



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Scope of Work

Replace or Repair Seals for Existing Windows

DEFINITIONS – as used herein, terms and their definitions

- a) Owner: Defined as Watertown Housing Authority
- b) Contractor: Defined as Window Repair Company
- c) Manager is Propertyworx LLC, Contact Person- Meg McCormick
- d) Contact information for Meg McCormick: Meg@propertyworx.com or cell 860-960-3459

PURPOSE:

Replace or repair compromised window seals that are broken, deteriorated, or have separated from the window frames.

SCOPE OF WORK

The Owner seeks a qualified, experienced, and conscientious Contractor to furnish all labor, supervision, equipment, tools, materials, permits, and incidentals necessary to properly, repair, and/or replace compromised window seals in approximately **40 residential units and one (1) community center** located at **935 Buckingham Street, Watertown, Connecticut**.

- Count and measurements of compromised window seals in 40 units and a community center
- Cost of supplies for compromised window seals and the labor to install or repair the seals in approximately 292 windows
- The work shall include the replacement and/or repair of window seals that are broken, deteriorated, failed, or have separated from the window frames.
- The Contractor shall be responsible for the removal of debris generated by the project.
- Specify warranty and terms
- Note: WHA is tax exempt.



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GENERAL REQUIREMENTS

- a. Contractor shall provide the labor, equipment, and materials necessary to perform all preparation and work in accordance with the above scope of work.
- b. Contractor shall obtain all permits necessary for this work.
- c. Contractor shall conform to all applicable laws and maintain sole liability of any breach of law or ordinance and the consequences thereof.
- d. Prior to commencing work the Contractor and Manager shall hold a project meeting to review job issues and specs.
- e. Contractor is responsible for damage he/she causes to the personal property of residents during work.
- f. Contractor to remove all debris caused as a result of each project and shall upon project completion restore site to its original condition.
- g. Contractor is responsible for all disposal costs associated with each project and should include these costs as part of their bid.
- h. Contractor is required to notify Manager when work will be commencing and make sure that the workers on site can be contacted via cell phone.

INSURANCE

- a. Contractor shall carry all necessary Workers Compensation Insurance.
- b. Contractor shall carry a Contractors General Liability Policy a coverage minimum of 1,000,000.00 to protect the Contractor and subcontractors against claims due to operations initiated by this contract.
- c. Contract shall carry, during the life of this contract, property damage insurance in an amount not less than \$100,000 to protect contractor and/or subcontractors from claims of property damage.
- d. Contractor shall supply Owner a certificate of Insurance prior to commencing work. The COI will have Watertown Housing Authority listed as additional insured.
- e. Contractor shall supply Owner with a completed W9 form.



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WORKING HOURS

- a. The Contractor is permitted to work on-site Monday through Saturday between the hours of 8 AM to 6:00 PM and on Sundays between 9:00 AM and 1:00PM with prior permission of the Manager.

SITE RESTRICTIONS

- a. Contractor and employees of subcontractor must wear identification gear.
- b. No heavy equipment is allowed on the property that will destroy or damage the common elements including but not limited to pavement, sidewalks, lawn, mulch beds and plantings.
- c. Contractor shall be responsible for repairing or restoring common elements damaged by Contractor or subcontractors during the duration of work including but not limited to pavement, sidewalks, lawn, mulch beds and plantings.

INSPECTIONS

Upon completion of work, contractor shall contact manager requesting inspection and approval.

TERMINATION CLAUSE

Owner shall retain the right to terminate this contract if Contractor fails to correct problems or commence a cure reported by Manager within ten (10) working days (meaning the contractor must acknowledge the deficiency report, diagnose the issue and initiate the fix, with an additional 10 to 14 days to fully execute the correction. Additionally, if the correction requires a specific bulk material reel that is back ordered or delayed by the manufacturer, The contract should state that the time limit will be reasonably extended to account for the variable shipping and supply chain delays.



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FEE

The Contract will be awarded to the lowest responsible and eligible bidder complying with the conditions of the Scope of duties, providing that the bid is reasonable, and the bidder has the skill, ability, and integrity necessary to faithfully perform the work under the terms of the contract. The Watertown Housing Authority reserves the right to accept or reject any or all bids, to waive defects in any bid, to negotiate directly with any bidder and to award the contract in the manner deemed to be in the best interests of the Watertown Housing Authority.

Please include any additional charges to your hourly rate; we will not pay any extra charges, such as fuel surcharge or travel time.

This bid has been submitted by:

Company Name

Authorized Signature

Date

This bid has been accepted by:

Russell Antonacci, Manager
Watertown Housing Authority

Date