



City of
GREENFIELD, MASSACHUSETTS
Procurement Department

14 Court Square • Greenfield, MA 01301
Phone 413-772-1569 • Purchasing@Greenfield-MA.Gov

Roxann Wedegartner
Mayor

**IFB TITLE: CITY OF GREENFIELD PUBLIC LIBRARY CLEANING
SERVICE CONTRACT**

IFB #: 24-02

Date of Issuance: Friday, July 7, 2024 by 11:00 AM

Site Visit: Wednesday, July 12, 2023 at 9:00 AM

Deadline for Receipt of Bids: Wednesday, July 19, 2024 by 11:00 AM

CONTACT AND SUBMITTAL INFORMATION

Submit questions and bids to: Laura Phelps
Chief Procurement Officer
City of Greenfield
14 Court Square
Greenfield, MA 01301
Laura.Phelps@Greenfield-MA.gov

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SECTION 1

INFORMATION FOR BIDDERS

The City of Greenfield ("Owner", or "City"), is soliciting bids for evening cleaning services at the Greenfield Public Library, 412 Main Street, Greenfield, MA. The city will be issuing a one year contract.

1.1 **PROJECT SITE**

All work of this contract is to be carried out at the following location:

- Greenfield Public Library, 412 Main Street, Greenfield, MA

1.2 **PERMITS AND INSURANCE**

Contractor must provide proof of insurance as described in Attachment D.

1.3 **BID DOCUMENTS**

The Invitation for Bid (IFB), that includes SCOPE OF THE WORK, and forms for Bid, and may be obtained via the City's website at; https://greenfield-ma.gov/departments/procurement/current_bid_opportunities.php or by Contacting Laura Phelps CPO at 413-772-1569 or Laura.Phelps@Greenfield-MA.gov.

1.4 **QUESTIONS REGARDING DOCUMENTS**

In general, no answers will be given to prospective bidders in reply to an oral question if the question involves an interpretation of the intent or meaning of the Contract Documents, or the equality or use of products or methods other than those designated or described in the specifications. Any information given to bidders other than by means of the Contract Documents, including Addenda, as described below, is given informally, for information and the convenience of the bidder only and is not guaranteed. The bidder agrees that such information shall not be used as the basis of nor shall the giving of any such information entitle the bidder to assert any claim or demand against the City on account thereof.

Any questions shall be submitted in writing to the City Representative electronically at Laura.Phelps@Greenfield-MA.gov by Friday July 14, 2023 at 11:00 AM. Subject line should include "Question(s)-IFB 24-02, Greenfield Public Library Cleaning Services". All submissions must contain the name of the person asking the question, company name, address, phone number and email address. Failure to provide the correct information in the email will deem the question unanswerable, and it will not be considered as part of any addenda.

If the question involves the equality or use of products or methods it must be accompanied by specifications or other data in sufficient detail to enable the City to determine the equality or suitability of the product or method. In general, the City will neither approve nor disapprove particular products prior to the bid deadline; such products will be considered when offered by the Contractor for incorporation into the work.

Answers to questions submitted will be made available in the form of an Addendum on the city's website https://greenfield-ma.gov/departments/procurement/current_bid_opportunities.php. Addendum will be available **Monday July 17, 2023 by 11:00AM**. Copies will be emailed to vendors on record who have requested bid documents through the Procurement Department,

1.5 **BID SUBMISSION**

Bids marked "IFB 24-02, Greenfield Public Library Cleaning Services" must be submitted to the Procurement Office, 14 Court Square, Greenfield, Massachusetts by **Wednesday July, 19, 2023 by 11:00 AM**. All quotes must use the blank quote form included in this bid package, state the proposed total cost of the work, both in words and in figures, and be signed by the bidder with his business address and place of residence. Quote submissions must also include:

- A Certificate of Non-Collusion signed by the individual submitting the quote (Attachment A)
- A Certificate of Tax Compliance signed by the individual submitting the quote (Attachment B)
- Certificate of OSHA Training (See Attachment C)
- Certificate of Insurance (See Attachment D)
- References* (Section 2)

***Any Contractor who has not performed work for the City of Greenfield of the size and scope as requested in this RFQ within the last 5 years must complete the Reference portion of Section 2.**

1.6 EXECUTION OF AGREEMENT:

The bidder whose quote is accepted will be notified by letter and agrees to duly execute the AGREEMENT, after notification, for a period ending as specified on bid proposal forms.

1.8 COMPARISON OF QUOTES:

Bid submissions will be compared and awarded to the responsible and responsive contractor offering the lowest-priced quotation.

In the event there is a discrepancy in the bid between the unit prices written in words and figures, the prices written in words shall govern.

The City agrees to examine and consider each quote submitted in consideration of the bidder's agreements, as hereinabove set forth and as set forth in the quote.

The City reserves the right to not award the contract if the appropriation is not available.

1.9 DISPUTES:

In the event of any dispute as to any of the terms and conditions of this Contract, it shall be determined in accord with the laws of the Commonwealth of Massachusetts and the Courts of the Commonwealth of Massachusetts shall have exclusive jurisdiction of the same.

1.10 PREVAILING WAGE RATES:

This does not apply to contracts for cleaning of buildings owned by a town or city.

1.11 The City reserves the right to revoke this contracted AGREEMENT in writing with two weeks' notice, if the Contractor is clearly not performing services required in the Contract in a timely or professional manner.

1.12 PRE-BID SITE VISIT

A site visit is scheduled for **Wednesday July 12, 2023 at 9:00 AM**. Bidders should meet at the side entrance of the New Greenfield Public Library 412 Main Street Greenfield MA 01301.

1.13 NOTICE TO PROCEED AND PRE-CONSTRUCTION CONFERENCE

A written Notice to Proceed shall be issued to the Contractor after receipt of proof of required insurance. No work on site shall be performed by the Contractor until they have received the Notice to Proceed.

SECTION 2
QUOTE FORM

Bidder's Name

To the City of Greenfield, Massachusetts, (hereinafter called the "Owner"):

Gentlemen:

The undersigned _____, as bidder, declares that the only persons or parties interested in this bid as principals are those named herein; that the bidder has carefully examined the proposed form of Proposal and the Contract Documents (and amendments thereto); and he bids and agrees, if this bid is accepted, that the bidder will furnish all equipment, materials and labor necessary for the completion of the work as specified in the Proposal, in the manner and time therein prescribed and according to the requirements of the Owner as herein set forth.

The bidder will take in full payment, therefore, the following price, to wit:

CITY OF GREENFIELD PUBLIC LIBRARY CLEANING SERVICES IFB 24-02

ITEM 1.0: PRICE FOR CONTRACTED CLEANING SERVICES YEAR 1:

_____ Dollars and _____ cents \$ _____

(Write in words and numbers)

Addendum: _____ (List all #'s received)

The undersigned agrees that for extra work, if any, performed in accordance with the terms and provisions of the annexed form of AGREEMENT, he will accept compensation as stipulated therein in full payment for such extra work.

If this quote is accepted by the City, the undersigned agrees to complete the entire work provided to be done under the Contract within the time stipulated as otherwise expressly provided in the AGREEMENT.

(SEAL)

By: _____
(Signature and title of authorized representative)

(Business Address)

Date

(City, State, Zip)

The bidder is a corporation incorporated in the State (or Commonwealth) of _____
_____(Bidder must add and delete, as necessary, to make this sentence read correctly).

(Note: If the bidder is a corporation, affix corporate seal and give below the names of its president, treasurer, and general manager, if any; if a partnership, give full names and residential addresses of all partners, and if an individual, give residential address if different from business address.)

REFERENCES

Reference 1:

Customer: _____

City/Town: _____

Project Description: _____

Approximate cost: \$ _____

Company contact: _____ Contact phone number: _____

Reference 2:

Customer: _____

City/Town: _____

Project Description: _____

Approximate cost: \$ _____

Company contact: _____ Contact phone number: _____

Reference 3:

Customer: _____

City/Town: _____

Project Description: _____

Approximate cost: \$ _____

Company contact: _____ Contact phone number: _____

SECTION 3

OWNER - CONTRACTOR AGREEMENT

THIS AGREEMENT, made this day of , by and between the **CITY OF GREENFIELD, MA**, hereinafter called the "City"

and _____

with the address _____

a corporation organized and existing under the laws of Massachusetts _____

a partnership consisting of _____

an individual doing business as _____

hereinafter called the "Contractor"

WITNESSETH, that the Owner and Contractor, for the consideration hereinafter named, agree as follows :

Article 1. SCOPE OF THE WORK: The Contractor shall furnish all of the materials and perform all of the work shown and described in the Contract Documents for the **“IFB 24-02: GREENFIELD PUBLIC LIBRARY CLEANING SERVICES** dated 7/7/23, and any addenda issued subsequently, all as prepared by Laura Phelps and shall do everything required by this Agreement and the Contract Documents.

Article 2. THE CONTRACT PRICE: The Owner shall pay the Contractor for the performance of the Work, subject to additions and deductions by Change Order as provided in the Contract Documents, in current funds, the sum of:
_____dollars

(\$_____).

Article 3. PAYMENTS: The Owner agrees to pay the Contractor in current funds for the performance of the Contract as provided in the CONTRACT DOCUMENTS, and by Massachusetts statutes.

Article 4. THE CONTRACT DOCUMENTS: The following together with this Agreement and Contractor’s Bid dated _____, including all documents submitted in the bid package with the Form for General Bid, form the CONTRACT:

The General Documents as listed in the Table of Contents of the Bid dated 7/7/23, Contract Forms and Requirements, relating to bidding and contracting requirements which include, but are not limited to:

- The General Conditions, Supplementary General Conditions;
- The Scope of Work as listed in the Table of Contents of the Bid
- Modifications issued after the execution of the Contract.

Article 5. REQUIRED TERMS: This Contract shall be considered to include all provisions required to be included in it by the Massachusetts General Laws, including Chapters 30 and 149, as amended, and any applicable other laws, as though such terms were set forth herein.

Articl 6. INDEMNIFICATION: The Contractor shall indemnify, defend and save harmless the Owner and all of its officers, agents and employees against all costs, damages, suits and claims of liability of every name and nature arising as a result of the performance or nonperformance of the Work of this Agreement.

IN WITNESS WHEREOF, the parties hereto on the day and year first above written have executed this Agreement under seal in five (5) counterparts, each of which shall, without proof of accounting for the other counterpart, be deemed an original thereof.

CITY OF GREENFIELD, MA

By: Mayor Roxann Wedegartner

SEAL

CONTRACTOR

Address:

By _____

Title _____

Note: If the Contractor is a corporation, attach Certificate of Vote by Board of Directors stating that the officer signing the contract has the authority of the Corporation to sign contracts binding on the Corporation.

AWARDING AUTHORITY APPROVALS

Approved as to availability of appropriation:

Awarding Authority Accountant

Date

* Certification that there is an appropriation in the amount of this Agreement and that the Mayor has been authorized to execute the Agreement and to approve all requisitions and change orders.

END OF OWNER - CONTRACTOR AGREEMENT

IFB 24-02 CITY OF GREENFIELD PUBLIC LIBRARY CLEANING SERVICE

ATTACHMENT A

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Date

Signature of individual submitting bid or proposal

Printed or typed name of person signing

Company or Corporation Name

IFB 24-02 CITY OF GREENFIELD PUBLIC LIBRARY CLEANING SERVICE

ATTACHMENT B

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Date

Signature of individual submitting bid or proposal

Printed or typed name of person signing

Company or Corporation Name

IFB 24-02 CITY OF GREENFIELD PUBLIC LIBRARY CLEANING SERVICE

ATTACHMENT C

OSHA TRAINING CERTIFICATION

Pursuant to M.G.L. Ch. 30, Sec. 39S (A), I certify under the penalties of perjury to the following:

- (1) That I am able to furnish labor that can work in harmony with all other elements of labor employed or to be employed at the work;
- (2) That all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and
- (3) That all employees to be employed in the work subject to this contract have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

(Signature of authorized representative of Bidder)

(Name of authorized representative of Bidder)

IFB 24-02 CITY OF GREENFIELD PUBLIC LIBRARY CLEANING SERVICE

ATTACHMENT D

INSURANCE REQUIREMENTS

Before starting, and until completion of the guarantee period, the Contractor shall procure, deposit, and maintain with the City, insurance satisfactory to the City as follows:

- A. Workmen's Compensation and Employer's Liability Insurance as required by the Workmen's Compensation Laws of the Commonwealth of Massachusetts.
- B. Comprehensive General Liability Insurance covering Bodily Injury and Property Damage as follows:

Limits of Liability:

Bodily Injury *	\$300,000 each person \$500,000 each occurrence \$500,000 aggregate products
Property Damage *	\$100,000 each occurrence \$100,000 aggregate operations \$100,000 aggregate protective \$100,000 aggregate products \$100,000 aggregate contractual

* Or \$500,000 single limit combined Bodily Injury and Property Damage.

The Comprehensive General Liability Policy shall provide insurance for the Contractor for Bodily Injury and Property Damage to third persons arising out of:

1. Work performed by the Contractor himself with his own employees, called "premises operations."
2. Work performed by his subcontractors, called "sublet work" or Independent Contractors (this is referred to as Contractor's Protective Liability).
3. The Contractor's liability assumed under this contract, called "Hold Harmless" clauses or indemnity agreement. (This is referred to as Contractual Liability Insurance).
4. Products liability coverage covering the completed building or installation or products furnished. (This is called Products Liability Insurance for the manufacturer and Complete Operations Liability Insurance for the Contractor).
5. If any work is to be performed below the surface of the ground, the coverage shall be extended to include protection against property damage caused by explosion (including blasting), collapse of structures and damage to underground pipes and utilities. (This is known as "XCU" coverage).

- C. Comprehensive Automobile Liability Insurance covering Bodily Injury and Property Damage, as follows:

Limits of Liability

Bodily Injury	\$300,000 each person \$500,000 each accident
---------------	--

Property Damage

\$100,000 each accident

This insurance is to apply with respect to all owned or hired vehicles of the Contractor and non-ownership protection for all employees of the Contractor engaged in the performance of this contract.

- D. All policies shall be so written that the City will be notified of cancellation or restrictive amendment at least 30 days prior to the effective date of such cancellation or amendment. Certificates from the insurance carrier stating the limits of liability and expiration date shall be filed in triplicate with the City before operations are begun. Such certificates not only shall name the types of policy provided, but also shall refer specifically to this Contract* and article and the above paragraphs in accordance with which insurance is being furnished and shall state that such insurance is as required by such paragraphs of this Contract and shall be sufficiently comprehensive as to permit the owner to determine that the required insurance coverage has been provided without the necessity of examining the individual insurance policies.

If the initial insurance expires prior to completion of the Work, renewal certificates shall be furnished by the date of expiration.

* If blanket coverage is furnished, this particular Contract need not be referred to.

ATTACHMENT E

SCOPE OF WORK

IFB 24-02 GREENFIELD PUBLIC LIBRARY CLEANING SERVICES

GENERAL INFORMATION

- 1.1 The City of Greenfield is soliciting bids to provide contracted cleaning services for the new public library at 412 Main Street, Greenfield, MA. This service will support the permanent custodian assigned full time to the library whose work schedule is 7AM-3PM, Monday through Friday.
- 1.2 **This will be an evening contracted service operating anytime between the hours of 8 PM and 7 AM, Saturday (or Sunday), Tuesday and Thursday.**

The building has an upper and lower level with flooring consisting of a combination of ceramic tile, carpet squares, cork rubber, and VCT (see drawings Attachment H). The first floor has seven individual bathrooms and the second floor has four.

The following areas are to be cleaned during the contracted time stated in paragraph 1.2:

First Floor

- South entrance vestibule- Entry floor grilles, 14' x 15'
- West side vestibule- Entry floor grilles, 10' x 14'
- After hours lobby- ceramic tile, 20' x 30'
- Periodical Room- ceramic tile, 30' x 30'
- Conference room*- carpet squares, 24' x 30'
- Large meeting room*- carpet squares, 30' x 40'
- Main lobby- carpet squares, 30' x 60'
- Children's reading room- carpet squares, 30' x 50'
- Children's stack area- carpet squares, 30' x 39'
- Younger stack area- carpet squares, 60' x 30'
- Common activity area- cork rubber, 20' x 30'
- Rear staircase area- VCT
- Main stairway and railings
- Seven bathrooms- ceramic tile
- Interior glass walls as needed

Second Floor

- Information & tech service area- carpet tile, 30' x 70'
- Reading room/non-print area- carpet tile, 30' x 70'
- Adult stack area- carpet tile, 30' x 90'
- Four bathrooms- ceramic tile
- Interior glass walls as needed.

*Conference and large meeting rooms may be occupied in the evenings

Monthly

- All bathroom walls and floors will be thoroughly cleaned with a disinfectant.
- Dust all high areas including stacks removing cobweb, etc.
- Dust window treatments (blinds, fabrics, etc.)

1.3 All floor surfaces shall be swept/vacuumed and ceramic tile, rubber cork, and VCT flooring mopped after sweeping using a neutral ph cleaner.

1.4 All touch surfaces such as door hardware, lighting controls, and bathroom fixtures shall be cleaned with a disinfectant.

- 1.5 Interior glass walls shall be cleaned of any hand prints and smudges, if present, using a glass cleaner.
- 1.6 The Contractor will be self-sufficient for all powered cleaning equipment including vacuums, sweepers, etc. City owned powered floor equipment may not be used by the Contractor without permission from the City Facilities Manager.
- 1.7 The Contractor may use any cleaning agents owned by the City as well as rags, brushes, and other hand tools for cleaning the building.
- 1.8 A means of regular communication shall be established by the City between the City daytime custodian and the evening cleaning service. It will be the Contractor's responsibility to inform the City custodian of any supply needs. This line of communication shall also be used to report any damage, cleaning notes or concerns found or caused by the evening cleaning service. Contractor and Central Maintenance Supervisor should be prepared to share cell phone contact information.
- 1.9 A Monthly walk through must be conducted with the Central Maintenance Supervisor and the Cleaning Team Supervisor.
- 1.10 After each daily cleaning all Contractors' equipment shall be removed from the premises and any City owned equipment returned to its designated area.

END OF SCOPE

ATTACHMENT F

GENERAL CONDITIONS

- 1.1 Bidders shall be experienced in the kind of Work to be performed, shall have the necessary equipment, and shall possess sufficient capital to properly execute the Work within the time allowed. Bids received from Bidders who have previously failed to complete Work within the time required, or who have previously performed similar Work in an unsatisfactory manner, may be rejected. A Bid may be rejected if Bidder cannot show that he has the necessary ability, plant and equipment to commence the Work at the time prescribed and thereafter to prosecute and complete the Work at the rate or within the time specified. A Bid may be rejected if Bidder is already obligated for the performance of other Work which would delay the commencement, prosecution or completion of the Work.
- 1.2 All Bidders are required to submit a minimum of three references where the Contractor performed work of similar type and magnitude if Contractor has not performed work of a similar scope and magnitude for the City of Greenfield in the last 5 years. Include names and contact information for each reference.
- 1.3 It is the responsibility of each Bidder before submitting a Bid to:
 - A. visit the Site, become familiar with and satisfy Bidder as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work;
 - B. promptly give City Representative written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Scope of Work and confirm that the written resolution thereof by City Representative is acceptable to Bidder.
- 1.4 The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this section, that without exception the Bid is premised upon performing and furnishing the Work required by the Bidding Documents and applying any specific means, methods, techniques, sequences, and procedures of construction that may be shown or indicated or expressly required by the Bidding Documents, that Bidder has given City Representative written notice of all conflicts, errors, ambiguities, and discrepancies that Bidder has discovered in the Bidding Documents and the written resolutions thereof by City Representative are acceptable to Bidder, and that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and finishing the Work.
- 1.5 Contractor to identify any subcontractors that may be employed as part of this work.

AWARD OF CONTRACT

- 2.1 City Representative reserves the right to reject any and all Bids, to waive any and all informalities, and the right to disregard all nonconforming, nonresponsive or conditional Bids.
- 2.2 City Representative reserves the right to reject any Bid if it shows any omissions, alterations of form, additions not called for, conditions or qualifications, or irregularities of any kind.
- 2.3 City Representative reserves the right to reject any Bid that, in his sole discretion, is considered to be unbalanced or unreasonable as to the amount bid for any lump sum or unit price item.
- 2.4 In evaluating Bids, City Representative will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- 2.5 In evaluating Bidders, City Representative will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the Work for which the identity of Subcontractors, Suppliers, and other individuals or entities were submitted.
- 2.6 City Representative may conduct such investigations as City Representative deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, individuals, or entities to perform the Work in accordance with the Bid Documents.
- 2.7 If a contract is to be awarded, it will be awarded to the lowest responsive and responsible Bidder who has neither been disqualified nor rejected pursuant to this section. Contents of the Bid of the Successful Bidder will become part of any contract awarded.

- 2.8 This Request For Quote may be rescinded by the City if lowest acceptable bid exceeds the amount budgeted for this project.
- 2.9 A Notice to Proceed will be issued by the City of Greenfield to the awarded Contractor before any site work may commence.

SALES TAXES

- 3.1 The City is exempt from Massachusetts State sales and use taxes on materials and equipment to be incorporated in the Work. Said taxes shall not be included in the Bid. The exemption certificate will be provided to the Successful Bidder.

MASSACHUSETTS PREVAILING WAGE RATES

- 4.1 Minimum Wage Rates as determined by the Commissioner of Department of Workforce Development under the provision of the Massachusetts General Laws, Chapter 149, Sections 26 to 27D, as amended, apply to this project.
- 4.2 It is the responsibility of the Bidder before bid deadline to request any additional information on Minimum Wage Rates for those trades people who may be employed for the proposed Work under this Contract.

PROTECTION OF CITY REPRESENTATIVE'S OPERATIONS

- 5.1 The Contractor shall erect such barriers, tarpaulins, doors, etc., as may be necessary to protect the City operations while work is in progress. Any such openings that are essential to carrying on the work shall be securely closed by the Contractor when not in use to protect the City operations.

PROTECTION OF WORK AND PROPERTY

- 6.1 The Contractor shall maintain adequate protection of all his/her work from damage and shall protect the City and adjacent property from injury or loss arising from this contract. He/she shall provide and maintain at all times any danger signs, guards and/or obstructions necessary to protect the public and his/her workmen from any dangers inherent with or created by the work in progress. He/she shall hold the City harmless from any loss arising due to injury or accident to the public or his/her workmen, or from theft of materials stored at the job site.
- 6.2 Before starting any work, the Contractor shall protect all grounds, copings, paving and exterior of all buildings where work will be performed.
- 6.3 Any areas of the building or grounds which have become stained or damaged in any way shall be repaired or replaced by the Contractor prior to the final inspections. The method of repair used must be acceptable to the City Representative.

MATERIAL STORAGE AND CLEAN-UP

- 7.1 The Contractor shall keep the premises free from rubbish at all times and shall arrange his/her material storage so as not to interfere with the City operations. At the completion of the job, all the unused material and rubbish shall be removed from the site. The ground shall be raked clean and sidewalks and pavement shall be broom cleaned. If the Contractor refuses at any time to remove his/her debris from the premises, or to keep the working area clean, such cleaning will be completed by the City Representative and deducted from the balance due the Contractor.

MISCELLANEOUS UTILITIES

- 8.1 Electrical power will be furnished by the City Representative for small tools only. All connections to the electrical system will be furnished by the Contractor.
- 8.2 Water for materials, cleaning, washing, and drinking purposes will be furnished by the City. Any connections to the water system shall be completed by the Contractor.

8.3 At the completion of the work, or when the above connections are no longer required, the Contractor shall remove all connections and leave the facilities in a condition at least as satisfactory as prior to the commencement of his/her work.

8.4 Toilet facilities will be provided by the City in the building.

CHANGES OR EXTRA WORK

9.1 The City Representative may, without invalidating the original contract, order such changes or additions as may from time to time be deemed desirable. In so doing, the contract price shall be adjusted, as stated below, with all work being done under the conditions of the original contract except for such adjustments in extension of time as may be acceptable to the City Representative. The value of such extra work shall be determined in one of the following ways:

1. By firm adjustment;
2. By cost plus with a guaranteed maximum;
3. By cost with a fixed fee; or
4. By unit cost.

9.2 If agreement is reached that the extra cost shall be handled as per methods 2, 3, or 4, the Contractor shall keep and compile a correct amount of the cost together with such vouchers, etc., as may be necessary to substantiate same for presentation to the City Representative. The City Representative shall have authority to make minor job changes or additions as may be necessary to expedite the job providing such changes do not involve additional material cost. No major change or addition shall be made except upon receipt by the Contractor of a signed order from the City Representative authorizing such a change. No claims for an extra to the contract price shall be valid unless so authorized.

9.3 All work covered by unit prices submitted by the Contractor in his/her proposal must be covered by a written work order. The City Representative will prepare the work order covering the quantity of work and the total cost of the work. The work order which will be written at the end of each day, will be signed by the City Representative and the Contractor's foreman and/or superintendent

CORRECTION OF WORK PRIOR TO FINAL PAYMENT

10.1 The Contractor shall promptly remove any work that does not meet the requirements of the work scope or is incorrectly installed or otherwise disapproved by the City Representative as failing to meet the intent of the work scope. The Contractor shall promptly replace any such work without expense to the City.

CORRECTION OF WORK AFTER FINAL PAYMENT

11.1 The Contractor shall guarantee all materials and workmanship for one (1) year from date of final commissioning of the equipment. Any defects which may arise during this period shall be promptly repaired by the Contractor including any damage done to the City Representative's property due to such defects.

JOB CONDITIONS

12.1 There is NO SMOKING allowed inside any buildings and the Contractor shall be responsible for enforcement of this job rule at all times with his/her personnel.

12.2 Ladders and staging: Any ladders and staging used on this project must be in good condition. Ladders must be secured at the roof line at all times while in use. All ladders and staging must be O.S.H.A. approved.

12.3 No drugs or alcoholic beverages are permitted on the grounds.

12.4 The Contractor shall place necessary barriers and/or protection around or under all work areas where his/her operations involve risk of injury to building, grounds, and public.

12.5 The Contractor will also protect the building structure from damage in the process of the job. In the event that damage does occur to any property or equipment, or the City Representative's work in process, notification must be made within two (2) working days of the incidents to the City Representative.

12.6 During the progress of the job, if waste material and rubbish are found or damage resulting from the Contractor's operations is found, or the Contractor does not comply with the requirement by keeping the premises free of accumulations and correct the damage, it shall be the City Representative's prerogative to hire personnel to do so; and the cost of this work will be deducted from the balance due the Contractor.

12.7 Anyone guilty of willful destruction or unlawful removal of company property will be dismissed from the job and is subject to prosecution by law.

12.8 Any lawns damaged by Contractor vehicles will be restored with a stand of grass at the Contractor's expense. Any damaged pavements will likewise be restored at the Contractor's expense.

SAFETY

13.1 The Contractor and his crew shall work in a safe manner at all times. Any noticeable unsafe acts will be brought to the Contractor's attention and must be immediately corrected. If unsafe practices continue to be found the City Representative will issue a written notice to cease work. The Contractor will stop work immediately and submit a safety plan addressing such practices within two (2) working days from date of notice. Refusal to submit such plan will immediately terminate the contract and only payment of work and materials will be made up to date of termination.

START AND COMPLETION DATE

14.1 When the Contract is awarded, the Contractor will contact the City Representative to arrange the work schedule and the hours of the day that the workmen may be on the project. The job is to be bid under the assumption that all work will be performed on a straight time basis.

14.2 For contractual purposes, a work day is considered as any day Monday through Sunday with the maximum 3 work days.

14.3 The Contractor is responsible for supplying trained workmen in proper numbers and for scheduling and laying out his/her work, so that it will be started and completed in a professional manner within the time period indicated on his/her Proposal form.

14.4 If the Contractor sets equipment onto the job-site without commencing work immediately, the action will be considered "Spiking the job" which is unacceptable and will be considered a breach of contract by the Contractor; thereby, the contract will be terminated and the Contractor at no cost to the City Representative, must remove his/her equipment and possessions from the job-site upon notification by the City Representative.

INVOICING AND PAYMENT

15.1 Invoicing for payment covering materials purchased and labor expended may be submitted on a weekly basis, or on a schedule agreed upon between Contractor and City Representative. No down payment or payments in advance for purchase of materials will be made.

15.2 Each invoice shall be accompanied by a detailed estimate of the amounts and values of labor expended and materials purchased up to the last day of the preceding week.

TERMINATION BY THE CITY REPRESENTATIVE FOR CAUSE

16.1 The City Representative may terminate the contract and finish the work by whatever reasonable method he/she deems expedient if the Contractor:

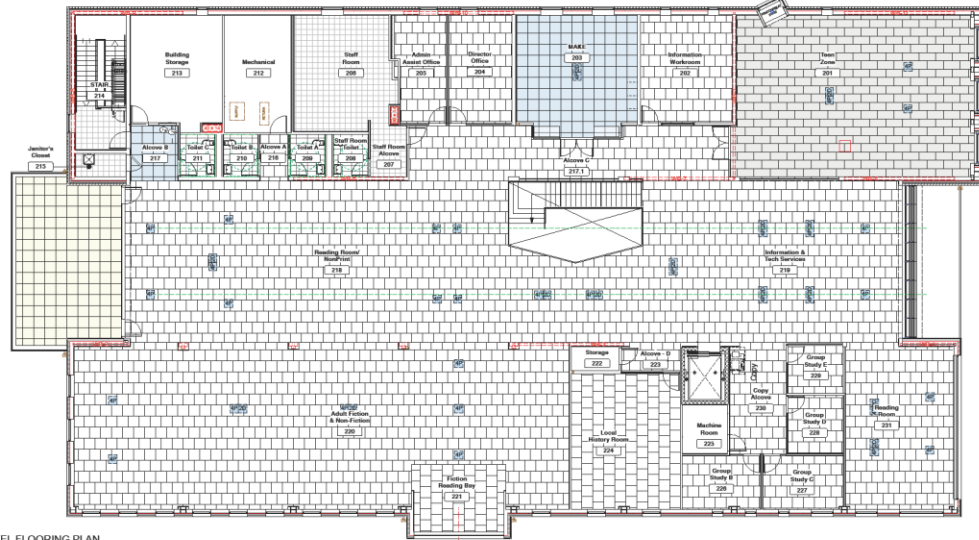
1. Persistently or repeatedly refuses to supply specified materials or to provide enough skilled workers to ensure the project will be completed within the time period indicated on his/her Proposal form;
2. Fails to make payment to sub-contractors and/or suppliers for labor and materials as stipulated in the contract documents; and
3. Is guilty of substantial breach of a provision of the contract documents.

16.2 The Contractor will be allowed to submit a final invoice for materials purchased and labor expended up to the date the contract has been terminated.

END OF SECTION

ATTACHMENT G

SNA-10 Flooring Plan.pdf



2 UPPER LEVEL FLOORING PLAN
A2.4 Scale: 1/8" = 1'-0"

- CARPET TYPE 1
- CARPET TYPE 2
- CARPET TYPE 3
- ENTRY FLOOR GRILLES
- PORCELAIN TILE
- VCT
- CORK RUBBER
- SEALED CONCRETE
- DECK FINISH

3 FLOORING TYPES
A2.4 Scale: 1/8" = 1'-0"



1 LOWER LEVEL FLOORING PLAN
A2.4 Scale: 1/8" = 1'-0"

REFER TO L-DWG