool program serves children ages 2.9 to 5. We offer a daily full time program. The center is fully staffed with a DEEC certified director, lead teacher and teacher.

Benefits of enrolling your child include:

- Developmentally based curriculum
- Certified teaching staff supported by our students
- Small teacher/child ratio
- Convenient hours 7:00 am - 5:00 pm
- Daily snacks
- Indoor and outdoor play areas
- Easy drop off/pick up
- Year round program

For more information on enrolling your child, please call (978) 345-9200 ext. 5129, or email childcare@montytech.net

Graphic Communications

Digital Design:

For design only projects like logo and branding design, social media advertising, video production, etc: \$20.00 design rate with up to three edits. Any additional edits will be charged at \$10.00 each.

Paper Printing:

Bring your design projects to life in our print center. Print projects include, but are not limited to:

- Raffle Tickets
- Playbills & Programs
- Mailers & Postcards
- Envelopes with variable data/labeling
- Yearbooks
- Event Posters
- Fliers & Packets
- Business Cards
- Brochures
- Invitations

Bindery:

We offer a variety of bindery options to complete your printed projects:

- Lamination
- Book Binding
- Perforating
- Folding
- Drilling/hole punching
- Shrink Wrapping

Screen Printing & Apparel:

Screen print on all sorts of wearable goods! **We do not accept customer goods**, but have a large catalog of apparel.

- Minimum: 10 pieces
- Set up costs: \$20 per screen/color
- Customization: we can add names and/or numbers on your apparel starting at \$5.00 per item. Please ask about what we can do to customize your order.

All orders are quoted and discussed before apparel is ordered.

Dye Sublimation:

We offer custom images on items like:

- Mugs & Tumblers
- Ornaments
- Make up Bags
- Phone Cases
- Lanyards
- & More

No minimum quantity required. All items are priced independently.

Service Fees:

All orders will have a \$10.00 service fee to cover hazardous waste disposal.

Non-Profit Agencies will need to submit a copy of your Tax-Exempt form in order to be tax-free.
All invoices must be paid in full prior or at the time of pick up.

Please email us at graphics@montytech.net to get your order started!

House Carpentry

Project Considerations -

- When determining whether to accept a potential project, please note that all customer and community projects must enhance the teaching of the program's Chapter 74 Vocational and Technical Education Frameworks.
- All projects will be evaluated and approved by instructional staff to determine educational value and scheduling availability. Please remember that this is a school where student learning is our primary mission. The District cannot commit to deadlines.

Potential Project Costs -

- **All charges will be paid in full prior to any project picked up.** Pick-up and setup of goods is solely the responsibility of the customer. We do not deliver.
- Customers will pay for parts, materials and sales tax as required, as well as a 20% surcharge to cover indirect costs associated with performing the work.
 - The 20% surcharge will be waived for non-profit organizations and member municipalities. Non-Profit Agencies will need to submit a copy of your Tax-Exempt form in order to be tax-free.

Please call us at (978) 345-9200, ext. 3711 or ext 5251 in order to discuss any potential project request.

Information Technology

All projects will be evaluated and approved by instructional staff to determine educational value and scheduling availability. Please remember that this is a school where student learning is our primary mission. Therefore, we cannot commit to deadlines.

List of services:

- Diagnose electronic device - \$5.00 (free, if choosing another service below)
- Clean computer/mobile phone/electronic device - \$5.00
- Virus check/defrag/backup files - \$10.00 per device
- Fix/replace mobile device screen - \$15.00
- Fix/replace computer/laptop/electronic device components- \$10.00
- Operating System restore - \$10.00
- Company/Organization Website (call for details)

* Note: These are service charges. Customer is responsible for ordering and paying for replacement parts. If the device is non-repairable, the customer must reclaim all parts for proper disposal. Please call us at (978) 345-9200, ext. 5622 and leave a voice mail.

All charges will be paid in full prior to any project picked up.

Masonry

Projects available by special order:

Various Garden Statues	\$6.00 to \$10.00 each depending on the size
Bird Baths	\$35.00 each
Concrete Benches	\$50.00 each

- A 6.25% sales tax will be added to all projects. Non-Profit Agencies will need to submit a copy of your Tax-Exempt form in order to be tax-free.
- **All charges will be paid in full prior to any project picked up.** Pick-up and setup of goods is solely the responsibility of the customer. We do not deliver.
- Please call us at (978) 345-9200, ext. 3420 to schedule.

Plumbing

The Plumbing shop currently offers cutting and threading of steel pipe, brass pipe, and stainless steel up to four inches in diameter. In addition to threading, the program offers roll grooving of pipe, as well as, pipe prefabrication.

Service Policy:

- The Plumbing program reserves the right to refuse or cancel any request that does not further our school's educational mission or conflicts with our school's policy.
- All requested projects will be given an estimated cost before work is performed. Prices are subject to change.
- Pick-up and setup of goods are the customer's responsibility. We do not deliver.
- Customers will pay for parts, materials, and sales tax as required, as well as a 20% surcharge to cover indirect costs associated with performing the work. Non-profit Agencies will need to submit a copy of your Tax-exempt form in order to be tax-free.
- Customers are suggested to supply their own materials.

Services that do not require the purchase of parts or materials for service follow these guidelines: Minimum Charge - \$5.00

1/2" - 3/4" pipe	.50 per thread end
1" - 2" pipe	\$1.00 per threaded end or groove (1 1/2" or above)
2 1/2" - 4" pipe	\$2.00 per thread end or groove

Payment is due upon receipt of product. Any projects of \$50.00 will be paid in full prior to services performed.

Please call us at (978) 345-9200, ext. 3665 to set up a scheduled time to discuss project feasibility and estimated costs.

Welding/Metal Fabrication

Standard services provided:

- Metal Fabrication on sheet metal and other structural shapes
- Welding of various metals (carbon steel, stainless steel, and aluminum)
- Welding and Metal Fabrication repairs

Service Policy:

- The Welding/Metal Fabrication program reserves the right to refuse or cancel any request that does not further our school's educational mission or conflicts with our school's policy.
- All requested projects will be given an estimated cost before work is performed. Prices are subject to change.
- Pick-up and setup of goods are the customer's responsibility. We do not deliver.
- Customers will pay for parts, materials, and sales tax as required, as well as a 20% surcharge to cover indirect costs associated with performing the work. Non-Profit Agencies will need to submit a copy of your Tax-Exempt form in order to be tax-free.

Services that do not require the purchase of parts or materials for service follow these guidelines:

- Fabrication Work under 1 hour: \$5.00 minimum/over 1 hour: \$10.00 per day
- Welding Work under 1 hour: \$10.00 minimum/over 1 hour: \$10.00 per day
- A hazardous waste charge may be included in final invoice.

Payment is due upon receipt of product. Any projects over \$50.00 will be paid in full prior to services performed.

Please call us at (978) 345-9200, ext. 3701, to set up a scheduled time to discuss project feasibility and estimated costs.

Monty Tech Veterinary Clinic

The Monty Tech Veterinary Clinic is a full service clinic serving the underprivileged dogs and cats of North Central Massachusetts. We offer a full range of wellness, sick pet and surgical/dental services for our sending districts. Pets are seen by appointment only. Please log onto the MontyTech webpage under community for more information or call 978-516-0888.