

NIAGARA FALLS HOUSING AUTHORITY
Vacant Apartment / Cleaning Services - Scope of Work

SUMMARY OF WORK:

Work for this Service Project is Vacant Apartment cleaning at Spallino Towers, Wrobel Towers, Jordan Gardens, and Packard Court.

Anthony Spallino Towers 720 Tenth Street: 84 one bedroom units 551 sf + 98 efficiency 376 sf
Henry E. Wrobel Towers – 800 Niagara Avenue -250 one bedroom apartments, 540 sf
Harry S. Jordan Gardens 2910 Highland Avenue:

- 1 bedroom apartment: 560 sf – no basement,
- 3 bedroom apartments: 960 sf + 483 sf basement,
- 4 bedroom apartments: 1,044 sf + 483 sf basement,
- 5 bedroom apartment: 1.200 sf + 522 sf basement

Packard Court 4200 Pine Avenue:

- 1 bedroom apartments 574 sf,
- 2 bedroom apartments 800 sf;
- 3 bedroom apartments: 877 sf

NFHA's RESPONSIBILITIES

Prior to start of cleaning NFHA staff will empty the apartment, broom clean, remove appliances, remove any carpet or cove base trim that is not going to be reused, remove baseboard heat covers as needed, remove nails, screws, curtain brackets and any other objects left on the walls or ceilings, scrape off any loose, peeling or crumbling paint or wall board and vacuum. Remove all wallpaper and border in every room.

SERVICE PROVIDER'S SCOPE OF WORK: Discuss with the NFHA designated representative prior to start.

1. Clean and/or wipe down all walls and ceilings as required to remove dirt, smoke residue, crayon, pen, pencil marks and anything else that may cause problems for painting later.
2. Clean all closets. Vacuum baseboard heaters, registers and cold air returns.
3. Clean front and rear doors inside and out (at Jordan Gardens and Packard Court) on both steel entry and combo screen doors including door jambs. Clean ceiling fans and lights at high rises, vacuum and dust above ceiling fan as needed. Clean entry door in high rises.
4. Clean removable light globes and fixture.

5. Clean all kitchen cabinets inside and out, top and bottom of all cabinets. On the Exposed sides of base cabinets, remove any residual grease or grime and clean all counter areas and backsplashes. Clean kitchen sink finishing with stainless steel cleaner.
6. Clean windows, sills, tracks and frames inside and out:
7. Clean and rinse stair treads and risers.
8. Clean any vinyl base trim. Notify the designated NFHA representative, if damaged or if paint residue on the base prevents proper cleaning.
9. Clean all door knobs and interior doors, closet shelves, brackets and poles.
10. Clean all outlet and switch cover plates.
11. Clean and wipe down all surfaces including toilet, sink, medicine cabinet and mirror, vanity inside and out and sides, sink top and faucets, bath tub and tile, treat tile areas with Tilex or approved equal, clean bathroom exhaust fan vent completely where accessible.
12. Basements (Jordan Gardens only) clean all cob webs from rafter, walls and floors. Clean out window areas. Wash floors, clean steps and wash walls to prepare for paint to first floor.
13. Pick up any remaining debris, bag and dispose of debris using dumpster on site.
14. Before leaving, call the designated NFHA representative, to inspect and sign off on the work.
 - A. The awarded contractor will be required to submit all material safety data sheets (M.S.D.S., and or GHS) and product data sheets to the NFHA for approval before any work begins.
 - B. All areas to be cleaned must be cleaned with the appropriate cleaning product and/or disinfectant.
 - C. Hi Rise Developments - all cleaners must use the janitor closet to empty dirty water buckets. **DO NOT** empty cleaning buckets in the apartment sink or tub of the high rise buildings. Fresh water may be obtained from the vacant units for cleaning duties
 - D. At the Family Developments - Jordan Gardens – empty dirty water buckets in the basement laundry tubs. Buildings 12 and 13 do not have basements therefore, empty dirty water buckets in the toilet. At Packard Court - empty dirty water buckets in the toilet. Fresh water may be obtained from the apartment.

ADDITIONAL/SPECIFIC WORK AT SITES

Wrobel Towers

Clean all ceiling fans. Clean bathroom floor.

Packard Court

Furnace rooms – vacuum all dirt, dryer dust and debris, wipe down furnace, water heater and duct work where accessible. Wash walls to prepare for paint. Scrub floors (with the proper cleaner) and rinse with clean water.

Jordan Gardens

Basements – Clean all dirt, dust, cobwebs, etc. from rafters, walls, and floors and window areas. Wash floor with the proper cleaning product and rinse with clean water. Clean steps and walls with the proper cleaning product and rinse with clean water so all surfaces are ready to be painted to the first floor.

½ bathrooms (5 bedroom units) – Clean bathroom area. Wash down all walls, clean vanity, toilet, sink, and medicine cabinet. Clean floor.

Basements – Clean all dirt, dryer dust and debris, wipe down boiler, wash walls to prepare for paint. Scrub floors (with the proper cleaner) and rinse with clean water. (Building 12 & 13 clean water is available in the kitchen area).

Clean, strip and rinse (with clean water) all stair treads and risers.

Spallino Towers - Clean all ceiling fans. Clean bathroom floor.

EXAMINATION OF SITE:

Bidders are RECOMMENDED to visit the job site and become fully familiar with existing conditions. In the event of any discrepancy between the plans and specifications and existing conditions, the Service Contractor shall bring the items in question to the attention of the Niagara Falls Housing Authority for clarification prior to the date set for receipt of bids. By submitting a bid, the Service Contractor shall be understood to have examined the site and made proper allowances for existing conditions in his proposal. Bidders are encouraged to attend a Pre-Bid Conference Walk Through as scheduled and noted on the bid form.

CONTRACT CONSIDERATIONS:

1. Any questions pertinent to the work prior to the bid date shall be in writing and directed to Kevin Janik kajanik@nfha.org 716-393-1999
2. Any standards or specifications published by trade associations, technical groups, or governmental agencies referenced in this document shall be considered to be incorporated in total herein.
3. It is the responsibility of the Service Contractor to coordinate the work of this contract with the NFHA, with the work of other NFHA contracts which may be proceeding simultaneously with this work or other contracts as the Owner sees fit to award, building management and residents.
4. The Service Contractor agrees to start work within five (5) days from the Notice to Proceed. This contract service duration is three hundred sixty five (365) consecutive calendar days with an option for a second (2) and third (3) year. Year two (2) and three (3) will be in writing based upon NFHA satisfaction and completion of **ALL** items within the Scope of Services and mutual agreement of NFHA and the contractor.

5. There will be no on-site staging or on-site storage allowed unless specifically authorized by the NFHA.
6. The NFHA and its representatives shall at all times have access to the work whenever it is in progress or completed.
7. Public toilets are not available to the contractor at Jordan Gardens or Packard Court.
8. Public toilets are available on the first floor at Spallino and Wrobel Towers.
9. No vehicular traffic is permitted on sidewalks or lawn areas.
10. Remove and dispose of any debris upon completion of the lawn maintenance and general clean up.
11. The NFHA reserves the right to modify the scope of services in the event we determine the finished product does not meet acceptable quality standards. The contractor will be notified of this in writing.
12. The NFHA reserves the right to request the Contractor to provide a second crew to perform the duties in this specification if the amount of work necessitates.

13. NFHA is a smoke free workplace. It is the policy of NFHA to prohibit smoking on all organization premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette, vaping or pipe of any kind.” The smoke-free workplace policy applies to: all areas of organization buildings, all organization-sponsored off-site conferences and meetings, all vehicles owned or leased by the organization, all visitors (clients and vendors) to the organization premises, all contractors and consultants and/or their employees working on the organization premises and all employees, temporary employees and student interns. Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

WORKING TIMES:

1. All work (including start-up and clean-up type work is to performed during working hours which for this project, are 8:30 A.M. to 4:30 P.M. Monday through Friday. No work is allowed on Saturday, Sunday or NFHA holidays without prior written approval from the Niagara Falls Housing Authority. Niagara Falls Housing Authority holidays are: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day.

SCHEDULE:

1. All schedules will be coordinated through the Maintenance and Purchasing Facility 298-4470 by Meghan Daniels (purchasing clerk) or Kevin Janik the Director of Maintenance. Contractor must size crew and equipment accordingly to complete all site work scheduled within the allotted time frame for any specific day.

TENANT CONCERNS:

1. Occupied units - The work of this Contract will take place near or adjacent to housing units/buildings that will be occupied during the work of this contract. Care shall be taken during the operations to assure that no damage occurs to Niagara Falls Housing Authority property or those of its residents. The Contractor shall be fully responsible for all damages caused by him or his work force.
2. Ingress and egress from the buildings at required exits is to be maintained at all times. Ingress and egress at all locations shall be covered and protected as required for safety.

UTILITIES:

1. Water is available
2. Electricity is available
3. Heating is available
4. Telephone: The Service Contractor shall provide and pay for their own phone service and maintain such phone so that NFHA will be able to contact the Site Supervisor or Workers while on the worksite.

MEASUREMENTS:

1. The Service Contractor shall be held responsible for all measurements and for the execution of complete and satisfactory work in accordance with the true intent of the specifications.

LIQUIDATED DAMAGES:

1. Liquidated damages - The Service Contractor agrees that he shall be liable and shall pay to the NFHA, the sum of TWO HUNDRED DOLLARS (\$200.00) per calendar day, provided that the right of the Contractor to proceed shall not be terminated nor the Contractor charged with liquidated damages because of any delays in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor including but not restricted to acts of God or the public enemy, including but not restricted to acts of the local authority, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or delays of other contractors due to such causes.
2. Provided further that the Service Contractor shall immediately notify the NFHA the causes of any such delay. The NFHA shall ascertain the fact and the extent of the delay, and shall extend the time for completing the work when the findings of fact justify such extension.

3. No payment or compensation of any kind shall be made to the Service Contractor because of hindrance or delay from any cause in the progress of the work, whether such delay is avoidable or unavoidable and extension of the time will be granted only as provided above.
4. Liquidated damages are for negligence to perform the work as scheduled in a timely manner.

DAMAGE TO SITE/PROPERTY:

1. Any damage to grounds, windows, doors, sidewalks, grass, shrubs, trees, fencing, buildings, etc., resulting from work performed under this contract shall be the responsibility of the Service Contractor to repair or replace to its original condition and the expense shall be borne by the Contractor.
2. The Service Contractor shall be required to inspect the site and to inform the NFHA of any pre-existing damage or unusual conditions by contacting the Maintenance and Purchasing Facility at 298-4470. Failure to do so shall make the contractor liable for such damage and the repair at his expense.

SUPERVISION:

1. The Service Contractor shall maintain adequate working supervision available on the job site during working hours from the commencement of the work until the completion thereof. This person shall act as the Contractor's representative, be responsible for compliance with the contract documents, and be authorized to make decisions on behalf of the Contractor.

WAGE DETERMINATION / CERTIFIED PAYROLLS:

1. This contract contains a wage determination which specifies the minimum rates of pay for specific job classifications. The Contractor is required to post this wage determination on site in a conspicuous location.
2. Service Contractor and Subcontractors are required to submit certified payrolls in compliance with this wage rate included in the contract.
3. Certified payrolls are required to ensure compliance with the wage rates under this contract. They are to be submitted on form WH-347. As some Contractors use computer generated payrolls you may staple this payroll to the form WH-347. However, the heading on the WH-347 form must be completed to indicate where fringe benefits are paid and the Contractor must certify (original signature) on the form.
 - a. Contract requires certified payrolls to be submitted on a weekly basis. One (1) copy of certified payroll is to be submitted to the Niagara Falls Housing Authority for each contractor (prime and sub) working on the project. Where a particular Contractor

(subcontractor) may not work for a given period, weekly certified payrolls are to be submitted indicating “no work”.

- b. Certified payrolls must include the names, addresses of all employees working for that period. Only job classifications included on the wage rate are to be listed on the payrolls. If an employee works as more than one classification, the contractor must indicate and pay the different wage rate. Also, apprentices must submit the appropriate paperwork indicating current status and % of rate to be paid from the applicable union. If additional job classifications are needed, please immediately review and advise.

NO SERVICE CONTRACTOR PAYMENT WILL BE PROCESSED UNLESS PAYROLLS ARE CURRENT AND CORRECT FOR THE BILLING PERIOD.

INDEMNIFICATION:

1. The Service Contractor shall indemnify and hold harmless the NFHA and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expenses attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, is caused in whole or in part by any negligent act or omission of the Service Contractor, Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

SECURITY:

1. The Service Contractor shall be responsible for the security and safe operation of their equipment.

SALES TAX: (Not Applicable to this Contract)

1. Materials purchased by the contractor which are to be physically incorporated in and become part of any building or improvement to real property of the Local Authority are exempt from all State and local sales and taxes.

INSURANCE:

1. General Commercial Liability - \$1,000,000
2. Automobile Liability - \$500,000
3. Workers Compensation for the State of New York
4. The Niagara Falls Housing Authority must be listed as certificate holder and additional insured.

5. All insurance certificates must have a thirty (30) day written cancellation notice.

PAYMENT:

1. Upon receipt of invoice, submitted to the NFHA, 2561 Seneca Avenue, Niagara Falls, NY 14305, the Authority has thirty (30) days to remit payment.
2. Invoice must be site specific and indicate the date the service was completed. The invoicing must contain a complete breakdown by site and location of where the services took place.
3. The NFHA must be contacted immediately whenever site conditions require excessive mowing, trimming and cleaning time in accordance with the Scope of Work/Technical Details Sections.
4. Payment upon concurrence that ALL work was performed satisfactorily.