



# Watertown Housing Authority

1091 Buckingham Street  
Watertown, CT 06795

## Scope of Work

Glass for Existing Windows

### **DEFINITIONS – as used herein, terms and their definitions**

- a) Owner: Defined as Watertown Housing Authority
- b) Contractor: Defined as Glass Company
- c) Manager is Propertyworx LLC, Contact Person- Lori Finke
  - a. Contact information for Lori Finke: [lori@propertyworx.com](mailto:lori@propertyworx.com) or cell 860-960-3459

### **PURPOSE:**

Existing windows have seals that have broken. Many windows fog up, have condensation build up and occasionally water enters between the two windowpanes.

### **SCOPE OF WORK**

Owner seeks a good and conscientious Contractor to provide all labor, equipment, and materials to properly perform glass replacement in 40 units located at 935 Buckingham Street Watertown, CT.

- Take count and measurements of existing glass in existing windows
- Cost to supply approximately 310 new double pane glass
- Labor to remove old glass and install new glass in approximately 310 existing windows
- Cost to dispose of old glass
- 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. In the event that Owner should be named in any litigation arising out of the operations of the Contractor, the Contractor hereby agrees to reimburse Owner for any legal cost incurred with respect to the litigation.



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- e. Contractor shall supply Owner a certificate of Insurance prior to commencing work. The COI will have Watertown Housing Authority listed as additional insured.
- f. Contractor shall supply Owner with a completed W9 form.

## **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 reported by Manager within five (5) working days or if Owner or Manager feels work is not being done in a satisfactory manner according to the Scope of Work.



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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