

## SPECIFIC REQUIREMENTS

**This Solicitation is for ground level (while standing on ground) exterior windows only.**

### 1. Quality of Work

- a. Windows shall be washed clean and free of streaks, smears, and visible soap residue. Accumulated dirt, paint specs, or other foreign debris must be scraped from windows and directly below adjoining sill/ledge. Frames shall be scrubbed to remove all dried dirt, insects, bird feces, debris, and other materials to be considered clean by the building representative. Windowsills shall be washed clean and all drippings wiped dry.
- b. Contractor Supplies and Equipment: Contractor must furnish all equipment and supplies needed to carry out the window washing services specified at no extra cost to DAS. All equipment and supplies used must be capable of performing all operations in accordance with specifications.
- c. Equipment and Supplies Safety: Prior to start of work, all Contractor equipment shall be safety checked to conform to all applicable State of Iowa Industrial Commission Code and OSHA regulations. DAS reserves the right to request the removal from the work site of any supplies and/or equipment it deems does not meet the aforementioned codes or regulations. In addition, it may request the halt of any unsafe practices observed in carrying out the contracted service. This will in no way relieve the Contractor of complying with the wash schedule.
- d. Material Safety Data Sheets: Prior to starting, Contractor must provide Material Safety Data Sheets (MSDS) for all products used on site.
- e. Safety for Overhead Work: Window washers shall close off area(s) and post signs indicating the area(s) are closed to pedestrian traffic when working over entrances, traveled walkways, or any area where people might cross below workers. Signs should indicate that men are working above. All equipment, apparatus, or rope coils on the ground level shall also be marked off with cones and signs warning pedestrian traffic. Contractor shall provide safety cone and signs.
- f. Inside Work: All items will already be removed from window sills. All water and cleaning solution drippings shall be thoroughly removed and wiped dry. All interior screens and blinds will be replaced upon work completion. Workers shall carry stepladders with them for washing insides of windows. Workers shall not stand on furniture or windowsills. Workers will immediate report to contract manager any locations/occupants where personal items remain on sills.
- g. Damage: Any damage to windows, building, occupant's furniture, equipment, or occupant work papers shall be reported immediately to the Contract manager or designated person. Contractor shall notify the Contract manager or designated person of any existing deterioration in windowsills or frames.

- h. Workers must change water frequently, and use clean towels.
- i. Washing Times: Window washing services shall be coordinated with the Contract manager or designated person on an as needed basis.

1. Scheduling

- a. Work Start: All work must be approved and authorized by the Contract Manager prior to start of work.
- b. Work Hours: Contractor shall coordinate the washing schedule with the Contract manager or designated person. Washing is to be performed Monday through Friday during daylight hours, normally between 7:30am-4:00pm. Weekend work may be scheduled by a Contract manager or a designated person.
- c. Schedule Wash: Contractor shall:
  - (1) Schedule services with contract manager
  - (2) Provide at least two weeks' notice prior to scheduled wash date, and,
  - (3) Confirm the scheduled wash date in writing.
- d. Reschedule Wash: Scheduled services may be rescheduled only once. Rescheduled work must begin no later than one week after original scheduled washing date. Contractor shall notify the Supervisor in writing at least 48 hours before the originally agreed upon date to make any changes to washing dates to allow Contract manager time to notify building occupants.
- e. Consecutive Wash Days: Work shall be done on consecutive days, unless pre-approved by the Contract manager. Inside work may be performed on days with bad weather, as long as it is within the agreed upon schedule.
- f. Total Work Time: Work for each building must be finished, to the satisfaction of the Contract manager or designated person, no later than 10 working days after the start date. The completion period may be extended at the sole discretion of the Contract manager.
- g. Emergency/Urgent Calls: In case of emergency, Contractor shall provide services as needed.

2. Personnel Performance and Supervision

- a. Personnel: Contractor shall have in their employ, or under their control, sufficient qualified and competent personnel to perform work promptly and in accordance with Contract schedules and requirements.
- b. Contractor's employees may have to pass a DCI background check.
- c. Conduct of Contractor Employees: Contractor's employees shall conduct themselves as professionals, maintaining a quiet and clean presence, free of offensive body odors.
- d. Supervision: Contractor shall provide all supervision on site to coordinate and inspect work.
- e. Daily Check In/Out: Contractor's on-site supervisor of Contractor's employees shall check-in with Contract Manager designee daily prior to starting work, after completing the daily work schedule for inspection.
- f. Performance: Contractor's personnel must be capable of performing at an effectiveness level

in accordance with specifications and industry standards. All work shall be performed in a professional manner and in compliance with all federal, state, and local laws and codes. All workers shall be required to wash windows clean with a minimum of prompting or direction from Contract staff.

- g. Substandard Work: Contractor will correct or cause to have corrected any substandard work as requested by DAS.
  - h. Prohibited Actions: Contract buildings and State-owned grounds are smoke-free work environments. Contractor will be required to remove any worker who violates non-smoking rules or any employee who manifests evidence of alcoholic beverages or illegal drug use.
  - i. Contract Requests for Reassignment of Contractor's Employees: Contractor's employees shall be skilled in the task(s) to which they are assigned. DAS reserves the right to require the Contractor to reassign Contractor employee or employees to projects other than for Capitol Complex Contract. Reasons for this request may include, but are not limited to:
    - (1) Poor work performance,
    - (2) Incompetence,
    - (3) Carelessness, and
    - (4) Disruptive or otherwise objectionable behavior.
  - j. Uniforms/Identification: All workers while on duty shall be identified by uniform shirt, blouse, or smock indicating the company name or logo in print large enough to be easily read.
  - k. Notification of Occupants: The Contract manager will inform the tenants in writing that window washing services will be performed 24-48 hours prior to Contractor's arrival to begin washing exterior or interior windows.
  - l. Occupant Safety: Work shall be done in such a manner to create a safe working and walking situation for occupants of the building. Work shall be done in a manner as to be of a little disruption to occupants of the building. Work shall be done in a manner that does not compromise the security of the work of occupant.
3. Site Clearances: Some locations, such as Post 16, may require a site clearance.
4. Additional Washings
- a. If it is determined by the Contract manager or designee that additional washings are needed during this Contract period, the dates of the additional washings are to be agreed upon by the Contract manager and the Contractor. The price for additional washing shall be the same awarded Contract rate.