

SCOPE OF WORK

INTENT

The intent of this invitation to bid is to establish an annual requirements contract for Glass Replacement and Repair for all City buildings. The agreement shall include all labor, equipment, materials, tools, and travel necessary to complete orders on an “as needed” basis. The City reserves the right to request samples of products being bid prior to award of the bid.

REQUIREMENTS

1. The resulting agreement shall include all labor, equipment, licensing, materials, tools, and travel necessary to complete orders on an “as required” basis
2. Contractor should have readily available different types of glass as listed in the bid price schedule.
3. Discount pricing for new glass
4. Parts discount from manufacturer price
5. Basic service calls are required to be answered within 24hrs.
6. All emergency calls must be handled within two hours. Premises must have broken glass removed and window secured with plywood material if replacement glass is not immediately available.
7. An emergency exists when a building cannot be secured or when emergency equipment cannot freely exit or enter its normal building location.
8. Installation is to be performed as agreed upon by the City and the successful bidder on a case-by-case basis.
9. If the successful bidder cannot perform the replacement within the time requested, the City reserves the right to go to the next low bidder who can perform the work as requested.

REMOVAL

Contractor shall remove damaged glass from entire glass frame and dispose of the material in a legal and environmentally safe manner. Contractor shall not use City dumpsters, trash bins, or the contracted services to dispose of the material. The frame shall be cleaned of all old debris prior to replacement

RESPONSE TIME

The successful contractor shall provide maintenance coverage specified twenty-four (24) hours a day, seven (7) days a week. The contractor shall price hourly rate based on “normal working hours” and “after

hours” per. Normal working hours are considered to be between 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays observed by the City. After hours is anything after 5:00 p.m. Monday through Friday, as well as weekends and holidays. The response time on a service call starts when the City places a service call to the contractor’s service department

CONTRACTOR RESPONSIBILITIES

Supervision – The Contractor shall, during all periods of contract performance, provide competent supervision of his employees to assure complete and satisfactory fulfillment of the work and the terms of this contract. The Contractor or a capable, fully authorized representative must be immediately available during all work activities to receive any and all special instructions from the Facilities Manager or designee.

Safety – The Contractor must be thoroughly familiar with all prevailing safety measures pertinent to its operation. This shall include, but not necessarily be limited to Environmental Health Agency (EPA) regulations, Arlington City Ordinances, and Occupational Safety and Health Agency (OSHA) regulations. In addition, the Contractor shall be wholly responsible for instructing its employees in these safety measures and seeing that they are fully complied with in every respect.

Hazards – The Contractor shall at no time permit placing or use of equipment in such manner as to block traffic lanes or to create safety hazards. Contractor personnel shall provide appropriate warning devices when necessary and cooperate in the fullest in allowing through passage of other vehicles and personnel, even to the point of interrupting their own work, if necessary.

Defective Work and Damages – The Contractor shall be wholly responsible for and shall promptly correct or restore all defective work or damages to any/all City facilities caused by its activities. Restoration and correction shall be to the complete satisfaction of the City. This shall apply to any part of a building, its appurtenances, the adjacent grounds, or any other tangible damage incurred in the performance of the Contract. Failure by the Contractor to proceed promptly with corrective actions may be cause for cancellation of this contract with amount(s) necessary to correct defective work and/or damage being withheld from payments due or to become due to the Contractor

WARRANTY: The Contractor shall warrant that the work herein contracted will be as specified and will be free from defects in design, workmanship, and materials. If within the warranty period the work fails to meet the provisions of this warranty, the Contractor shall promptly correct any defects, including nonconformance with the contract documents by adjustment, repair, or replacement of all defective parts or materials. The warranty period shall begin on the date of final acceptance and shall continue for a period of one (1) year. This warranty shall be extended to cover all repairs and replacements furnished under the warranty and the proof of the warranty for each such repair or replacement shall be one (1) year after installation or completion. The Contractor will be given an opportunity to confirm the existence of the defect, but he shall not delay the correction while making such determination. If within ten days after the City has notified the Contractor of a defect, failure, or abnormality in the work, and the Contractor has not started to make the necessary repair or adjustments or to order the work to be done by a third party, The City may contract or make the necessary repairs or adjustments with the cost of the work paid by the Contractor