

Building Window Cleaning And Inspection Services

I. Scope of Work

1. General Description.

Contractor shall provide all labor, material, equipment, supervision and all similarly related services required to clean and inspect the exterior window systems for The University of Texas MD Anderson Cancer Center ("MDACC") at the locations listed herein in a manner consistent with those stated in this Specifications/Scope of Work ("Specifications").

2. Maintenance Agreement.

The services described pursuant to these Specifications shall be performed under this Maintenance Agreement, on a fixed cost per building, as stated in the attached Price Schedule. Under this Agreement, the Contract Administrator or his designee has the option to select whether or not the buildings listed in Rider 102 should be scheduled for any of the services specified herein, during each MDACC fiscal year. The parties understand and agree that the "Times per Year" column in Rider 102 is for the purpose of a general estimate only and that some of the buildings listed may not be scheduled for services, or scheduled for more services, during an MDACC fiscal year.

3. The work shall include, but not be limited to:

- A. The washing and inspection of all exterior window systems that are included and described in these Specifications.
- B. The washing of the top and underside of the port cache and steel awnings located at the South Alkek entrance and drive.
- C. Inspection of the window caulking and seals and frame to building seals during the course of window cleaning.
- D. Contractor shall note such inspections by floor, building, and the extent of distress observed.
- E. Contractor shall take digital photographs documenting the damage and/or distress for review by MDACC's engineering staff.
- F. Areas requiring repair that are identified during the course of the work as stated in 1.2.C above shall be documented and reported to the Contract Administrator or his designee

4. Performance Locations.

- A. The buildings included in this Specification are located within the Texas Medical Center in Houston, Texas or within its immediate vicinity and are listed below:

1.) Main Building

- a Albert B. and Margret M. Alkek Hospital (ALK)
- b Albert B. and Margaret M. Hospital (Alkek) Steel Awning at South Entrance
- c Anderson Central (AC)
- d Anderson East (AE)
- e Anderson West (AW)
- f Annex (Place of Wellness)
- g Bates Freeman (BF)
- h Chapel
- i Charles A. LaMaistre Clinic (CSF)
- j Clinical Research Building (CRB) (Tan)
- k Dock Building
- l George and Cynthia Mitchell Basic Science Research Building (BSRB)
- m Gimbel
- n Lutheran Pavilion Hospital (LP)
- o Margaret and Ben Love Clinic
- p Percy and Ruth Leggett Jones Research Bldg. (BRB, Jones)
- q R. Lee Clark Clinic (1978 & 1987)
- r R. Lee Clark Clinic Port Cache

2.) Main Building Bridges

- a Garage 10 Bridge
- b Holcombe to Rotary Bridge
- c MD Anderson to Holcombe Bridge
- d Alkek to Clinic Research Building Bridge
- e Alkek to Anderson Central Bridge
- f Mitchell to CRB Sky Bridge
- g BSRB to Anderson Central Bridge
- h 2nd Floor Library Bridge

3.) South of Holcombe

- a Mays Clinic (ACB)
- b Dan L. Duncan Building (CPB)
- c John Mendelsohn Faculty Center (FC)
- d T. Boone Pickens Academic Tower (FCT)
- e Fannin Holcombe Building (FHB)
- f Radiology Outpatient Center (ROC)
- g Pressler Street Garage (4th Floor)

4.) South of Holcombe Bridges

- a RHI to Faculty Center Bridge
- b Faculty Center to T, Boone Pickens Tower Bridge
- c Pressler to Mays Clinic Bridge
- d RHI to Garage 17 Bridge

5.) South Campus Facilities

- a South Campus Research Building 1 (SCRB 1)
- b South Campus Research Building 2 (SCRB 2)
- c South Campus Research Building 3 (SCRB III)
- d South Campus Research Building 4 (SCRB IV)
- e Physical Plant and Police Building (PPB)
- f R.E. (Bob) Smith Research Building (SRB)
- g Modular Lab Building (MOD Lab)
- h Operations and Maintenance Building (OAM)
- i Vivarium Building
- j Proton Therapy Building
- k Medical Service Facility (MSF)

6.) East Campus and Off Site

- a Pawnee Warehouse and Administrative Facility
- b El Rio Facility
- c Bellaire Treatment Center

7.) Mid Campus Facility

- a 1MC
- b I MC to 1MC Garage Bridge

5. Contractor Responsibilities.

- A. Contractor, at the times and for the amount stated in the pricing schedule, shall wash and perform related inspection on all windows on the buildings described in the Specifications.
- B. The windows shall be washed using industry-approved techniques producing finished product free from streaks or other removable blemishes or foreign matter.
- C. As part of the cleaning process, Contractor's personnel shall inspect the window system glass, frames and sealants and report any defects or deficiencies with photographic documentation as described above to the Contract Administrator or his designee.

6. Contractor Personnel

- A. Contractor shall provide competent personnel that are trained in all aspects of the window cleaning trade and are able to complete the work in a timely manner.
- B. Contractor shall provide uniforms to the personnel working at MDACC with the company name and the name of the individual.
- C. Contractor's personnel will be issued an MDACC photo identification badge that shall be worn where it can be easily seen whenever the Contractor's personnel are on any MDACC property.

7. Work Hours:

- A. Normal work periods shall be 7:00 AM to 5:00 PM Monday through Friday.
 - B. The Contract Administrator or his designee shall approve Work outside the hours stated of these Specifications.
 - C. No work shall be performed on Saturday, Sunday or MDACC observed holidays except as approved by the Contract Administrator or his designee.
 - D. Contractor's personnel shall be on site ready for work no later than 7:00 AM on each day the Contractor is scheduled for work unless the Contract Administrator or his designee approves adjustments to the work time.
8. Work Area Safety Protection.
- A. Contractor shall provide any and all types of shielding, barricades, warning signs and any other protection necessary to protect the personnel, equipment and the area in which he is working, from injury, damage, and/or contamination during the full term of the Contract.
 - B. All protection required to fulfill 1.5.A.1 of these Specifications shall be installed at the beginning of the work period and removed as soon as the work is completed unless written permission is given by the Contract Administrator or his designee to leave the protection in place for future work.
 - C. Contractor shall notify the Contract Administrator or his designee immediately in the event of any damage to MDACC property caused by the Contractor's personnel, equipment or materials. Contractor shall notify the Contract Administrator or his designee in the event damage is discovered prior to the beginning of or during the work performed as part of these Specifications.
 - D. Contractor shall promptly repair, or cause to have repaired, to the complete satisfaction of the Contract Administrator or his designee, any and all damage caused by the Contractor's personnel, equipment, including the procedures used and/or the materials used by them in the performance of the work pursuant to these Specifications.

II. MISCELLANEOUS

1. Other Workplace Safety Requirements.
- A. Contractor shall comply with the occupational health and safety standards as forth in OSHA 29 CFR 1910 and ANSI/ICWA 1 14, the Window Cleaning Safety Standard, for exterior building maintenance operations.
 - B. After Contractor has been awarded the Contract; Contractor shall provide MDACC a written work and safety plan for the Contract Administrator or his designee's review at least five working days prior to the start of any work. The plan shall address potential risks in pursuing the work and steps taken to mitigate those risks including but not limited to methods of anchoring working surfaces and personnel to ensure fall protection, and procedures used in case of an emergency. Additionally, the work plan shall include the proposed work schedule and shall identify by timeline when certifications of wire ropes, working platforms, and other associated equipment are required during the course of the project. A procedural

description of daily inspections to ensure personnel safety and equipment readiness must also be provided. Proof of certification, where certifications is required, shall be provided to the Contract Administrator or his designee before equipment systems and their components may be used on the jobsite and should be provided in the work plan. In addition, the work plan should provide documentation related to employee training and experience.

- C. Contractor shall present MDACC the written work plan and safety plan during the preconstruction meeting held by the MDACC's Managing Engineer for Campus Operations. MDACC representatives at the meeting shall include officials from the MDACC Environmental Health and Safety Department and the Contract Administrator or his designee. The plan must be approved by MDACC prior to the start of work.
 - D. Contractor shall meet both Houston Fire Marshal and MDACC Environmental Health and Safety Department requirements and follow MDACC institutional safety policies. These policies are available for review; a copy is located in the Environmental Health and Safety Department, 6900 Fannin Street, Fourth Floor, Houston, Texas 77030.
 - E. All Contractors' personnel involved in the work shall have in their possession at all times and use, as required, any and all safety equipment prescribed by OSHA and/or the MDACC Environmental Health and Safety Department.
 - F. MDACC shall maintain records of the weight testing data and annual inspections of permanent building anchorage systems used for exterior building maintenance. These records shall be open and available for Contractor's review and are retained in the Contract Administrator or his designee's office in the Campus Operations Facility at 3000 Pawnee Street, Houston, Texas.
 - G. MDACC building personnel, Contractor's personnel and MDACC buildings and property shall be protected at all times when overhead work is in progress.
 - H. Contractor shall be required to obtain from the MDACC Environmental Health and Safety Department or its representative any and all permits required for entrance into any restricted area of the main hospital or other MDACC buildings.
2. Work Site Clean Up.
- A. After washing and inspecting MDACC window systems, Contractor shall thoroughly clean all walls, floors, roofs, staging, storage areas, sidewalks, canopies, roadways, etc. affected by the work.
 - B. All areas shall be left in a neat and clean condition in compliance with MDACC's standards of cleanliness and must meet the approval of the Contract Administrator or his designee.
3. Communications.
- A. The Contract Administrator or his designee must be able to make contact with the Contractor twenty four hours a day, seven days a week, and three hundred sixty five days a year. To this extent the Contractor shall:

- B. Provide to the Contract Administrator or his designee a written list of emergency phone numbers where designated personnel may be reached after normal working hours should conditions arise where Contractor personnel may be required at the work site.
 - C. At a minimum, one (1) member of each Contractor's work crew shall have a cell phone or pager for use when the crew is at the work site and the number shall be provided to the Contract Administrator or his designee.
4. Material Safety Data Sheets Requirements.
- A. Contractor shall provide to the MDACC Contract Administrator or his designee two (2) copies of Material Safety Data Sheets ("MSDS") on all materials used in the performance of this Contract where such a sheet is required. The Contract Administrator or his designee shall send a copy of the MSDS to the MDACC Environmental Health and Safety Department.
 - B. Contractor shall keep a copy of the above referenced MSDS Sheet at its work site at all times that a product requiring such a sheet is in use.