



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Scope of Work

Electrician

DEFINITIONS – as used herein, terms and their definitions

- a) Owner: Defined as Watertown Housing Authority
- b) Contractor: Defined as Electrician
- c) Manager is Propertyworx LLC, Contact Person- Lori Finke or Lance Valentino
 - a. Contact information for Lori Finke: lori@propertyworx.com or cell 860-960-3459
 - b. Contact information for Lance Valentino: lance@propertyworx.com or cell 475-218-8539
- d) Start date of October 1, 2025 for a 3 year Contract.

SCOPE OF WORK

Owner seeks a good and conscientious Contractor to provide all labor, equipment, and materials to properly perform electrical services for all three Owner communities consisting of 120 units. Each community has a community room.

Truman Terrace - 100 Steele Brook Road
Buckingham Terrace – 935 Buckingham Street
Country Ridge - 1091 Buckingham Street

Electrical repairs include but are not limited to the following:

- Diagnose/Repair/Replace Outside Lighting
- Repair or Replace Electric Baseboard Heating and/or Components
- Replace switches, receptacles, lights, bath exhaust fans, and other misc. items
- Diagnose and Repair/Replace other misc. electrical issues.



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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.
- 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.



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- 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.

INSPECTIONS



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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.

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.

1. Please provide an hourly rate for routine calls during regular business hours 8 AM – 5 PM.

E1 \$ _____ E2 \$ _____ Apprentice \$ _____

2. Please provide an hourly rate for Emergency Calls after Business Hours and/or Weekends.

E1 \$ _____ E2 \$ _____ Apprentice \$ _____



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Any electrical work over \$ _____ would require Manager approval.

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