



Burlington Department of Public Works
Water Resources Division
Megan Moir, Division Director – Water Resources
235 Penny Lane
Burlington, VT 05401
(802) 863-4501

REQUEST FOR PROPOSALS JANITORIAL CONTRACT – WATER RESOURCES DIVISION

Date of Issuance:	January 20, 2020
Issued by:	City of Burlington, Department of Public Works
Due Date for Proposals:	February 14, 2020 at 2:00pm
Site Visit:	January 31, 2020 at 1:00 p.m. (details below)
Questions due:	February 3, 2020 at 2:00pm
Issuing Point of Contact:	Jenna Olson, Water Policy & Programs Manager 235 Penny Lane Burlington, VT 05401 (802) 863-4501 jolson@burlingtonvt.gov

I. BACKGROUND

The City is seeking proposals from all interested and qualified respondents to establish and operate a janitorial contract with the City of Burlington's Water Resources Division. The contract shall include an initial 'deep' cleaning, routine weekly cleaning, annual tasks (i.e. carpet cleaning), and other intermittent janitorial tasks as required. The Water Resources Division intends to maintain the ability to renew a contract with the selected respondent for a minimum of 3 years.

II. SCOPE OF WORK

The selected contractor will be responsible for providing regular janitorial services at two Water Resources facilities, located at 235 Penny Lane (Francis J. O'Brien Water Treatment Facility) and 53 Lavalley Lane (Burlington Main Wastewater Treatment Plant). **Attachment A** includes detailed bid sheets for each location, outlining the schedule and scope of services for each facility and the janitorial tasks required, as well as the desired service standards.

The City is further seeking quarterly floor cleaning services at two additional facilities, located at 267 Riverside Avenue (Burlington Riverside Wastewater Treatment Plant) and 3080 North Avenue (Burlington North Wastewater Treatment Plant). **Attachment B** includes location maps and floor plans for the facilities subject to this request. The Water Resources Division will provide the following supplies:

- Paper towels
- Toilet paper
- Hand soap
- Trash bags

All other cleaning supplies and equipment shall be furnished by the selected contractor. It is the preference of Water Resources staff that the contractor use low-VOC or 'green' cleaning products as much as possible.

Please note that all of the locations included in this proposal are dog-friendly, and therefore may be sensitive for anyone with pet allergies.

III. RESPONSE FORMAT

Contractors submitting proposals agree to:

1. Complete the provided bid certification and individual bid sheets included in **Attachment A**, and provide any other requested information.
2. Maintain the ability to respond to requests, and notify the City if at any time they will not be available.
3. Understand that no minimum amount of work is implied or guaranteed under this invitation.
4. Submit a performance bond or irrevocable letter of credit within thirty (30) calendar days following receipt of the executed contract.
5. Perform work in accordance with applicable rules, regulations, codes, and ordinances of local, state and federal authorities.

IV. SUBMISSIONS

Water Resources Staff will conduct site visits to the facilities subject to this request for all interested respondents on January 31, 2020 beginning promptly at 1:00 p.m. Participants should plan to meet in the main lobby of the Francis J. O'Brien Water Treatment Facility, located at 235 Penny Lane, Burlington VT 05401. Please arrive 10 minutes early, and plan to travel to the other locations in your own vehicle. Interested parties are encouraged to record any measurements or other data during this visit that may be necessary to provide an accurate bid. If you have questions regarding this site visit, please contact Jenna Olson directly at (802) 557-5440.

Questions concerning this RFP should be made via email to Jenna Olson, jolson@burlingtonvt.gov, Water Policy & Programs Manager. It is the responsibility of the prospective bidders to contact **Jenna Olson** via email to verify receipt of questions. Based upon such inquiry the City may choose to issue an Addendum. Any revisions, addendums and answers to questions received at least a week before the due date will be posted on the City's RFP web page <http://burlingtonvt.gov/RFP/>. It is advised that consultants sign up for the GovDelivery notification so that they will be notified of any updates to the RFP page.

Contractors are encouraged to be concise. All proposals must include, at a minimum, the following:

1. Completed and signed (by authorized representative) bid certification sheet and individual bid sheets including contact information, pricing for labor and supplies for a period of **3** years from the above proposal date, and a list of any specialty equipment.
2. Signed Livable Wage, Outsourcing, and Union Deterrence Certifications described in the Supplemental General Conditions.

Note that the selected contractor shall be also required to submit current insurance certificates.

All replies to this RFP must be received via email, or delivered in a sealed envelope clearly marked "**Water Resources Janitorial Services**" to the address and point of contact no later than 2:00 pm, by the above due date and time, at which time all submitted materials will be opened and recorded. Electronic proposals are preferred as long as they are received by the point of contact by the required deadline.

V. CONTRACTOR SELECTION

Proposals will be reviewed and evaluated by City staff based on the information provided in the proposal. The following criteria shall be considered in reviewing proposals:

Responsiveness – 30 points	<ul style="list-style-type: none">• Respondent demonstrated a clear understanding of the scope of work, and completed provided bid documents in full.• Proposal included any additional details necessary to demonstrate the respondent's ability to satisfy the requested scope of work.
Experience – 30 points	<ul style="list-style-type: none">• Respondent demonstrated an ability to provide janitorial services for a similarly sized facility.• Respondent provided client references with contact names and phone numbers / email addresses.
Operations – 20 points	<ul style="list-style-type: none">• Respondent provided a comprehensive description of how they would establish and operate the services requested.
Pricing – 20 points	<ul style="list-style-type: none">• Based on the scope of work provided, the respondent provided a complete bid in the requested format.• Respondent included estimates or quotes for any additional products or services that may be needed to satisfy the scope provided.

Additional information may be requested prior to final selection. Final costs will be determined through negotiations with the selected contractor. It is anticipated that a decision will be made within 30 days of the due date.

VI. CONTRACTING

The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Contractor is registered with the Secretary of State's Office. The successful respondent will be expected to execute sub-agreements for each sub-contractor named in the proposal upon award of this contract.

If the award of the contract aggrieves any firms, they must appeal in writing to the City. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract.

VII. AGREEMENT REQUIREMENTS

The selected contractor will be required to execute a contract with the City on the terms and conditions required by the City, including but not limited to those in the attached Draft Contractor Agreement (**Attachment C**).

VIII. LIMITATIONS OF LIABILITY

The City assumes no responsibility and liability for costs incurred by parties responding to this RFP or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

IX. COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person in preparing or submitting a proposal are the sole responsibility of that person. The City will not reimburse any person for any costs incurred as a result of the preparation of proposals in response to this RFP.

X. INDEMNIFICATION

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee

of the City. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the City, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the submission of the response.

XI. REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that proposal is not the lowest bid. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the City to award a contract.

XII. OWNERSHIP OF DOCUMENTS

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

XIII. PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

XIV. ATTACHMENTS

- Attachment A: Service Standards & Bid Sheet
- Attachment B: Location Maps & Building Floor Plans
- Attachment C: City of Burlington DRAFT Contract Agreement

Attachment A:
Service Standards &
Bid Sheets

**Burlington Water Resources Division
Janitorial Service Standards**

Task	Service Standard
Restrooms / Locker Rooms	<p>Work includes cleaning all plumbing fixtures, toilet bowls, sinks, floors, and refilling all paper products as needed.</p> <p>Toilet bowls and urinals shall be sanitized. Scouring powder may be used on bathroom fixtures if necessary. Floors shall be dry swept and mopped using a germicide / sanitizing agent.</p> <p>Showers shall be cleaned using a scouring powder or other cleaning agent at least once every other week.</p>
Glass / Mirror Cleaning	Surface shall be clear of streaks, film, dust, and have a uniformly bright appearance.
Sweeping	All non-carpeted areas shall be swept with a broom or mechanical brush / vacuum. Surface shall be cleared of all dust and debris.
Damp Mopping	All non-carpeted floors shall be cleaned with a wet mop using appropriate cleaning solution, and will be cleared of all stains and dirt.
Carpet Cleaning	<p>Carpeted areas shall be vacuumed to remove all dirt and debris.</p> <p>All carpeted areas shall be shampooed at least once per year, and any stains will be cleaned to the maximum extent possible.</p>
Mat Cleaning	All mats shall be cleaned and removed to clean dirt and dust deposits from underneath, and put back in place.
Dusting	All clear surfaces, windowsills, light fixtures, photo frames, and walls / ceilings shall be kept clear of dust and cobwebs.
Trash & Recycling	All trash and recycling containers shall be emptied and new bags will be placed in trash receptacles.

BID CERTIFICATION SHEET - WATER RESOURCES JANITORIAL SERVICES

Contractor: _____

Address: _____

Contact Name: _____

Telephone: _____

Email: _____

Initial Deep Cleaning Total: _____

BID TOTAL: _____

By submission of this BID, each BIDDER certifies, and in the case of a joint BID, each party thereto certifies to his own organization, that his BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER acknowledges receipt of the following ADDENDUM(S):

Signature of Authorized Representative

Date

BID PROPOSAL FORM

Francis J. O'Brien Water Treatment Facility
 235 Penny Lane
 Burlington VT, 05401

Contractor Name: _____

Area	Task Description	Frequency				Hours Needed	Hourly Rate	Supply Costs
		2X/WK	WKLY	MTHLY	OTHER			
RESTROOMS	Clean toilets & urinals	X						
	Clean sinks	X						
	Clean mirrors	X						
	Clean dispensers	X						
	Dry sweep & mop floors	X						
	Refill & stock paper products		X					
	Refill soap dispensers		X					
LOCKER ROOMS	Clean toilets & urinals	X						
	Clean sinks		X					
	Clean mirrors		X					
	Clean dispensers		X					
	Dry sweep & mop floors		X					
	Clean shower			X				
	Refill & stock paper products		X					
INDIVIDUAL OFFICES & CONFERENCE ROOM	Empty trash	X						
	Empty recycling	X						
	Vacuum carpets	X						
	Dust cleared surfaces & sills		X					
	Dust walls & ceilings			X				
CUBICLE AREA	Empty all trash cans	X						
	Empty all recycling containers	X						
	Vacuum carpets	X						
	Dust cleared surfaces & sills		X					
	Dust walls & ceilings			X				
COPIER ROOM	Empty trash	X						
	Empty recycling	X						
	Empty shred bin	X						
	Dust surfaces		X					
	Vacuum carpet	X						
LOBBY AREAS	Vacuum throw mats	X						
	Remove throw mats & dry sweep	X						
	Mop entire floor area	X						
	Vacuum carpeted stairs & landings	X						
	Clean interior of glass doors			X				
	Clean exterior of glass display case			X				
	Dust walls & ceilings		X					
	Clean & sanitize drinking fountain	X						
	Vacuum interior of elevator	X						
Clean stainless steel elevator doors		X						
LABORATORY	Empty trash	X						
	Empty recycling	X						
	Dry sweep & mop floors	X						
OTHER	Carpet shampooing				ANNUAL			

INITIAL DEEP CLEANING TOTAL	
BID TOTAL (ANNUAL)	

BID PROPOSAL FORM

Burlington Main Wastewater Treatment Plant
 53 Lavalley Lane
 Burlington VT, 05401

Contractor Name: _____

Facility Area	Task Description	Frequency				Hours Needed	Hourly Rate	Supply Costs
		2X/WK	WKLY	MTHLY	OTHER			
RESTROOMS	Clean toilets & urinals	X						
	Clean sinks	X						
	Clean mirrors	X						
	Clean dispensers	X						
	Dry sweep & mop floors	X						
	Refill & stock paper products				X			
	Refill soap dispensers				X			
LOCKER ROOM	Clean toilets & urinals	X						
	Clean sinks		X					
	Clean mirrors		X					
	Clean dispensers		X					
	Dry sweep & mop floors		X					
	Clean shower			X				
	Refill & stock paper products				X			
INDIVIDUAL OFFICES & CONFERENCE ROOM	Empty trash	X						
	Empty recycling	X						
	Vacuum carpets	X						
	Dust cleared surfaces & sills		X					
	Dust walls & ceilings			X				
LOBBY AREA	Vacuum throw mats	X						
	Remove throw mats & dry sweep	X						
	Mop entire floor area	X						
	Clean interior of glass doors			X				
	Dust walls & ceilings		X					
	Clean & sanitize drinking fountain	X						
LABORATORY	Empty trash	X						
	Empty recycling	X						
	Dry sweep & mop floors	X						
OTHER	Carpet shampooing				ANNUAL			

INITIAL DEEP CLEANING TOTAL	
BID TOTAL (ANNUAL)	

BID PROPOSAL FORM - ADD ALT

Burlington East Wastewater Treatment Plant
 267 Riverside Avenue
 Burlington VT, 05401

Contractor Name: _____

Facility Area	Task Description	Frequency				Hours Needed	Hourly Rate	Supply Costs
		2X/WK	WKLY	MTHLY	OTHER			
FLOORS	Dry Sweeping & Mopping				X			
	Wax & Buff				X			

Burlington North Wastewater Treatment Plant
 3080 North Avenue
 Burlington VT, 05401

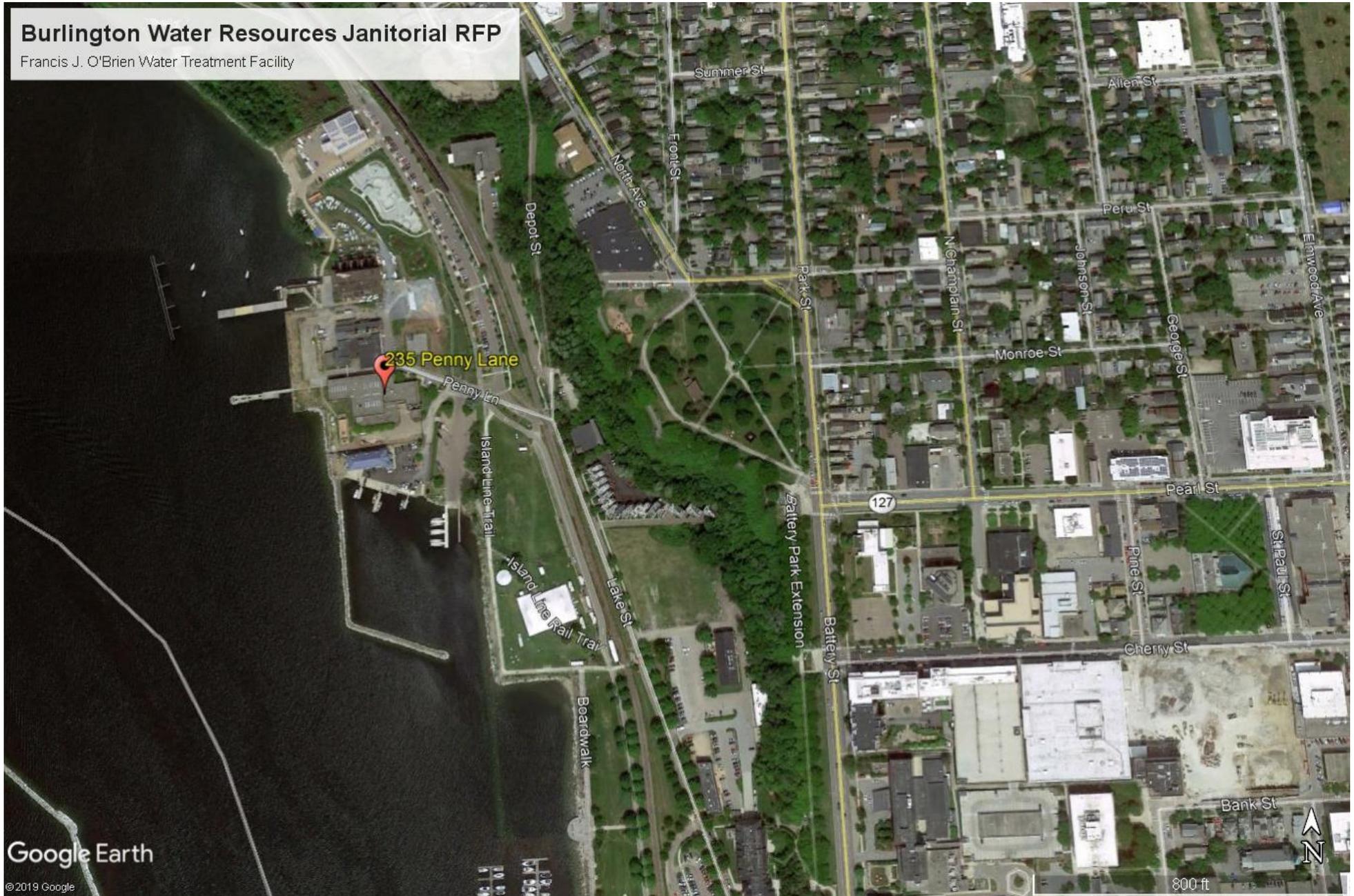
Facility Area	Task Description	Frequency				Hours Needed	Hourly Rate	Supply Costs
		2X/WK	WKLY	MTHLY	OTHER			
FLOORS	Dry Sweeping & Mopping				X			
	Wax & Buff				X			

BID TOTAL (ANNUAL) _____

Attachment B:
Location Maps &
Floor Plans

Burlington Water Resources Janitorial RFP

Francis J. O'Brien Water Treatment Facility



Google Earth

© 2018 Google

Burlington Water Resources Janitorial RFP

Burlington Main Wastewater Treatment Plant



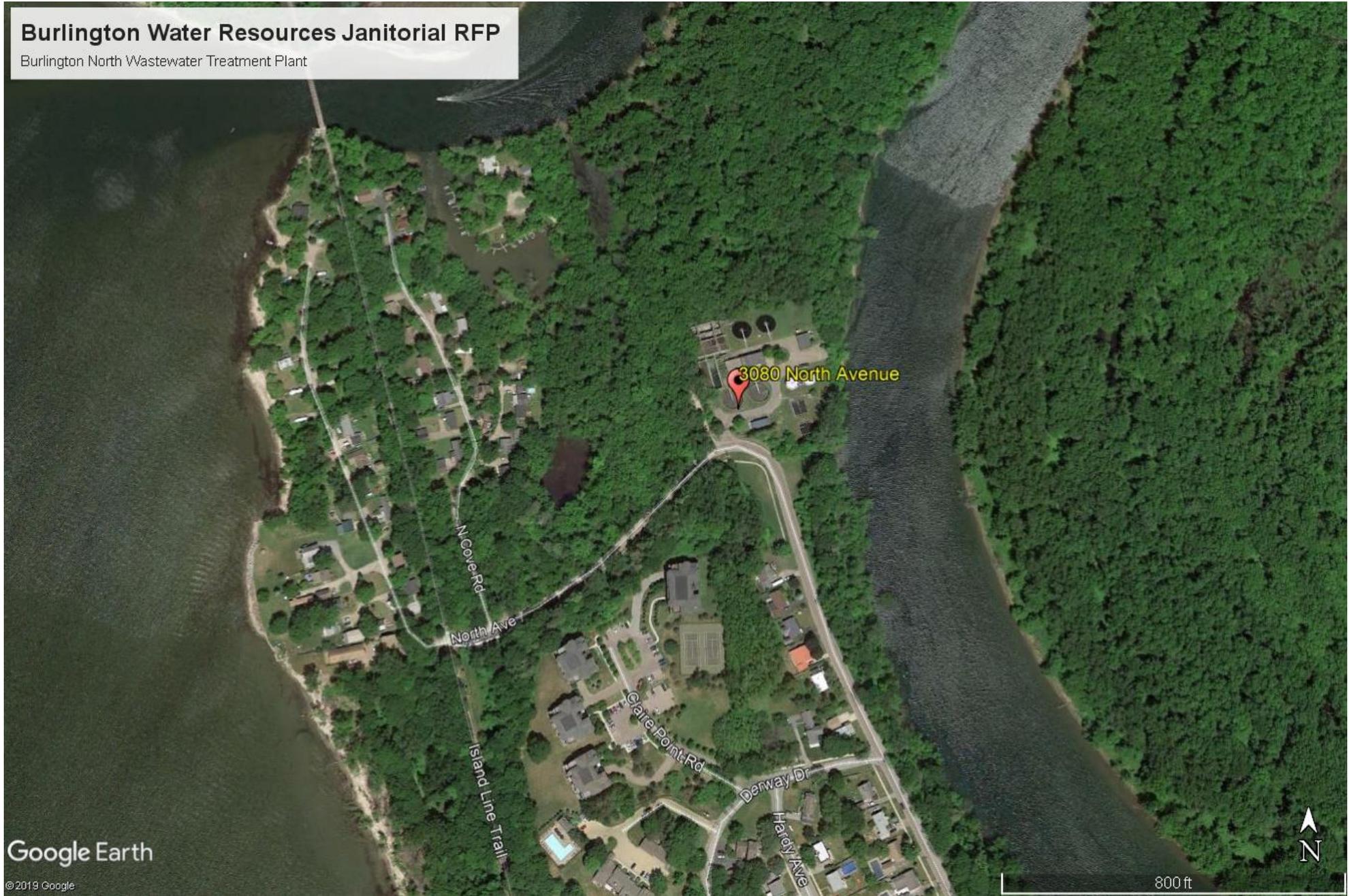
Google Earth

© 2019 Google

900 ft

Burlington Water Resources Janitorial RFP

Burlington North Wastewater Treatment Plant



Google Earth

© 2019 Google

800 ft



Burlington Water Resources Janitorial RFP

Burlington East Wastewater Treatment Plant



Google Earth

© 2019 Google

500 ft

FIRST FLOOR PLAN

1/8" = 1'-0"

NOTE:
COPY ALL INTERIOR PARTS UP TO
UNLESS OTHERWISE NOTED
UNLESS OTHERWISE NOTED

NO.	REVISIONS	DATE



RECORD PLAN
A-2
 WATER TREATMENT PLANT RENOVATIONS
 MAIN BUILDING
 CITY OF BURLINGTON, VERMONT

DESIGNED BY: *Joseph Good*
 SCALE: 1/8" = 1'-0"
 DATE: MAY, 1981
 CHECKED BY: *Joseph Good*
 JOB NO. 80-050
 SHEET 8 OF 114 SHEETS

WHITMAN & HOWARD INC.
 ENGINEERS AND ARCHITECTS
 45 WILLIAM ST. WELLESLEY, MASS.

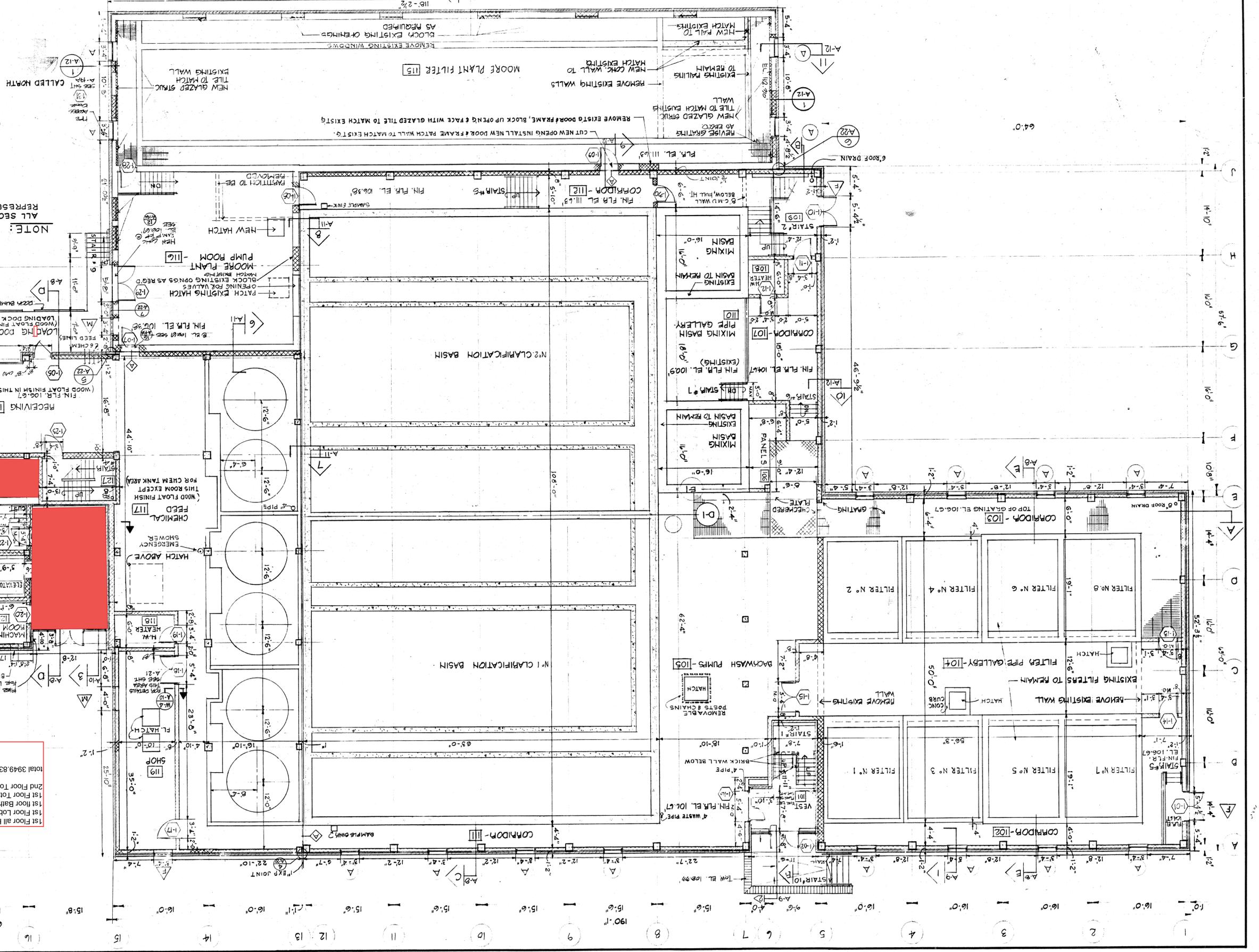
NOTE:
 ALL SECTIONS SHOWN THUS REPRESENT WALL CONN. TO 2ND FL.

NOTE:
 CUTLINE BUILDING (SEE SHEET A-10)

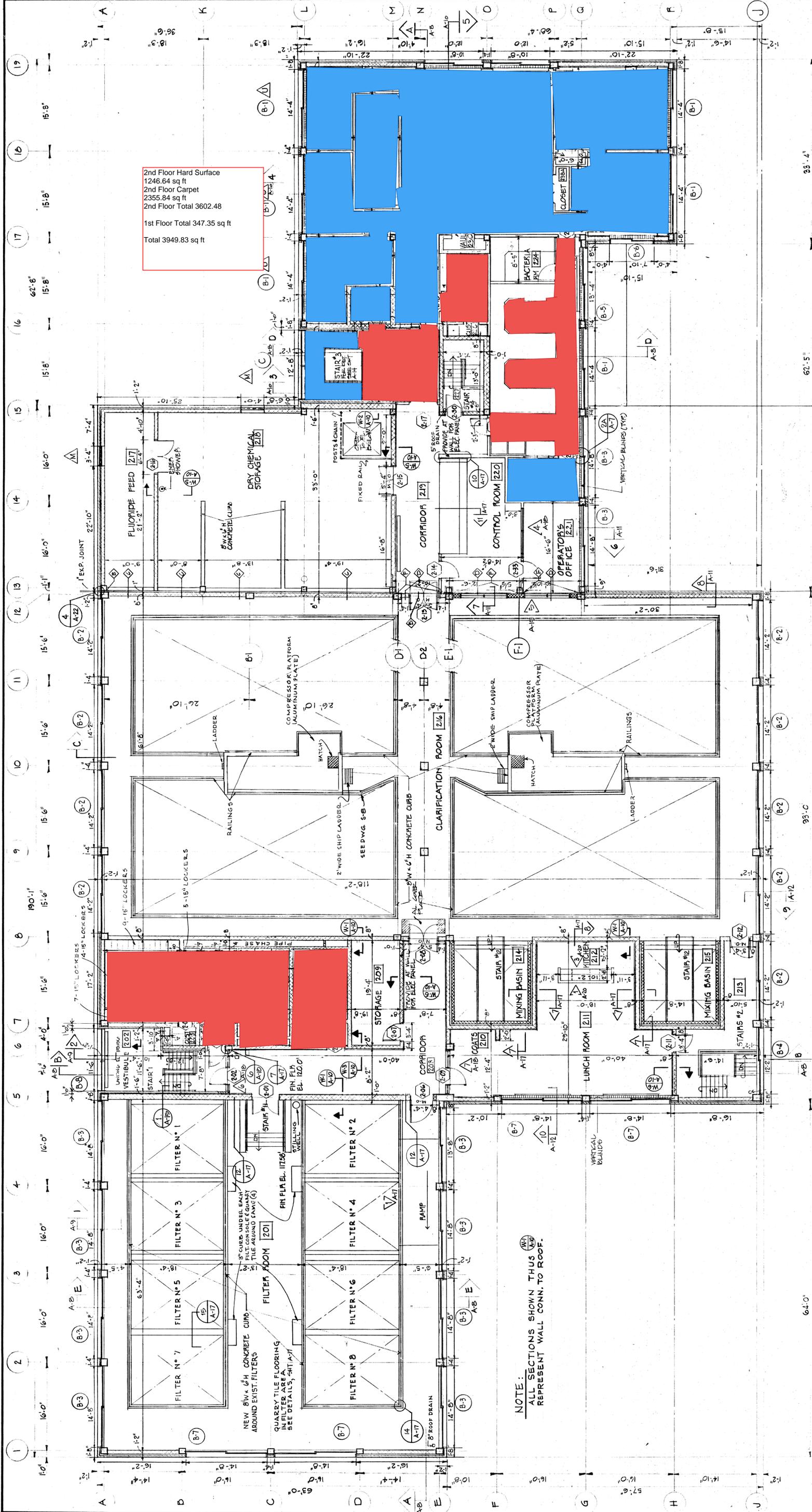
NOTE:
 FIN. FLOOR FINISH IN THIS AREA

NOTE:
 PATCH EXISTING HATCH

NOTE:
 REMOVE EXISTING WALL



1st Floor all Hard Surface
 1st Floor Lobby 283.69 sq ft
 1st Floor Bathroom 63.66
 1st Floor Total 347.35
 2nd Floor Total 3602.4
 Total 3949.83



2nd Floor Hard Surface
1246.64 sq ft
2nd Floor Carpet
2355.84 sq ft
2nd Floor Total 3602.48

1st Floor Total 347.35 sq ft
Total 3949.83 sq ft

NOTE:
ALL SECTIONS SHOWN THUS
REPRESENT WALL CONN. TO ROOF.

RECORD PLAN A-3

WATER TREATMENT PLANT RENOVATIONS
MAIN BUILDING
SECOND FLOOR PLAN

CITY OF BURLINGTON, VERMONT

WHITMAN & HOWARD INC.
ENGINEERS AND ARCHITECTS
45 WILLIAM ST. WELLESLEY, MASS.

DESIGNED BY: SCALE: 1/8"=1'-0" DATE: MAY, 1981
DRAWN BY: APPROVED: [Signature] JOB NO.: 80-050 SHEET 9 OF 114 SHEETS
CHECKED BY: [Signature]

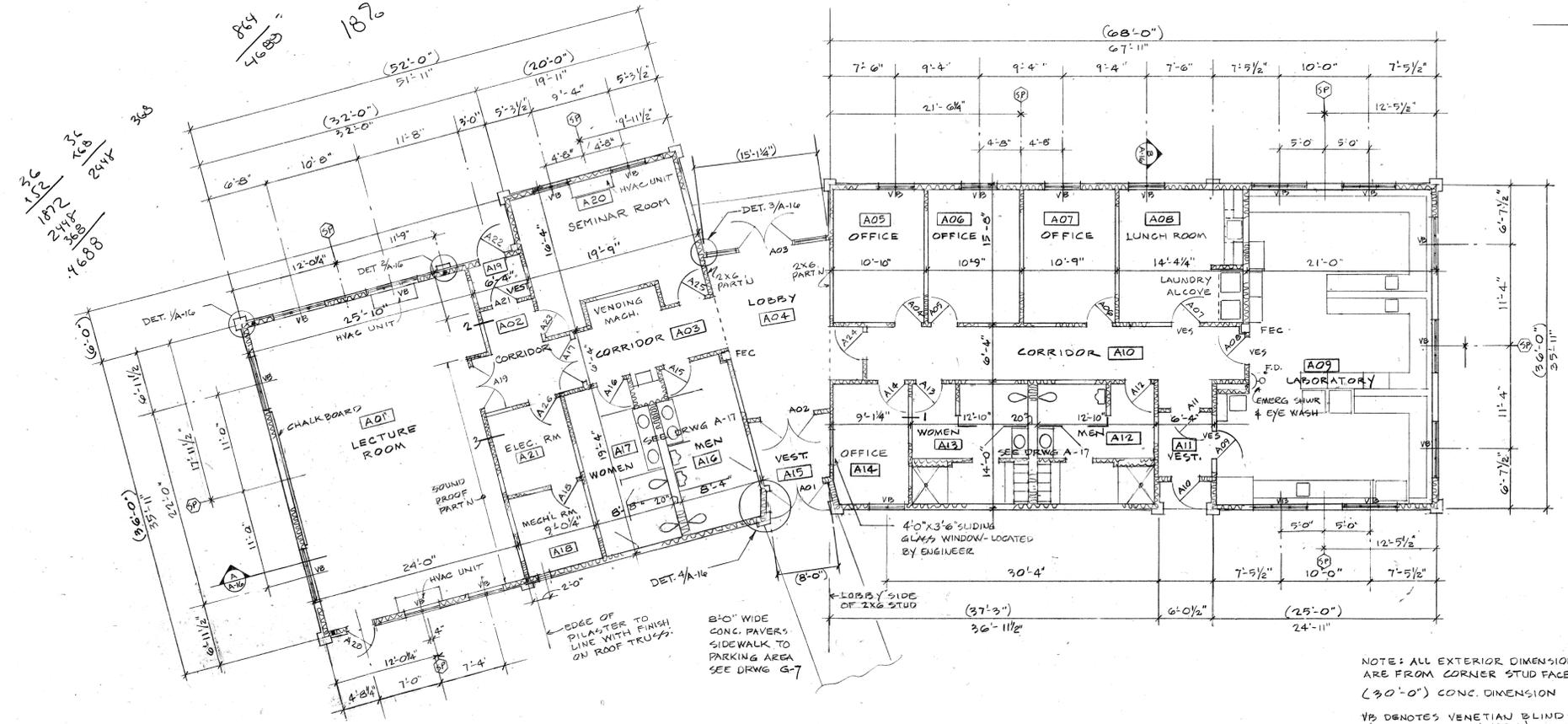
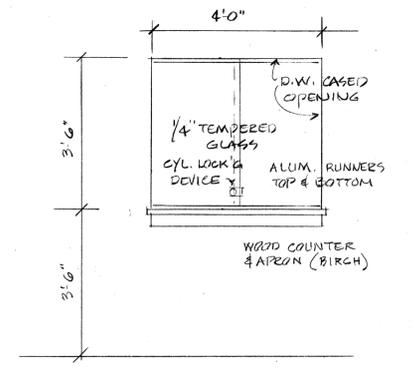
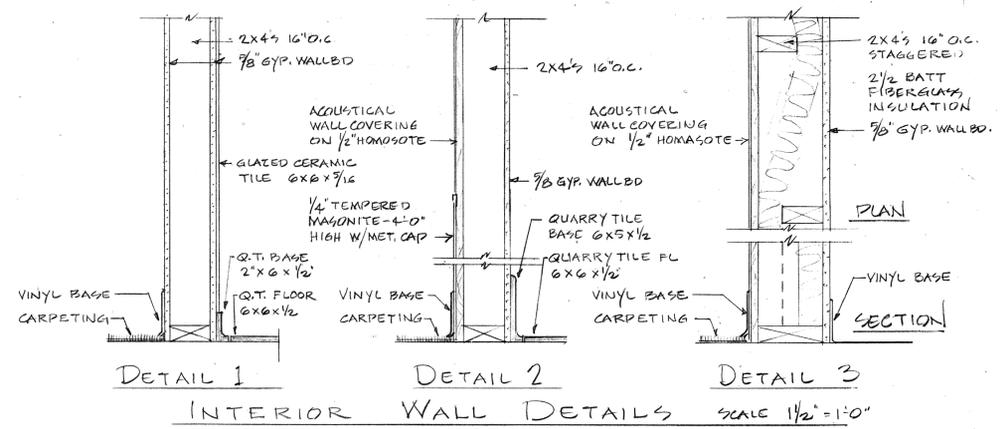
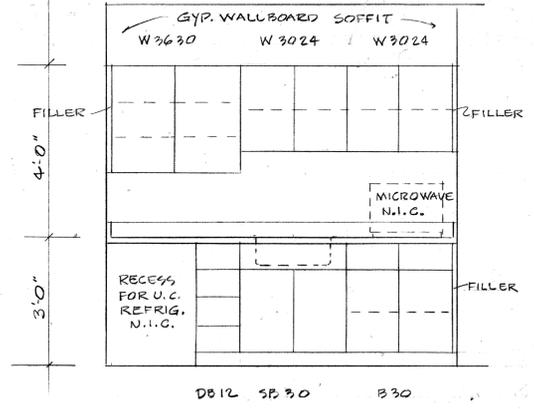
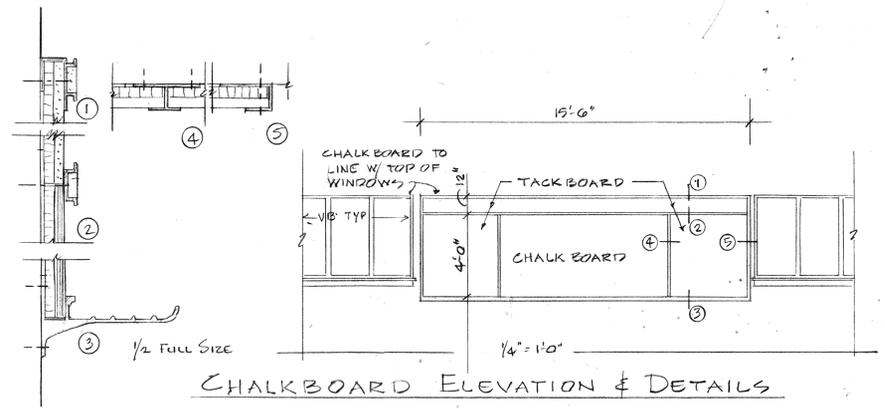
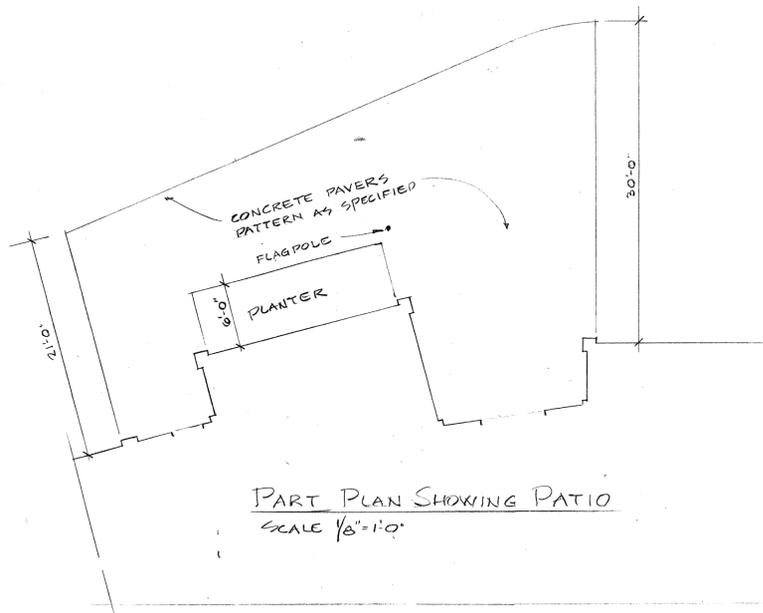
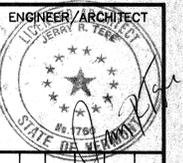


NO.	DESCRIPTION	DATE

DETAIL OF QUARRY
TILE PATTERNS

SECOND FLOOR PLAN
1/8" = 1'-0"

NOTE:
CARPET ALL INTERIOR PARTS OF
IF INTERIOR OF STRUCTURE ABOVE,
UNLESS OTHERWISE NOTED



NOTE: ALL EXTERIOR DIMENSIONS ARE FROM CORNER STUD FACE (30'-0") CONC. DIMENSION
 VB DENOTES VENETIAN BLINDS (ONE UNIT PER WINDOW)

Handwritten calculations:
 $\frac{3.5}{1.52} = 2.30$
 $\frac{1.87}{2.44} = 0.77$
 $\frac{3.5}{2.44} = 1.44$
 $\frac{1.87}{1.68} = 1.11$
 $\frac{84}{4688} = 0.018$
 1870

NO.	DATE	BY	DESCRIPTION

PROJECT NO.	26503
FILE NAME	DO NOT SCALE DRAWING
DES. BY	MM
DR. BY	ASH
CHKD. BY	JRT
DATE	AUG. 1990
SCALE	AS NOTED

MAIN WASTEWATER TREATMENT FACILITY
 BURLINGTON, VERMONT
 ARCHITECTURAL
ADMINISTRATION BUILDING
 FLOOR PLAN

DRAWING NO.
A-12
 SHEET 36 OF 173

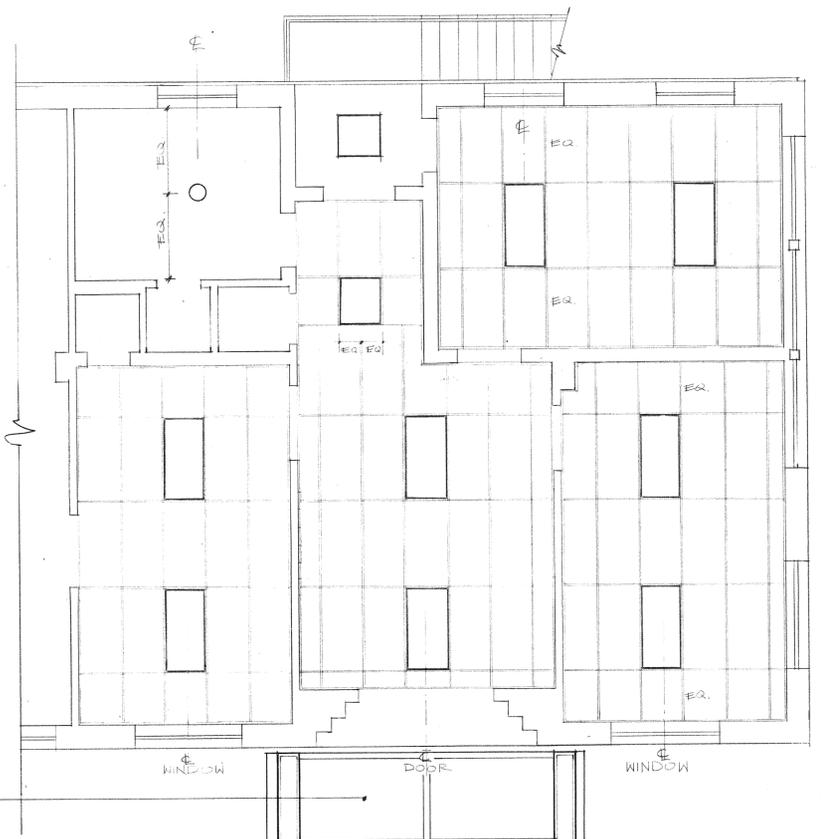
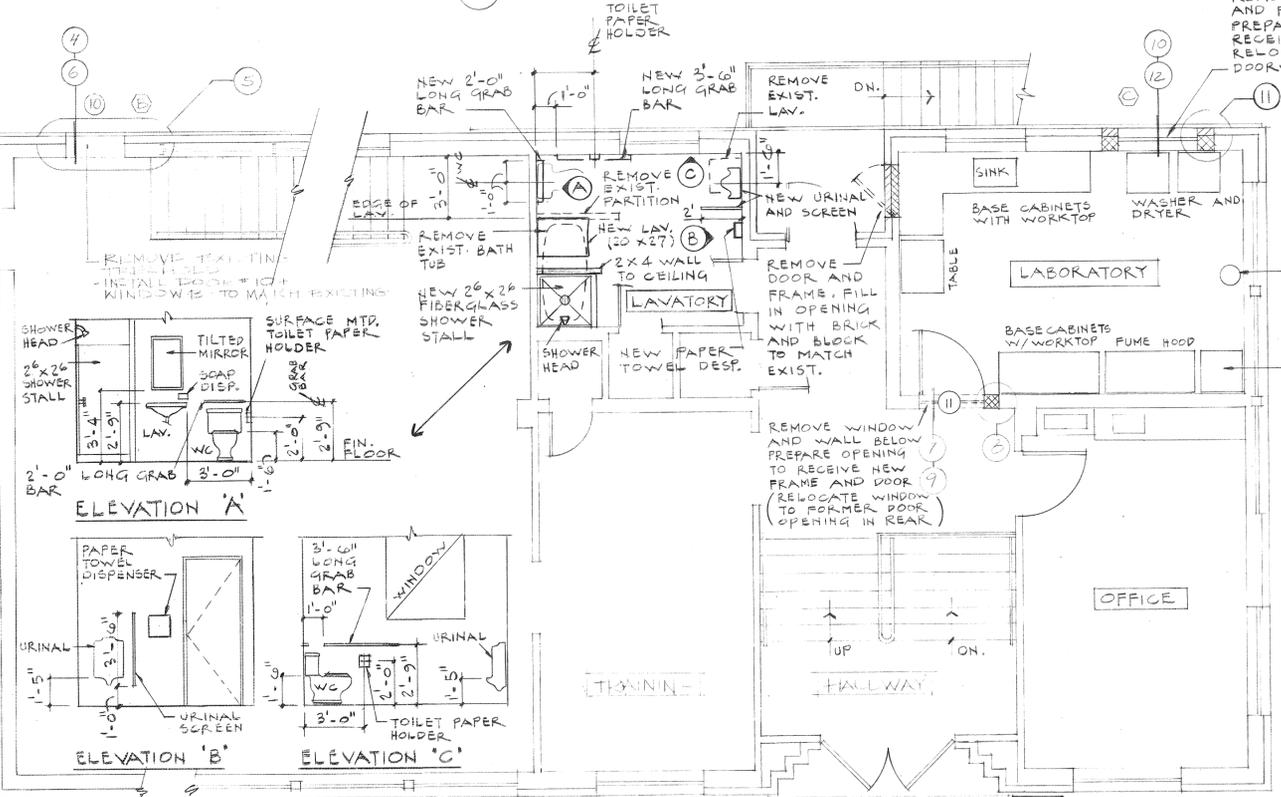
Hoyle, Tanner & Associates, Inc.
 architects
 engineers
 interior designers
 landscape architects
 surveyors
 1233 Shelburne Road, Suite 480 South Burlington, VT 05403

1. BASEMENT LEVEL.

2. FIRST FLOOR LEVEL.

3. FIRST FL. REFLECTED CEILING PLAN.

LAVATORY NOTES
 REMOVE EXIST. HARDWARE FROM DOOR AT LAVATORY. INSTALL NEW HARDWARE SUITABLE FOR HANDICAP USE.
 VERIFY HEIGHT OF EXIST. WATER CLOSET. IF FOUND TO BE INADEQUATE, REMOVE AND INSTALL NEW 1'-6" HIGH WATER CLOSET
 FOR NEW FIXTURE SCHEDULE SEE DRAWING NO. 304



15	3'-5" x 6'-4" MO	HM	PAINT	STEEL	PAINT		INSUL. 1/4" GL	EXIST. GAR	316
16	3' x 7' x 1 3/4"	HM	PAINT	STEEL	PAINT		FLUSH	EXIST. GAR	316

• DOOR SCHEDULE • VERIFY ALL DIM. IN FIELD

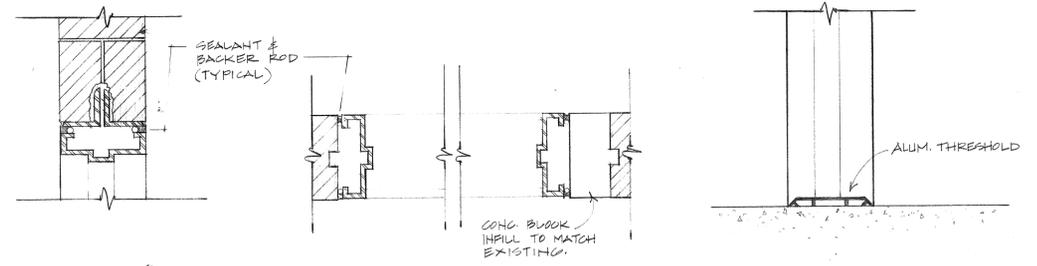
No. #	SIZE	DOOR	FRAME	DETAIL	LOCATION	SHT NO.
	W H T	MATERIAL FINISH	MATERIAL FINISH	H J S		
10	3'0" x 7'2" x 1 3/4"	STEEL PAINT	STEEL PAINT	7/8" 8/8" 9/8"		
11	3'0" x 7'8" x 1 3/4"	STEEL PAINT	STEEL PAINT	7/8" 8/8" 9/8"		
12	10' x 8' x ?	STEEL PAINT	STEEL PAINT		INSUL. ROLLUP - GAR. CTEL. BLDG	305
13	10' x 10' x ?	STEEL PAINT	STEEL PAINT		INSUL. ROLLUP - EXIST. GAR. BLDG	316
14	DITTO	D	D	D	D	D

• WINDOW SCHEDULE •

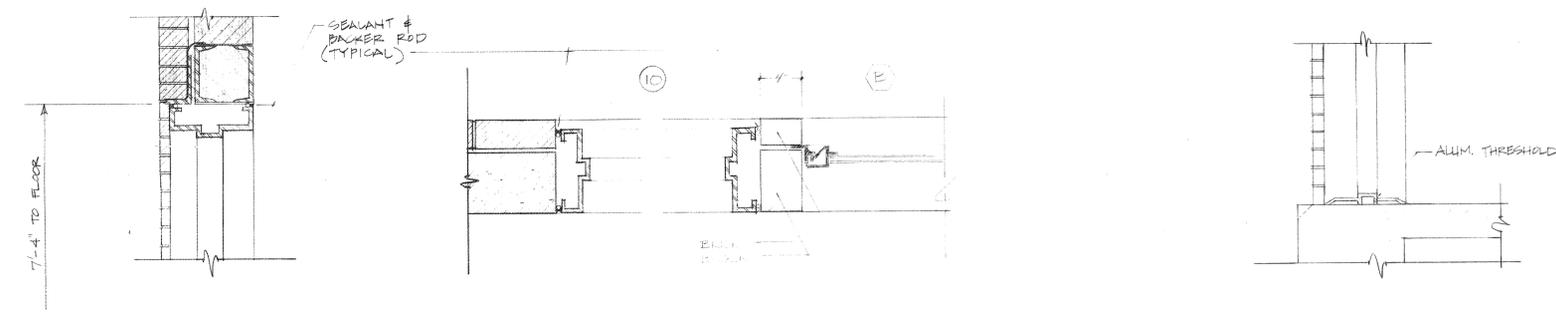
#	R.O.	W X H	TYPE	REMARKS
B			FIXED SIDELIGHT	CUSTOM TO MATCH EXIST'G
C		3'-8" x 4'-1"	EXIST'G FIXED	RELOCATE EXISTING WINDOW FROM NEW DOOR #11 LOCATION

*NOTE:
 PLANS TAKEN FROM WHITMAN+HOWARD, ENG. 12/87
 VERIFY ALL CONDITIONS IN FIELD
 FOR NEW HANDICAPPED RAMP DETAILS, SEE DRAWING NO. 217
 FOR ROOM FINISH SCHEDULE, SEE DRAWING NO. 303

*RENOVATE WINDOW AND DOORWAYS AS INDICATED.
 *AFTER REMOVAL OF EXISTING CEILING (GULLIES & WHEELS) IN HALLWAY, TRAINING LAB & LAVATORY, RE-INSTALL EXISTING (OR NEW) VENTILATION SYSTEM IN PLACE. ACoustic CEILING AS SHOWN ON R.C.P.'S



7. DOOR HEAD INTERIOR 1/2" = 1'-0"
 8. DOOR JAMB INTERIOR 1/2" = 1'-0"
 9. DOOR SILL INTERIOR 1/2" = 1'-0"



4. DOOR HEAD EXTERIOR 1/2" = 1'-0"
 5. DOOR & SIDELIGHT JAMB EXTERIOR 1/2" = 1'-0"
 6. DOOR SILL EXTERIOR 1/2" = 1'-0"
 10. WINDOW HEAD 1/2" = 1'-0"
 11. WINDOW JAMB 1/2" = 1'-0"
 12. WINDOW SILL 1/2" = 1'-0"

NO.	DATE	APPR.	REVISION	NO.	DATE	APPR.	REVISION
1	7/4/93	RAC	ISSUED FOR CONSTRUCTION				
2	7/14/93		ISSUED FOR APPROVAL				
3	7/30/93	W.M.K.	ISSUED FOR APPROVALS & REVIEW				

CITY OF BURLINGTON
 WASTEWATER TREATMENT FACILITIES
 NORTH PLANT UPGRADE
 BURLINGTON VERMONT

WESTON
 MANAGERS DESIGNERS/CONSULTANTS

CHECKED	DATE	CLIENT APPROVALS	DATE
DES. ENG.			
PROJ. ENG.			
PROJ. MGR.			
APPROVED			
APPROVED		ISSUED FOR	DATE



MODIFICATIONS TO
CONTROL BUILDING
 INTERIOR RENOVATIONS

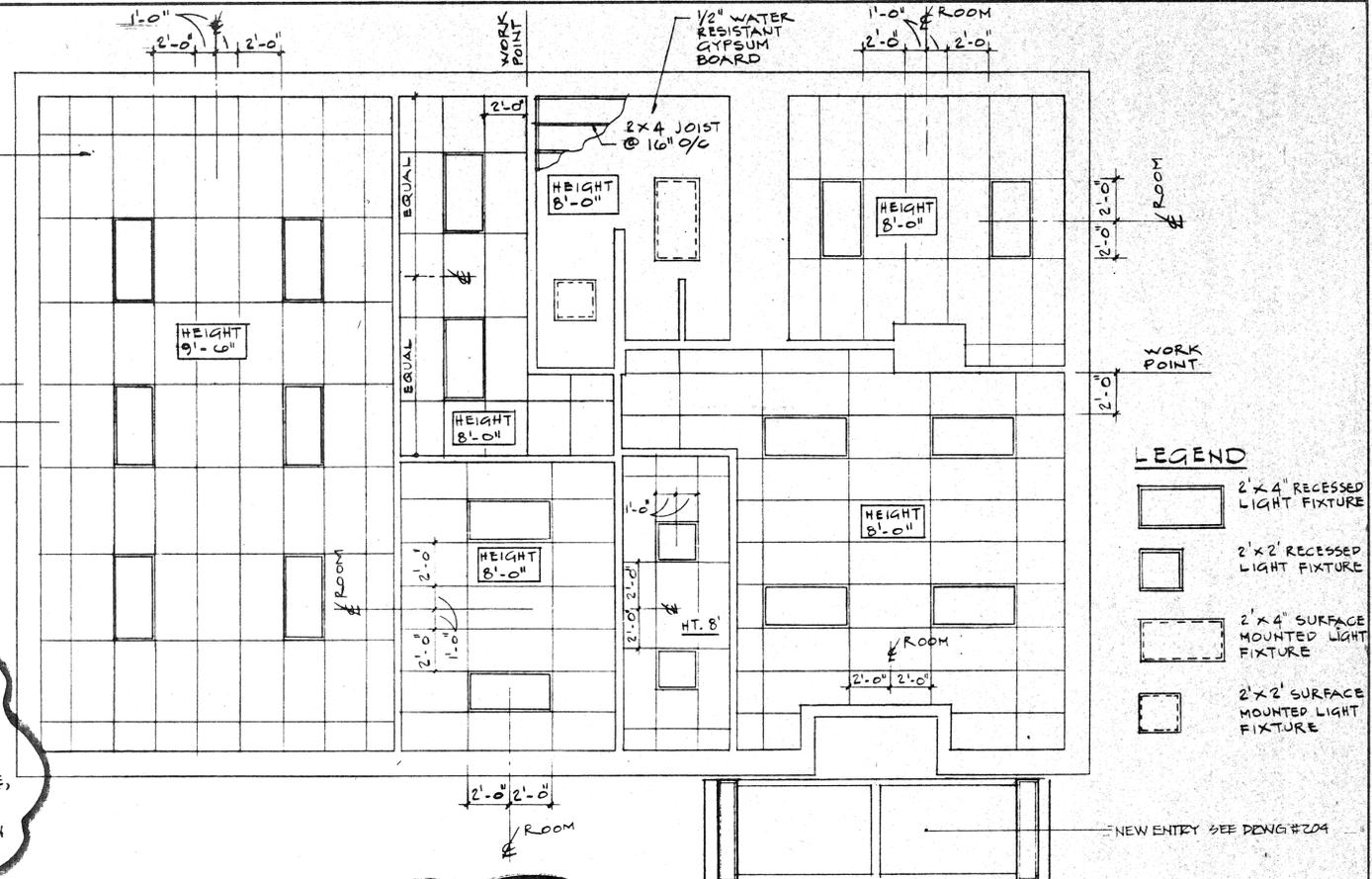
DRAWN D.M.L. DATE JULY 1989 DWG. NO. **203** REV. NO. 1
 SCALE AS SHOWN W.G. NO. 3302-02-02 SHT. OF

ROOM FINISH SCHEDULE

SEE ALSO REVISED PAINT SCH.

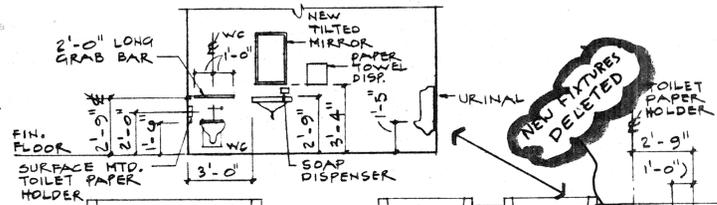
LOCATION	FLOOR	ROOM NAME	FLOOR	BASE	WALLS				CEILING		REMARKS	
					NORTH	SOUTH	EAST	WEST	MATERIAL	HEIGHT		
MAIN	FLOOR	HALL	DO	GLAZED TILES	GLASS	DO	DO	DO	DO	8'-0"	REPAIR FLOOR AS REQ'D. CLEAN AND RE-GROUT WALL TILES AS REQ'D.	
		LAVATORY	DO	SEE REMARKS	DO	DO	GYPSUM BOARD PAINTED	8'-0"	INSTALL 4" x 4" GLAZED CERAMIC TILES FULL HEIGHT OF WALL COLOR TO MATCH EXIST. WALLS			
		OFFICE	DO	GLAZED TILES	NEW TILES TO MATCH EXISTING	DO	ACOUSTICAL TILES	8'-0"	REPAIR FLOOR AS REQ'D. CLEAN AND RE-GROUT WALL TILES AS REQ'D.			
		LABORATORY	DO	GLAZED TILES AND GLASS	DO	DO	DO	DO	8'-0"	DO		
BASEMENT	FLOOR	SLUDGE ROOM	EXISTING CONC. SLAB PAINTED	REPAIR WALL AS REQ'D.	EXISTING PAINTED	EXISTING PAINTED	EXISTING PAINTED	EXISTING PAINTED	EXISTING	EXISTING	REPAIR FLOOR SLAB, THEN REPAINT AS REQ'D.	
		GARAGE	DO	EXISTING PAINTED	DO	DO	DO	DO	DO	EXISTING	DO	
		STAIR WELL	SEE REMARKS	DO	DO	DO	DO	DO	DO	DO	DO	CLEAN AND RE-GROUT TREADS AS REQ'D. SAND AND REPAINT METAL WORK
		CHLORINE ROOM	SEE REMARKS	DO	DO	DO	DO	EXISTING PAINTED	EXISTING	EXISTING	EXISTING	REPAIR FLOOR SLAB AND REPAINT. REPAIR WALLS AS REQ'D.
		GAS METER ROOM	EXIST. PAINTED	DO	DO	DO	DO	DO	DO	EXISTING	EXISTING	DO
		BOILER ROOM	DO	DO	DO	DO	DO	DO	DO	EXISTING	EXISTING	DO
		CHEMICAL STORAGE	SEE REMARKS	EXISTING	DO	DO	EXISTING	DO	DO	DO	DO	REPAIR FLOOR SLAB, THEN REPAINT

2' x 4' ACOUSTICAL CEILING TILES IN STANDARD 1" METAL CEILING GRID

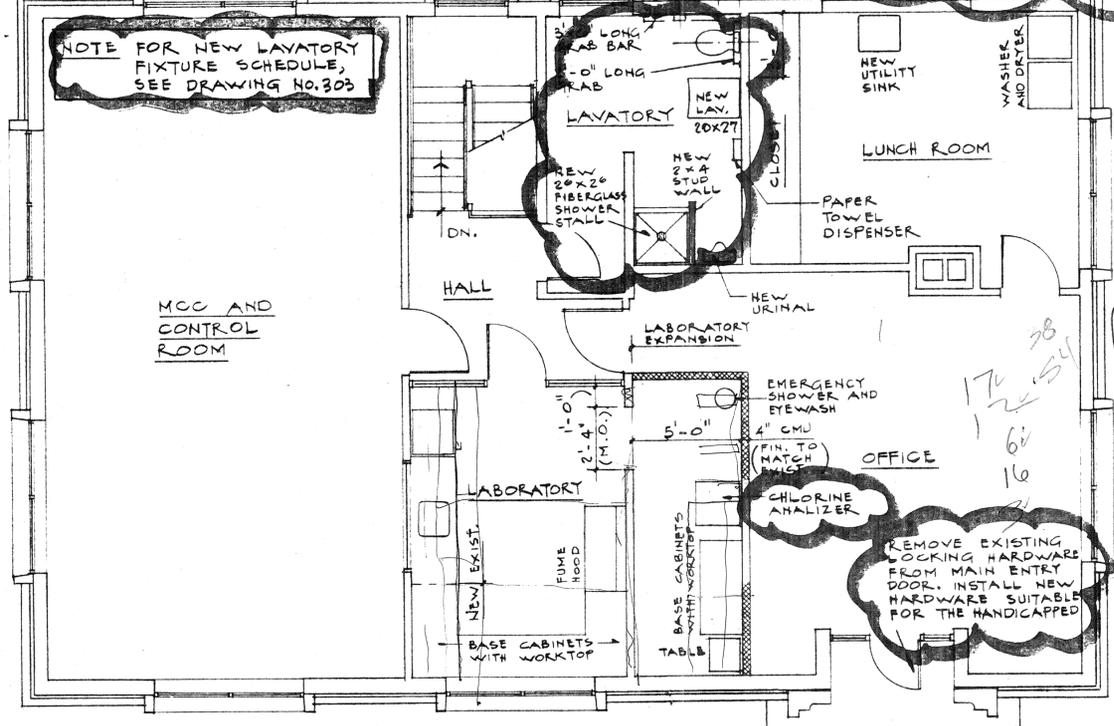


MAIN FLOOR REFLECTED CEILING PLAN
1/4" = 1'-0"

LAVATORY WALL ELEVATION

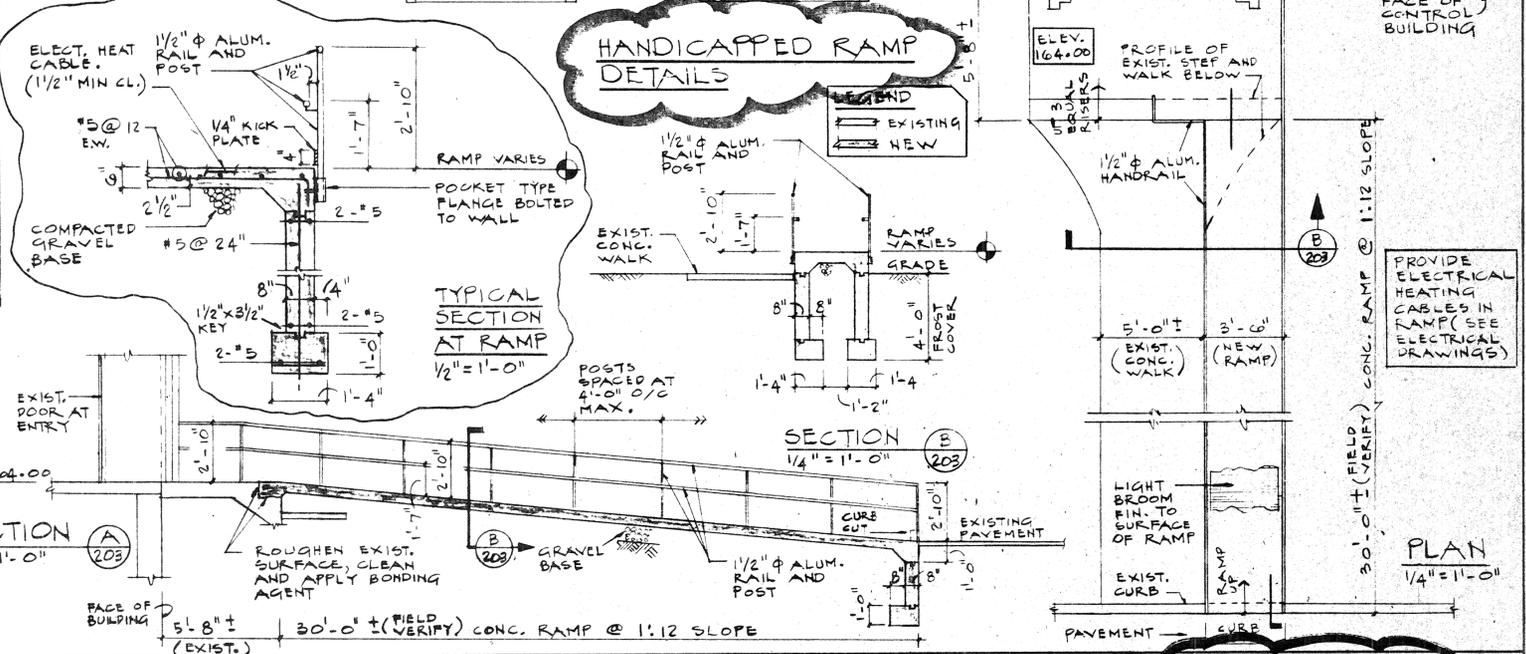


LAVATORY NOTES
 1 - REMOVE EXIST. HARDWARE FROM DOOR AT LAVATORY. INSTALL NEW HARDWARE SUITABLE FOR HANDICAP USE
 2 - VERIFY HEIGHT OF EXIST. WATER CLOSET. IF FOUND TO BE INADEQUATE, REMOVE AND INSTALL NEW 1'-6" HIGH WATER CLOSET. MODIFY EXIST. LAV. SINK PLUMBING TO SUIT NEW CONDITION



MAIN FLOOR RENOVATED PLAN
1/4" = 1'-0"

NOTE FOR DEMOLITION PLAN, SEE DRAWING 302



HANDICAPPED RAMP DETAILS

CITY OF BURLINGTON
WASTEWATER TREATMENT FACILITIES
EAST PLANT UPGRADE
VERMONT

WESTON
MANAGERS DESIGNERS CONSULTANTS

CHECKED	DATE	CLIENT APPROVALS	DATE
DES. ENG.			
PROJ. ENG.			
PROJ. MGR.			
APPROVED			
APPROVED		ISSUED FOR	DATE

STATE OF VERMONT
RICHARD A. QUINN
REGISTERED PROFESSIONAL ENGINEER

MODIFICATIONS TO CONTROL BUILDING INTERIOR RENOVATIONS

DRAWN: D.M.L. DATE: 10/06 DWG. NO.: 203 REV. NO.: 1
SCALE: AS NOTED W.O. NO.: 3302-02-02 SHEET: OF

NO.	DATE	APPR.	REVISION	NO.	DATE	APPR.	REVISION
1	7/16/06	RAC	ISSUED FOR CONSTRUCTION				
B	9/14/06		ISSUED FOR APPROVAL				
A	3/18/08	WAK	ISSUED FOR APPROVALS & REVIEW				

Attachment C:
City of Burlington DRAFT
Standard Contract Agreement
& Ordinance Compliance
Certification Forms

CITY OF BURLINGTON
DRAFT CONSTRUCTION CONTRACT

This Construction Agreement (“Agreement”) is entered into by and between the City of Burlington, Vermont (“the City”), and _____ (“Contractor”), a Vermont corporation located at _____.

Contractor and the City agree to the terms and conditions of this Agreement.

1. DEFINITIONS

The following terms shall be construed and interpreted as follows:

- A. **“Agreement Documents”** means all the documents identified in section 4 of this Agreement.
- B. **“Effective Date”** means the date on which this Agreement is approved and signed by the City, as shown on the signature page.
- C. **“Party”** means the City or Contractor and **“Parties”** means the City and Contractor.
- D. **“Project”** means the _____.
- E. **“Work”** means the services described in section 5 of this Agreement, along with the specifications contained in the Agreement Documents as defined in section 4 below.

2. RECITALS

- A. **Authority.** Each Party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such Party’s obligations have been duly authorized.
- B. **Consideration.** The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Agreement.
- C. **Purpose.** The City seeks to employ the Contractor to _____.

3. EFFECTIVE DATE, TERM, AND TERMINATION

- A. **Effective Date.** This Agreement shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Agreement before the Effective Date and shall have no obligation to pay Contractor for any performance or expense incurred before the Effective Date or after the expiration or termination of this Agreement.

B. Term. This Agreement and the Parties' respective performance shall commence on the Effective Date and expire on _____ or upon the satisfaction of the City, unless sooner terminated as provided herein.

4. AGREEMENT DOCUMENTS

The Agreement Documents are hereby adopted, incorporated by reference, and made part of this Agreement. The intention of the Agreement Documents is to establish the necessary terms, conditions, labor, materials, equipment, and other items necessary for the proper execution and completion of the Work to ensure the intended results.

The following documents constitute the Agreement Documents:

- Attachment A: Request for Proposals dated _____**
- Attachment B: Contractor's Response to Request for Proposals dated _____**
- Attachment C: Burlington Contractor Conditions**
- Attachment D: Burlington Livable Wage Ordinance Certification**
- Attachment E: Burlington Outsourcing Ordinance Certification**
- Attachment F: Burlington Union Deterrence Ordinance Certification**
- Attachment G: Contractor's Certificate of Insurance**

5. SCOPE OF WORK

The Contractor shall perform the services listed in Attachments A (Request for Proposals) and B (Contractor's Response to Request for Proposals).

6. PAYMENT FOR SERVICES

A. Amount. The City shall pay the Contractor for completion of the Work in accordance with Attachment B (Contractor's Response to Request for Proposals) [or as follows:_____]

Contractor agrees to accept this payment as full compensation for performance of all services and expenses incurred under this Agreement.

B. Payment Schedule. The City shall pay the Contractor in the manner and at such times as set forth in the Agreement Documents [or as follows:_____]. The City seeks to make payment within thirty days of receipt of an invoice and any backup documentation requested under section 6D below.

C. Maximum Limiting Amount. The total amount that may be paid to the Contractor for all services and expenses under this Agreement shall not exceed the maximum limiting amount of \$_____. The City shall not be liable to Contractor for any

amount exceeding the maximum limiting amount without duly authorized written approval.

- D. Invoice.** Contractor shall submit one copy of each invoice, including rates and a detailed breakdown by task for each individual providing services, and backup documentation for any equipment or other expenses to the following:

[Name, address, phone, email]

The City reserves the right to request supplemental information prior to payment. Contractor shall not be entitled to payment under this Agreement without providing sufficient backup documentation satisfactory to the City.

- E. Non-Appropriation.** The obligations of the City under this Agreement are subject to annual appropriation by the Burlington City Council. If no funds or insufficient funds are appropriated or budgeted to support continuation of payments due under this Agreement, the Agreement shall terminate automatically on the first day of the fiscal year for which funds have not been appropriated. The Parties understand and agree that the obligations of the City to make payments under this Agreement shall constitute a current expense of the City and shall not be construed to be a debt or a pledge of the credit of the City. Agreement. The decision whether or not to budget and appropriate funds during each fiscal year of the City is within the discretion of the Mayor and City Council of the City.

The City shall deliver written notice to Contractor as soon as practicable of any non-appropriation, and Agreement Contractor shall not be entitled to any payment or compensation of any kind for work performed after the City has delivered written notice of non-appropriation.

7. COMPLIANCE WITH LAWS

The Parties, and any subcontractors approved under this Agreement, shall comply with all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof.

8. BINDING EFFECT AND CONTINUITY

This Agreement shall be binding upon and shall inure to the benefit of the Parties, their respective heirs, successors, representatives, and assigns. If a dispute arises between the Parties, each Party will continue to perform its obligations under this Agreement during the resolution of the dispute, until the Agreement is terminated in accordance with its terms.

9. SEVERABILITY

The invalidity or unenforceability of any provision of this Agreement or the Agreement Documents shall not affect the validity or enforceability of any other provision, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under this Agreement in accordance with the intent of this Agreement.

10. ENTIRE AGREEMENT

This Agreement, including the Agreement Documents, constitutes the entire agreement and understanding of the Parties with respect to the subject matter of this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein or pursuant to section 10 below.

11. NO THIRD PARTY BENEFICIARIES

This Agreement does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to this Agreement, and do not create any rights for such third parties.

12. ASSIGNMENT

Contractor shall not sublet or assign this Work, or any part of it, without the written consent of the City. If any subcontractor is approved, Contractor shall be responsible and liable for all acts or omissions of that subcontractor for any Work performed. If any subcontractor is approved, Contractor shall be responsible to ensure that the subcontractor is paid as agreed and that no lien is placed on any City property.

13. WAIVER

A Party's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

14. FORCE MAJEURE

Neither Party to this Agreement shall be liable to the other for any failure or delay of performance of any obligation under this Agreement to the extent the failure or delay is caused by acts or events beyond its reasonable control that render performance illegal or impossible ("Force Majeure"). To assert Force Majeure, the nonperforming party must prove that a) it made all reasonable efforts to remove, eliminate, or minimize the cause of delay or damage, b) diligently pursued performance of its obligations, c) substantially fulfilled all obligations that could be fulfilled, and d) timely notified the other part of the likelihood or actual occurrence of a Force Majeure event.

15. CHOICE OF LAW

Vermont law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this Agreement. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision rendered null and void by operation of this provision shall not invalidate the remainder of this Agreement to the extent capable of execution.

16. JURISDICTION

All suits or actions related to this Agreement shall be filed and proceedings held in the State of Vermont.

17. ARM'S LENGTH

This Agreement has been negotiated at arm's length, and any ambiguity in any of its terms or provisions shall be interpreted in accordance with the intent of the Parties and not against or in favor of either the City or Contractor.

18. SECTION HEADINGS

The section heading of this Agreement, including its Attachments, are for convenience of reference only and do not modify or restrict the terms of the Agreement.

— Signatures follow on the next page —

19. SIGNATURE

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect.

<p style="text-align: center;">Contractor (Name of Contractor)</p> <p>By: _____</p> <p>Date: _____</p>
--

<p style="text-align: center;">City of Burlington (Department)</p> <p>By: _____ Name Department</p> <p>Date: _____</p>
--

Certification of Compliance with the City of Burlington's Livable Wage Ordinance

I, _____, on behalf of _____ ("the Contractor") in connection with a contract for _____ services that we provide to the City, hereby certify under oath that the Contractor (and any subcontractors under this contract) is and will remain in compliance with the City of Burlington's Livable Wage Ordinance, B.C.O. 21-80 et seq., and that

(1) as a condition of entering into this contract or grant, we confirm that all covered employees as defined by Burlington's Livable Wage Ordinance (including the covered employees of subcontractors) shall be paid a livable wage (as determined, or adjusted, annually by the City of Burlington's chief administrative officer) and provided appropriate time off for the term of the contract;

(2) a notice regarding the applicability of the Livable Wage Ordinance shall be posted in the workplace(s) or other location(s) where covered employees work;

(3) we will provide verification of an employee's compensation, produce payroll or health insurance enrollment records or provide other relevant documentation (including that of any subcontractor), as deemed necessary by the chief administrative officer, within ten (10) business days from receipt of a request by the City;

(4) we will cooperate in any investigation conducted by the City of Burlington's City Attorney's office pursuant to this ordinance; and

(5) we will not retaliate (nor allow any subcontractor to retaliate) against an employee or other person because an employee has exercised rights or the person has cooperated in an investigation conducted pursuant to this ordinance.

Date _____ By: _____
Contractor

Subscribed and sworn to before me:

Date _____
Notary

Certification of Compliance with the City of Burlington's Outsourcing Ordinance

I, _____, on behalf of

_____ (Contractor) and in connection with the

_____ [project], hereby certify under oath that (1) Contractor shall comply with the City of
Burlington's Outsourcing Ordinance (Ordinance §§ 21-90 – 21-93); (2) as a condition of entering
into this contract or grant, Contractor confirms that the services provided under the above-
referenced contract will be performed in the United States or Canada.

Dated at _____, Vermont this ____ day of _____, 20__.

By: _____
Duly Authorized Agent

Subscribed and sworn to before me: _____
Notary

Certification of Compliance with the City of Burlington's
Union Deterrence Ordinance

I, _____, on behalf of _____
(Contractor) and in connection with _____ (City
contract/project/grant), hereby certify under oath that _____
(Contractor) has not advised the conduct of any illegal activity, and it does not currently, nor will
it over the life of the contract advertise or provide union deterrence services in violation of the
City's union deterrence ordinance.

Dated at _____, Vermont this ____ day of _____, 20__.

By: _____
Duly Authorized Agent