

PURCHASING DIVISION
CITY OF WORCESTER
MASSACHUSETTS 01608-1895
ROOM 201 - CITY HALL, 455 MAIN ST.
PHONE (508) 799-1220

SEALED BID INVITATION
(Supplies, Material, Equipment, Services)

SEALED BID NO. CR-8576-W6

DATE: October 24, 2025

CITY OF WORCESTER
Christopher J. Gagliastro
Purchasing Agent

BUYER: Christopher Gagliastro

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

NOTICE TO BIDDERS
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:

DATE: November 19, 2025 TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE **"Sealed Bid No. CR-8576-W6, Brush/Debris Removal and Securing of Properties / Inspectional Services"**

The name and address of the bidder must appear in the upper left-hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

GENERAL

1. This Bid Invitation covers: Provide Brush/Debris Removal and Boarding / Securing of Properties as per the requirements and specifications of the City of Worcester Department of Inspectional Services for a period of one year from January 1, 2026 through December 31, 2026. This contract may be renewed for a second and third year at the sole discretion of the City, the option of which to be determined at the end of the first contract year (See Page 11).
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ n/a must accompany this bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above.
NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED
4. A performance bond in the amount of \$ n/a of the total dollar award is required.
5. A payment bond in the amount of \$ n/a of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: all apply.
7. Questions pertaining to this bid must be directed to Chris Gagliastro via email at gagliastroc@worcesterma.gov

8. The following meanings are attached to the defined words when used in this bid form.
 - (a) The word "City" means The City of Worcester, Massachusetts.
 - (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or any part thereof.
 - (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - (d) The words "Firm Price" shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at: gagliastroc@worcesterma.gov). No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. C. 43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.
23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and

acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.

24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form 30B (Sealed Bid Goods & Services) when submitting a bid. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

INSURANCE AND WORKER'S COMPENSATION

27. COMMERCIAL GENERAL LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. AUTOMOBILE LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-owned autos).
29. COMPENSATION INSURANCE: The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.

DISCOUNT

33. Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

GUARANTEE

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

DELIVERIES AND COMPLETION

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

SAMPLING AND ANALYSIS

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or requires for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.

47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name

Address

Zip Code

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership

Full names and addresses of all partners

Name

Address

Zip Code

Business Address _____ Zip Code _____

Tel. No. _____

(3) If a Corporation

Full Legal Name _____

State of Incorporation _____ Qualified in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____ TITLE _____
PLEASE SIGN

DATE _____ BID SECURITY \$ _____

The name(s) of customer service representative(s) to be responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) _____ TEL. NO. _____

NAME (PLEASE PRINT) _____ FAX. NO. _____

PLEASE INDICATE YOUR E-MAIL ADDRESS E-MAIL: _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"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."

(Please Print) _____
Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES _____ NO X

Delivery to be made to: City of Worcester

This Bid includes addenda numbered _____

NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!

BIDDER TO COMPLETE ITEMS BELOW

Pricing for Brush/Debris Removal and Boarding/Securing of Properties / Inspectional Services

AWARD TO BE MADE IN THE AGGREGATE. BIDDER MUST BID ALL ITEMS.

Item #	Estimated Annual Quantity	Unit Measure	Description	Unit Cost	Extended Cost
1	110,000	Sq. Ft	Cutting and removal of brush/grass Up to 18" High (including labor)		
2	110000	Sq. Ft	Cutting and removal of brush/grass Over 18" High (including labor)		
3	500	Cu. Yd.	Removal of large branches, stumps, or shrubs		
4	40	Ton	Trash / Debris removed from property and properly discarded (Per <u>verified tipping receipt</u>) price per ton		
5	200	Each	Televisions / Large Electronics		
6	300	Each	Tires		
7	75	Each	Computer Monitors		
8	250	Each	Mattresses		
9	200	Each	Box Springs		
10	150	Each	Air Conditioners		
11	40	Ton	Brick & Concrete		
12	30	Ton	Asphalt		
13	40	Each	Sleeper Sofa		
14	200	Container	Paint (gallon container)		

15	1,000	Cu. Yd	General Household Cleanout / Items removed from household/property and properly discarded (Per verified tipping receipt)		
16	6,000	Sq. Ft	Cost for securing per square foot for accessible openings (cost includes labor, ½ inch CDX plywood, 2X4 pine lumber and carriage bolts)		
17	1,200	Sq. Ft	Cost for securing per square foot for openings above 10 feet and other non-accessible openings (cost includes labor ½ inch CDX plywood and galvanized or stainless-steel ring-shank or comparable deck nails or screws every 12” around the perimeter		
18	48	Each	Eyebolts or chain with 45 mm master lock (all locks installed are keyed alike to master)		
19	48	Each	45 mm master lock only (all locks installed are keyed alike to master)		
20	1,000	Sq. Ft	Cost for securing per square foot for accessible openings (cost includes labor, ¼ inch clear polycarbonate, clear hard plastic ½ inch brace and carriage bolts)		
21	500	Hour per person	Costs for repairing/erecting temporary fencing, backfilling large holes/burrows, or long carries (over 100 feet from debris to vehicle/dumpster)		
TOTAL BID PRICE (ITEMS 1-21 ABOVE)					\$

TERMS, PROMPT PAY DISCOUNT _____% 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN **2 DAYS** FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER _____

DISCLOSURE OF CONTRACT RENEWAL

This contract may be renewed for a second and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the current contract year.

In no event will increase exceed _____ % for the second contract year.

In no event will increase exceed _____ % for the third contract year.

(TO BE COMPLETED BY BIDDER)

Name

Date

Title

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A SECOND AND THIRD YEAR OPTION,
PLEASE INDICATE BY CHECKING THIS BOX: ☐

IMPORTANT

It is understood and agreed, that failure by the bidder to complete the above increase statement, it is the bidders intent to accept a second and third year option at zero (0) percent increase.

All other Terms and Conditions to remain the same.

CITY OF WORCESTER SPECIFICATIONS FOR
BRUSH/DEBRIS REMOVAL AND SECURING OF PROPERTIES
Bid # CR-8576-W6

GENERAL:

The City of Worcester Purchasing Division requests bids on behalf of the Inspectional Services Department for the services noted herein. The City seeks a qualified vendor to secure abandoned buildings and, in some instances, clean and secure vacant property from trespass *or* clean and/or cut back occupied properties in violation of City of Worcester nuisance ordinances. Work must be complete within 48 hours of notice to proceed from the City. After completion of the requested work, photographic documentation of prior and post conditions must be provided via email within 48 hours of completion. During the course of the most recent contract period, there have been 72 clean ups and 16 board ups completed.

The City may, at its discretion, award to the two lowest vendors. The low bidder will be the “primary vendor” and the second low bidder will be the “secondary vendor”. The City will send all work to the primary vendor first. If the primary vendor is unavailable or unable to perform the work within 48 hours, they must notify the City so that the secondary vendor may be utilized. If the primary vendor fails to notify the City or complete the work within 48 hours, the secondary vendor will be used. The continued failure to complete work within the 48 hour period by the primary vendor will result in additional work requests going directly to the secondary vendor.

All properties secured by the vendor must be posted with a sign stating “No Trespassing” no smaller than 8 inches by 11 inches with lettering no smaller than 2 inches.

Buildings shall be secured in accordance with the recommendations of the National Arson Prevention Clearinghouse and HUD standard. Primarily ½” CDX plywood will be secured with 2”x4” braces inside and out that are bolted together for openings in the basement, first floor doors and windows, and any other points of readily accessible entrance.

Openings above 10’ feet and those that is not readily accessible from porches, fire escapes, roofs and other potential climbing points can be secured with nails or screws 12” inches around the perimeter.

As directed by the City, vacant property must be cleared of trash and debris, and at times overgrown brush removed. Chain link fence repairs or installation of temporary fencing materials to deter further accumulation of trash and trespassing may also be requested under this contract. .

Invoicing must include the date services were completed, a copy of the tipping slip with tare and net weight, the location of the services performed and what type of services performed, including square footage for cutting and removal of overgrowth. **All invoices must reflect / include the contract unit pricing noted herein. Invoices which do not match contract and include any required backup documentation may be rejected.**

Vendor must be experienced at boarding, emergency boarding and securing buildings as well as removing grass, brush and trash debris. The bidder must submit a minimum of three references demonstrating successful work history of a similar size and nature. The City may act as its own reference..

Vendor shall maintain a marked vehicle that is identifiable to the general public. All employees shall be uniformed in such a way as to be easily recognizable as employees authorized to accomplish the work.

All work shall be conducted in a manner satisfactory to the Department of Inspectional Services and the Fire Department and in accordance with all applicable State, local and federal laws, rules and regulations. The boarding up of buildings program shall be implemented under the administration of the Department of Inspectional Services.

BOARDING REQUIREMENTS:

1. DOORS and STORM WINDOWS

Remove doors and storm windows and place inside adjacent to openings.

2. ACCESSIBLE OPENINGS

Openings in the basement, first floor doors and windows and any point of readily accessible entry from porch, fire escape or other potential climbing point. These openings should be barricaded with plywood, 2x4 braces, bolts and nails.

- a. Cut ½" plywood, CDX grade, to fit over the window and door openings, flush with outside of the moldings.
- b. Cut the 2x4 braces to fit the horizontal dimension of the plywood. You will need two 2x4 braces both exterior and interior for each window and three sets for each door. Note: For building with metal doors and window frames the 2x4's for the outside will be cut to the dimensions of the plywood, fitting inside the doorframe, against the band molding. For the inside 2x4 will be cut to the outside dimension of the door or window frame.
- c. Pre-drill 3/8" holes in the plywood and the braces.
- d. The holes will be placed approximately 1/3 of the length of the brace from each outside edge of the door and window jam.
- e. The two window braces will be placed 1/3 of the distance from the top and the bottom of the window.
- f. The three door braces will be placed with one in the center of the doorway, and one half the distance from the center to the top and to the bottom of the doorway.
- g. Place the plywood over the exterior opening and nail to the frame. Note: For metal frames place the plywood and braces inside the frame against the band molding.
- h. Place the 2x4 braces over the interior and exterior of the door or window.
- i. Place a large washer over a 3/8" (course threaded, rounded head on weather side) carriage bolt and place the bolt through the holes, then place a washer and nut inside, then tighten securely. Torque the nut so that it slightly compresses the interior 2x4 braces.

3. OPENING 10' FROM GROUND and OTHER NON-ACCESSIBLE OPENINGS

Openings at least 10' from ground level which are NOT accessible from a porch, fire escape, roof, or other climbing point can be secured with 1-5/8" (6d) galvanized or stainless steel ring-shank nails or comparable deck nails or screws every 12" around the perimeter.

For these openings the plywood should be fitted so that it rests snugly against the exterior frame, butting up to the siding on wood frame buildings and up to the brickwork on brick buildings. It may be necessary to remove the staff bead so this fit can be flush and tight.

4. SECURING WITH POLYCARBONATE

Clear boarding, gives the appearance of a traditional window, is more aesthetically pleasing and supports neighborhood stabilization.

Clear boarding must be completed with approved high strength polycarbonate sheeting with a minimum thickness of ¼". The use of non-approved sheeting such as Plexiglas is strictly prohibited. Interior bracing bars must be high strength plastic with a minimum thickness of ½". The use of wood bracing bars is strictly prohibited.

Fasteners and carriage bolts must be made of high strength galvanized steel. The use of non-conforming and low grade fasteners is strictly prohibited.

ASSUMPTION OF LIABILITY

All buildings may be without power and are likely to be littered with debris. Most structures are partially or completely unstable. Extreme caution must be exercised in gaining access to openings while boarding up these structures. The contractor assumes all responsibility and liability in performing the requirements of this contract. A certificate of insurance must be provided to the City as part of contract execution. Requirements / limits are as noted elsewhere in this bid document.

FENCING REQUIRMENTS – VACANT PROPERTY

1. Repairs to Chain Link Fence as directed by the City. Additionally, temporary fencing installations may be requested by the City in an effort to prohibit additional illegal dumping activity. Vendor shall provide an hourly rate for these efforts. Item 21 includes the labor rate for this service. Any materials needed shall be at vendor's cost plus 10%. Fencing shall be adequate to prevent the entry of unauthorized persons / vehicles.

CLEANING – VACANT PROPERTY

1. Remove trash and debris from property, on an as needed basis by request, and properly dispose of at an approved disposal site.
2. Trim overgrown brush, on an as needed basis by request, in a manner to allow better visible observations of site conditions. Rates for lengths up to 18 inches and greater than 18 inches. Provide measurement of area before trimming.
3. Backfill large holes / burrows with adequate material as directed and approved by the City.
4. For removal of debris on large properties that require a "long" carry (over 100 feet), the vendor may charge an additional hourly rate for this labor. Item 21 includes the labor rate for this service.

REFERENCES

Please indicate **at least one** reference of previous experience with this type of work. Please use additional pages if needed.

Name	
Phone #	
Email	
Brief Description of Work Performed	

Name	
Phone #	
Email	
Brief Description of Work Performed	

Name	
Phone #	
Email	
Brief Description of Work Performed	

- Additional references may be provided. Please duplicate this form.