



Watertown Housing Authority

1091 Buckingham Street
Watertown, CT 06795

Scope of Work

Truman Terrace Alarm System Upgrade

DEFINITIONS – as used herein, terms and their definitions

- a) Owner: Defined as Watertown Housing Authority
- b) Contractor: Defined as Alarm System Service
- c) Property Manager is PropertyWorx LLC, Contact Person- Assistant Manager - Lance Valentino or Assistant Manager Meg McCormick
 - a. Contact information for Lance Valentino: lance@propertyworx.com or cell 475-218-8539
 - b. Contact information for Meg McCormick: meg@propertyworx.com or cell 475-218-8539

SCOPE OF WORK

The WHA seeks a good and conscientious Contractor to provide all labor, equipment, and materials to properly replace / upgrade the fire alarm system at Truman Terrace.

Truman Terrace - 100 Steele Brook Road (40 Units)

The requested fire alarm system includes but is not limited to the following:

- Three (3) remote power supply sub-panels. One per building for A, B, and C. Each sub-panel requires a wireless connection.
- Forty (40) Addressable wireless heat detectors. One per unit.
- Forty (40) Wireless horn strobe units. One per unit.



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

- Two Options: The WHA requests the Contractor provide a quote to install one single main control panel for all three buildings as well as a second option to have a separate control panel for each building.
- The WHA requests the Contractor provide a quote to install eight (8) pull stations equally distributed throughout the interior and exterior common areas of the property. The WHA seeks location recommendations.

GENERAL REQUIREMENTS

- a. Contractor must be able to respond to emergencies in a timely manner all days of the week and holidays.
- b. Contractor shall provide the labor, equipment, and materials necessary to perform all preparation and work in accordance with the above scope of work.
- c. Contractor shall obtain all permits necessary for this work.
- d. Contractor shall conform to all applicable laws and maintains sole liability of any breach of law or ordinance and the consequences thereof.
- e. Prior to commencing work the Contractor and Manager shall hold a project meeting to review job issues and specs.
- f. Contractor is responsible for damage he/she causes to the personal property of residents during work.
- g. Contractor to remove all debris caused as a result of each project and shall upon project completion restore site to its original condition.
- h. Contractor is responsible for all disposal costs associated with each project and should include these costs as part of their bid.
- i. 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.



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

- 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.
- 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.



Watertown Housing Authority

1091 Buckingham Street
Watertown, CT 06795

INSPECTIONS

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

TERMINATION CLAUSE

Owner shall retain the right to terminate this contract at any time if Owner or Manager feels work is not being done in a satisfactory manner according to the Scope of Work.

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.

Estimated Cost for Project excluding Control Panel: _____

Option 1 - Estimated Cost for one main control panel: _____

Option 2 - Estimated Cost for three (3) control panels. One per building: _____

Estimated Cost for ongoing monitoring: _____



Watertown Housing Authority

1091 Buckingham Street
Watertown, CT 06795

Proposal Delivery Instructions

Proposals must be submitted in a sealed envelope. We ask that the envelope be dated with the time of delivery.

Contractors are asked to hand deliver their hard copy proposals off no later than 5PM Wednesday May 13th, 2026, at the drop box located by the entrance to the Country Ridge Community Center located at 1091 Buckingham Street, Watertown CT 076795.

This bid has been submitted by:

Company Name

Authorized Signature

Date

This bid has been accepted by:

Russell Antonacci, Manager
Watertown Housing Authority

Date