

General Scope of Work
MTA New York City Transit – Deep Cleaning

Overview:

A Deep Cleaning of various NYC Transit subway stations (the “Work”) will be performed in accordance with this General Scope of Work (SOW) from the station entrances to the edge of the platform. The Contractor shall provide a lump sum price for the Work for any Station(s) specified in the Price Schedule. Any additional information regarding the station environments and dimensions can be found in **Attachment A: Station Drawings**.

A. Scheduling

A schedule for completion of the Work on each specified subway line shall be provided. A Contractor may bid on a station-by-station basis, and is not required to bid on all stations to be eligible for award of a single station or group of stations. The Work shall commence at specified start time, and the platform edges must be cleared by the specified end time. Although cleaning may be performed during other times of the day or night in coordination with and prior approval from the NYC Transit Project Manager, the Contractor shall provide a proposal which contemplates sufficient crews and equipment to fully complete the Work within the time allotted.

B. Contractor Pre-Approval Requirements

1. Track Safety Training Certification (Track Training) is required for all personnel accessing the track area. NYC Transit will provide this training to the Contractor’s personnel prior to the commencement of work. NYC Transit will not charge for this training; nor will it pay the Contractor for the time spent in such training.
 - a. All scheduling for Track Training shall be coordinated with NYC Transit in advance. The Contractor shall provide the name, date of birth, and last two digits of the social security number for each of its personnel attending Track Training.
 - i. No walk-ons are permitted.
 - ii. No substitutions are permitted.
 - b. Once scheduled, NYC Transit will provide the Contractor with a confirmed list of attendees and the scheduled start time. Track Safety Training shall begin promptly at the scheduled start time, and late attendees will not be permitted to enter the training site.
 - i. Personnel attending Track Training are advised to arrive up to 30 minutes prior to the scheduled start time.
 - c. The Contractor shall coordinate with the NYC Transit Project Manager to ensure that all personnel arrive with the requisite Personal Protective Equipment (PPE). All personnel attending Track Safety Training shall be required to wear the following PPE: a hard hat, heavy soled safety work shoes or boots, gloves and a reflective 4 point break away safety vest (i.e. vest with break away at 4 points, shoulders and sides).
 - d. All personnel attending Track Safety Training must pass a written exam in order to become certified.

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2. The Contractor shall submit Safety Data Sheets and Chemical Review Request Forms (CRRF) (See **Attachment B: Chemical Review Request Form & Instructions**) for every chemical in its work plan for review and approval by the NYC Transit Office of System Safety (OSS) prior to commencing the Work.
3. If applicable, the Contractor shall submit a Safe Work Plan (SWP) and Gasoline Powered Equipment Usage Placard, (See **Attachment C: Gasoline Powered Equipment Usage Forms & Instructions**) for review and approval by the NYC Transit OSS prior to commencing the Work.
4. The Contractor shall submit all evidence of insurance prior to commencing the Work. The Contractor shall furnish limits which, at a minimum, meet those which are set forth in Schedule A: Insurance Requirements.

C. Cleaning Requirements

The Contractor shall complete the following tasks in a substantial workmanlike manner to provide a complete deep cleaning of the above referenced station within the time parameters set forth by NYC Transit (See **Attachment D: Station Deep Cleaning Checklist & Guidelines** for additional details):

1. Removal of all dirt, dust and grime from all station overheads, including ceilings, conduits, ductwork, pipes, canopies, etc.
2. Cleaning of all lighting fixtures, including the bulbs and the interior and exterior of all fluorescent/LED fixtures.
3. Removal of stains, gum, dirt and grime from tile walls and columns, including walls and columns in station tunnel areas where applicable.
4. Removal of all gum, dirt, graffiti and grime from all station stair treads, including stair cases providing access to the street.
5. Removal of all stains, gum, dirt, refuse, graffiti and grime from all stainless steel surfaces including elevators and escalators, Automatic Fare Collection equipment, and On-the-Go Kiosks.
6. Removal of all stains, gum, dirt, dust, graffiti and grime from escalator steps, elevator doors, elevator glass including glass inside shaft visible to the public, elevator door tracks and floors.
7. Removal of all stains, gum, dirt, graffiti and grime from station and mezzanine flooring, including both tile and concrete surfaces.

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8. Removal of all stains, gum, dirt, graffiti and grime from all tactile strips.

The Contractor shall clean any station artwork commissioned by MTA Arts & Design in accordance with specified category in **Attachment E: MTA A&D Cleaning & Care Instructions & Artwork List**. A list of applicable station artwork is provided therein.

D. Worksite Conditions

1. The stations, and all equipment therein, need to be fully operational following completion of the tasks outlined above.
 - a. Prior to commencing any Work which involves jetting water, the Contractor shall waterproof all electrical assets in the station environment area, including but not limited to: MetroCard Vending Machines (MVM), subway countdown clocks, Station Help Points, electronic advertisements, and turnstiles.
2. Station deep cleaning work shall be scheduled in coordination with Project Manager at the times indicated in Section A. Station cleaning work may also be performed at other times, subject to prior approval by the Project Manager.
5. Trains will operate through the closed station at restricted speeds without customer stops.
6. Track or platform edge access will be arranged through flagging, runarounds or diversions.
7. Any request for a work train must be planned and submitted in advance of the scheduled station closure. NYC Transit will decide whether this resource is necessary on a case-by-case basis.
8. Following approval by the OSS, all cleaning agent use and disposal must follow all applicable regulatory requirements.

E. Additional Requirements

1. All access equipment required for the Contractor to perform the work must be supplied by the Contractor, including but not limited to ladders, cherry pickers, scaffolding.
2. The Contractor shall submit two sets of photos to NYC Transit for the purpose of documenting cleaning progress. The first set of photos shall be taken prior to commencing the Work, and shall include all areas covered under this work scope. The second set of photos shall include the same areas, and shall be taken following completion of the work at the specified end time.

Contact Information:

To request a copy of the latest scope of work or the attachments referenced throughout this document, please send an email to StationsDeepCleaning@nyc.com.