

SPECIFICATIONS
FOR
WINDOW CLEANING SERVICES

The City of Dearborn Recreation Department is requesting quotations for the Window Cleaning of the Ford Community and Performing Arts Center, located at 15801 Michigan Ave, from award of quotation through June 30, 2003. This quotation may be extended for an additional one year period by mutual consent of both parties at the same unit prices.

Site Inspection #2:

A mandatory pre-bid meeting will be held at 9:00am on Tuesday, May 20, 2003 and a second at 9:00 am on Thursday, May 22, 2003. Bidders must attend one of the two meetings. The meeting will be held at the Ford Community & Performing Arts Center, 15801 Michigan Ave, Dearborn MI 48126. Bidder are to meet at the front desk with Mike Sacha. All bidders are required to attend. Individual with disabilities who require special accommodations, auxiliary aids or services to attend should contact (313) 943-2352. Reasonable advance notice is required.

Before submitting a bid, each bidder shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City of Dearborn upon which the bidder will rely. If the bidder receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

GENERAL REQUIREMENTS:

The Contractor will be required to furnish all necessary labor, equipment, tools and materials for cleaning all windows, glass doors in the City of Dearborn building or location listed in these specifications. Washing shall be both inside and outside and shall be left clean. Glass is clean when all window surfaces are without streaks, film, deposits and stain and have a uniform bright appearance. Windows shall be cleaned in such a manner as to cause a minimum amount of inconvenience and/or disturbance to building occupants. Work shall be subject to inspection and approval of the Director of Recreation or his designated agents.

The Ford Community Performing Arts Center is approx 8 stories, 90 feet and the highest window light is in the theatre.

SCOPE OF WORK:

Glass washing shall be done with clean water and necessary equipment to remove all dirt, grease or stains, and shall be left dry. The use of ammonia or other cleaning agents shall be allowed in solution with the water, but only such materials will be allowed that are not injurious to painted, varnished or building surfaces. All work shall be done in a workmanlike manner. Premises in the vicinity of the work shall be left clean. Vendor is to clean excess cleaning solution off window ledge and sills.

When washing has begun on a building, the Contractor shall finish all glass in the building with no absences from the job unless due to weather.

All exterior aluminum surrounding windows and structural glass in curtain walls shall be cleaned with an approved solution, necessary to remove all dirt, grease or stains, that is not injurious to the finish, and an approved sealed applied.

FREQUENCY OF CLEANINGS:

The Ford Community and Performing Arts Center shall be washed once, during the month of May (or upon award of quotation).

Any additional washing must be only upon receipt of a purchase order from the City of Dearborn. All washing shall be performed during working hours satisfactory to the department involved.

Insurance #2:

The successful bidder will be required to furnish insurance as specified. Insurance Carrier must be licensed to do business in the State of Michigan. Insurance must be provided on a comprehensive form to include the following:

1. General Liability (CGL) Insurance Occurrence Form with a limit of \$1,000,000 per occurrence and \$2,000,000 aggregate. The following endorsements must be included:
 - a. products/completed operations
 - b. contractual liability
 - c. personal injury
 - d. **The City of Dearborn shall be named as an additional insured with respects to General Liability.**

2. Workers Compensation Insurance as required by the State of Michigan law.
 - a. Michigan statutory coverage
 - b. Employers liability - \$500,000

Hold Harmless:

To the fullest extent permitted by law, the Contractor/Vendor shall indemnify, defend, and hold harmless the City of Dearborn, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the Contractor/Vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.

DAMAGES:

The Contractor shall be held responsible for all or any damages to City building structures, property, etc., and shall further be responsible to replace, repair and make restitution the City's satisfaction for such damage as incurred by the Contractor.

RIGHT TO ACCEPT, REJECT AND WAIVE DEFECTS:

The City reserves the right to accept a proposal and award contract on the base bid, or one of the alternate bids, to reject any or all proposals, and to waive any defect of irregularity in any proposal.

CONTRACT PERIOD:

This contract shall cover the period from award of quotation through June 30, 2003.

CONTRACT RENEWAL\SAME PRICES:

This contract may be extended for an additional one (1) year period upon mutual agreement of the vendor and the City of Dearborn, at the same unit prices listed in this bid.

PAYMENT TERMS:

Payments will be made after inspection and approval of work by the Facilities Manager. Accurate invoices must be submitted prior to payment.

ASSIGNMENT OF CONTRACT:

Contractor shall not assign the contract or any part thereof to any person, firm, corporation or company unless such assignment is approved in writing by the Purchasing Agent. The contract shall not be assignable unless the proposed assignee is acceptable to the City. Such acceptance shall be at the sole discretion of the City upon request of the contractor.

NOTICE TO BIDDERS:

The measurements and inventory for the following buildings are approximate. Certain omissions may have been made due to remodeling, site changes or other reasons. Bidders will be held to have visited all locations and to have examined the various sites for an accurate assessment of cleaning to be done and the conditions under which he will conduct his work. No extras will be allowed due to contractor's failure to examine the sites before completing this bid.

FAILURE TO COMPLY:

For failure to deliver in accordance with specifications, the City may cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor.

Termination for Convenience:

The performance of work under the contract may be terminated by the City of Dearborn in whole or in part whenever the City of Dearborn determines that termination is in the City of Dearborn's best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination at least fifteen (15) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective.

REFERENCES:

List three (3) references for whom you have provided similar services to, within the past year.

Company Name	Contact Person	Telephone Number
Company Name	Contact Person	Telephone Number
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