

This is a Procurement Opportunity with Adams and Associates at the Glenmont Job Corps Center and not with the Federal Government.

**Scope of Work for:
Interior wall painting of Dorm A and Dorm B**

**Glenmont Job Corps Center
822 River Road
Glenmont, NY 12077**

**Operated by Adams and Associates, Inc.
For the
U.S. Department of Labor**

Prepared by:

Toni Lyn Wells
Purchase Agent
Glenmont Job Corps Center

Scope of Work ID:

GL S22-017

Table of Contents

I. General.....	4
II. Construction Requirements	4
A. Codes	4
B. Specific Requirements.....	5
C. Special Conditions	6
D. Schedules and Delays	7
III. Bid Requirements	7
IV. Evaluation Criteria	9
V. Acceptance of Work.....	9
A. Substantial Completion.....	9
B. Final Inspection	10
VI. Extent of Work	10
VII. Wage Determination	10

I. GENERAL

Owner: US Department of Labor (DOL)

Center Operator: Adams and Associates, Inc.

Mailing Address: Glenmont Job Corps Center
ATTN: Toni Lyn Wells
822 River Road
Glenmont NY 12077

Site Visit: November 3, 2022 11am

Proposal Due Date: 11/13/2022 by 5pm

Submission of Proposals: Glenmont Job Corps Job Corps Center
ATTN: Toni Lyn Wells
Purchase Agent
wells.tonilyn@jobcorps.org

The only Bids that will be considered will be from vendors who attend the mandatory bid conference on the day and time specified above.

Project Summary

Interior wall painting on Dorms A & B

Please see the complete in Section VI Extent of Work.

II. CONSTRUCTION REQUIREMENTS

A. CODES

1. The contractor will conform to all applicable state and local codes, ordinances, and regulations including the national building code commonly used in the area.
2. All conflicts and requests for interpretation or clarification shall be submitted to the Glenmont Job Corps Center.
3. All work shall conform to the current regulations of the Environmental Protection Agency (EPA), and the Occupational Safety and Health Administration (OSHA). The regulations of the New York shall prevail if they are more stringent than those of the Federal Government are.

4. The contractor shall not submit plans or specifications to any local authority without the prior approval of the Glenmont Job Corps Center Executive Center Director or designated representative.
5. As required by FAR 52.222-41(g), it is a requirement of the subcontractor to inform each employee working under the subcontract of the minimum wage determination. The poster provided by the Department of Labor (Publication WH 1313) is to be posted at the worksite.

B. SPECIFIC REQUIREMENTS

1. Prior to submitting a bid, the prospective bidder must visit the site and become thoroughly familiar with all pertinent conditions that are included in this Scope of Work. The prospective bidder must take such steps as may be necessary to ascertain the nature and condition of the work, and the general and local conditions, which can affect the work or cost thereof. Failure to do so shall not relieve bidders from the responsibility for estimating properly the difficulty or cost of successfully performing the work. Arrangements must be made with the center prior to inspecting the site.
2. A pre-bid walk-through will be conducted at the project site with all interested contractors prior to the bid opening date. At that time, questions related to the areas of work can be presented and discussed with the center. **This site pre-bid conference and walk-through is mandatory and if you desire to submit a proposal you must attend.** No other accommodations will be made.
3. Any proposed interruption to center operations during construction must have prior approval from the U. S Department of Labor Contracting Officer after a minimum of 72-hour notice. The center and its buildings shall remain in operation throughout construction. All construction activity and contractor access shall be coordinated with the center in order to minimize disruption of center operations. No work will be performed on weekends unless the contractor receives prior approval in writing from the Contracting Officer.
4. Although this Scope of Work identifies specific elements of construction, it is the contractor's responsibility to provide any elements, which are incidental to the functioning of the work to be provided. It is not intended that other deficiencies that are not related to the work identified in Section V of this Scope be corrected. The contractor shall limit its efforts only to the work that has been identified (including affected areas) in this Scope of Work.
5. As-built construction drawings may not be available. The contractor is required to familiarize himself with the existing conditions affecting the work through site verification. The contractor will be responsible for verification of all dimensions, layout, and conditions in and around the construction area involved. The contractor shall inform the center immediately of any unforeseen conditions, which may affect the work.
6. A pre-construction meeting shall be held at the center after execution of the agreement and prior to commencement of the work. Those in attendance shall include the Maintenance Manager or designated representative, the contractor and major sub-

contractors. The meeting agenda shall include significant items, which could affect the progress, construction schedule, critical sequencing, use of premises, and policies governing interaction with center staff and students.

7. For work scheduling, the contractor shall provide a sequenced construction schedule to the center for approval no later than 10 days after he receives a Notice to Proceed (NTP) indicating the areas he desires and the periods he requires them vacant in order to perform his work.
8. All materials, finishes and appurtenances shall be selected for their ease of maintenance, high durability, and local availability; and shall be coordinated with those currently used by the center. Restoration of damaged elements or surfaces shall be promptly executed in like materials, as a part of this contract.
9. The contractor shall be responsible for all cutting and patching incidental to the work described herein. The contractor shall promptly repair/replace any damage to structures, elements, utilities, finishes, etc., occurring due to construction, as a part of this contract.
10. The contractor shall maintain a clean and safe work area throughout the period of construction. The contractor shall, at the end of each workday, remove all demolition debris and hazardous and potentially dangerous materials used in the work. The contractor shall collect construction material and debris frequently, dispose of debris, and refuse away from the center in a lawful manner. The contractor shall clean the exterior public areas impacted by construction dust, dirt and debris on a daily basis. The contractor shall be responsible for all fees, permits, etc., required for waste disposal.
11. The contractor shall be responsible for receiving, storing, and securing of all materials, equipment and other items to be used in accomplishing the work. The contractor shall be responsible for all equipment and materials brought onto the center and shall replace damaged or stolen items at its expense.
12. The contractor and all persons employed under the contract:
 - a. Shall observe all security regulations in effect at the center;
 - b. Shall not fraternize with the students or staff of the center;
 - c. Shall not consume or transport any alcoholic beverages or drugs on the center;
 - d. Shall not transport any firearms on the center
 - e. Persons violating the above shall be dealt with in an appropriate manner.
13. The contractor shall be required to be licensed by the appropriate authority in the area to conduct the required contractual work.
14. The contractor will coordinate with the center for locations of staging areas, and vehicle parking. Electricity will be made available by the center. Connections to existing power shall be by the contractor. Following completion, the contractor shall return the site conditions to their original state.

C. SPECIAL CONDITIONS

1. Acceptance of "As Is" conditions

Prior to performing any work at or on an existing center element, the contractor shall tour that element with the designated representative of the center for the purpose of defining the limits of his work area and establishing existing conditions. Once the center and the contractor agree on the “As Is” condition the contractor may take possession of that element for the purpose of performing the work. He shall protect all existing items within the work limits, which are not specifically part of the work in the Contract and, at the completion of his work shall restore as necessary the work area to the “As Is” condition agreed to with the center prior to commencement of the work. If there is concern that the work area contains damaged elements that might appear as damage caused by the prosecution of the work, the contractor shall document the damage through memo or video tape the work area and provide a copy to the center prior to commencing any work. The center may make its own video of conditions, if desired.

2. Contractors’ possession of the work

Once the contractor accepts the work area(s) and the “As Is” conditions (item 1 above), he/she is responsible for protecting and insuring everything within the work area against damage and harm. Only when the center executes a substantial completion certificate for the work completed in a specific work area will the contractor be relieved of responsibility for the protection of that work area.

D. SCHEDULES AND DELAYS

1. The contractor shall, upon acceptance of his proposal by the center, perform the work in accordance with the Scope of Work, and start work within fourteen (14) days of issue of Notice to Proceed (NTP) by the center. All work, including punch list items, shall be completed within the prescribed period after written NTP.
2. The contractor shall immediately notify the center of any expected delays in the acquisition of materials, which may delay the completion of the project. Should this impact the approved construction sequence schedule (item II.B.7 above) the contractor shall adjust the schedule and resubmit it for center approval. No extensions in time will be granted unless the modified schedule is approved by the center.

III. BID REQUIREMENTS

1. Each bidder shall submit a bid based upon Part VI - Extent of Work that includes reference to the project listed in this scope of work. Any variations from the base scope of work are to be noted as distinctly separate from the base bid.
2. Bids shall be submitted for the work as a basis for the contract. The prospective bidder shall submit a bid for a Single Lump Sum Contract.
3. The bid shall include all labor, material, and equipment costs, and all incidental costs necessary to complete the work.

4. **The contractor must include with his/her proposal, certification that he/she will conform to the latest Davis Bacon Wage Rate decisions for the area. See section VII for wage determination.**
5. Contractor must provide a timeline for substantial completion in their proposals.
6. A minimum 90-day bid guarantee is required.
7. **Glenmont Job Corps Center is tax-exempt.**
8. Prior to starting any work, the contractor shall show proof of required insurance, in amounts to cover risk as stated below:
 - General Liability Insurance—Minimum of \$1,000,000 per occurrence. (Certificate of Insurance provided by subcontractor must name Glenmont Job Corps Center as an additional insured on the Certificate)
 - Comprehensive Automobile Liability Insurance (\$1,000,000 combined single limit)
 - Workers Compensation / Liability Insurance (\$1,000,000 per occurrence, Workers Compensation / Liability Insurance (\$1,000,000 per occurrence, Must meet state statutory limit requirements, including those for Employer's Liability, if applicable.)
9. **Final Bid Proposal shall be typed and submitted on official Company letterhead and must include the following:**
 - Scope of Work ID#, Project Description, Project Specific Requirements, Lump Sum Cost
 - A list of materials (Eco-sensitive materials should be identified) to include a list of any reused parts, equipment or conduit, and material safety data sheets (MSDS) proposed for use, if any
 - References
 - Copies of all Insurance Certificates
 - Copy of all licenses and certifications relevant to this proposal
 - Proof of a valid Contractor's License for the State of New York
 - Completed Vendor Questionnaire (with DUNS# if available) and W9
 - Small Business Certification, if any
10. Net 30 payment terms

IV. EVALUATION CRITERIA

Evaluation Criteria	Point Value
Price: Responsible Contractor who can perform effective services at the lowest reasonable price.	60
Quality: Demonstrated experience and knowledge capabilities; Technical Excellence; Management Capabilities; Personnel qualification; Quality of the Tender packages; Technical excellence including where necessary, technical drawings, blue prints.	20
Past Performance: Past services to center or list of references for verification purposes.	10
Schedule: Explanation on how services will be carried out and the delivery timeframe.	10
TOTAL POINTS	100

Award will be made to the offeror who provides Best Value to the Center when all Evaluation Criteria are considered. Lowest Price does not guarantee award of Sub Contract. Adams and Associates retains the right to reject any and all bids.

V. ACCEPTANCE OF WORK

A. SUBSTANTIAL COMPLETION

1. Substantial completion of the work is defined herein as the point at which the work is complete in all respects except for a few minor items which are to be listed on the contractor's punch list. With the issuance of a substantial completion certificate executed by the center and the contractor, the center will occupy/take possession of the work and operate the installed systems/equipment. Prior to the issuance of an executed substantial completion certificate the contractor shall have had all tests completed, witnessed and approved by the center's authorized representative. The provision of all required training, operating and maintenance manuals, keys and other such requirements specified in this Scope of Work shall be a prerequisite to the contractor's notification requesting a substantial completion walk-through.
2. The contractor shall notify the center in writing at least seven (7) days prior to the estimated date of substantial completion and request a substantial completion walk-through. The letter shall include a dated punch list as developed by the contractor. The purpose of the walk-through is to review the contractor's list for accuracy and to identify any additional items needing completion prior to final acceptance. The contractor, shall, upon receipt of a substantial completion punch list, correct his work as required within fourteen (14) days or until acceptable to the center. The Contracting Officer and/or the designated representative shall perform the substantial completion walk-through.

3. The date of the center's acknowledgment of substantial completion shall establish the date of commencement of the contractor's one (1) year guarantee of workmanship and the manufacturer's product warranties (2 years if work involves roofing).
4. Manufacturer's warranty shall include the following information:
 - a. Center Name
 - b. Date of Substantial Completion (warranty commencement date)
 - c. Date Warranty Expires
 - d. Description of Warranty Services
 - e. Serial numbers of equipment under Warranty

B. FINAL INSPECTION

1. The contractor shall inform the center in writing at least three days prior to the estimated date of the completion of the work and request a final acceptance inspection.
2. The contractor shall guarantee all workmanship done under this Scope of Work for a period of one year. Prior to final payment, the contractor shall deliver to the center, consent of surety of final payment and release of liens by all subcontractors and material suppliers associated with this project. The center must also receive a completed SF 1413, a copy of which is included in the Pre Award Bid Package, and all certified payroll records, as well as the Sub Contractors Release of Claims.

VI. EXTENT OF WORK

Deficiency ID	Findings	Recommendation
TBD		

VII. WAGE DETERMINATION

"REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS
ADMINISTRATION

By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

| Wage Determination No.: 2015-4143
Daniel W. Simms Division of | Revision No.: 22
Director Wage Determinations | Date Of Last Revision: 06/27/2022

Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order

14026 or Executive Order 13658.

If the contract is entered into on or after January 30 2022 or the contract is renewed or extended (e.g. an option is exercised) on or after January 30 2022: | With certain exceptions Executive Order 14026 applies to the contract. | The contractor must pay all covered workers | at least \$15.00 per hour (or the applicable | wage rate listed on this wage determination | if it is higher) for all hours spent | performing on the contract in 2022. |

If the contract is entered into on or after January 30 2022 or the contract is not renewed or extended on or after January 30 2022: | With certain exceptions Executive Order 13658 applies to the contract. | The contractor must pay all covered workers | at least \$11.25 per hour (or the applicable | wage rate listed on this wage determination | if it is higher) for all hours spent | performing on the contract in 2022. |

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at <https://www.dol.gov/agencies/whd/government-contracts>.

State: New York

Area: New York Counties of Albany Rensselaer Saratoga Schenectady Schoharie

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
23760 - Painter Maintenance		23.25