



BAY CITY HOUSING COMMISSION

Window Washing Services -- Request For Quotation For the Bay City Housing Commission

PROJECT SCOPE OF WORK

The service being quoted includes the complete washing of interior and exterior glass surfaces of windows, cleaning of window screens, window tracks and windowsills. The scope also includes cleaning all common area windows. Quotations will be for one complete cleaning at each of the locations listed below in 2023, plus a quote for one optional cleaning in 2024.

Smith Manor	600 N. VanBuren	141 Apartments
Pine Towers	306 S. Walnut	115 Apartments
Maloney Manor	210 Fitzhugh	113 Apartments
Maplewood Manor	1200 N. Madison	158 Apartments
Administrative Office	315 14th Street	15 Office windows
Maintenance Office	701 First Street	6 Office windows

A more detailed description of each property follows under Project Descriptions.

All apartment windows to be cleaned are 2-lite horizontal sliding windows with one fixed lite and one operable side. A window screen is located in each operable lite opening. Each window screen shall be removed, cleaned with a pre-approved cleaning solution with brush agitation, rinsed and reinstalled. Each operable window lite shall be removed from the window frame and both interior and exterior surfaces cleaned with solution, squeegeed and wiped with a dry cloth, leaving no streaking or filming. The fixed lite window shall be cleaned similarly in place.

Appropriate action shall be taken by the VENDOR to insure that their employees are protected from falls while cleaning exterior surfaces. Prior to reinstallation of the operable lite window and screen, the VENDOR shall clean the windowsill and track with solution. All employees shall be as careful as possible not to disturb or damage any resident personal property. A Housing Commission employee will accompany the vendor's cleaning crew.

VENDOR will create a daily schedule of apartments and is expected to stay on schedule as per our notice. BCHC will create a 48-hour advance notice letter to every apartment to be entered.

BID AND PROJECT SCHEDULES

- **Bid Due Date: 12:00 Noon EST on Friday, May 5, 2023**, on the prescribed form to: Windows 2023, Bay City Housing Commission, 315 14th Street, Bay City, Michigan 48708.

- **Bid Selection Date: May 25, 2023**
- **Project Completion Date: July 15, 2023**

Quotations shall be submitted on the form provided, signed and dated by an officer of the company. We recommended prospective vendors visit each site and familiarize themselves with the scope of work prior to submission of a bid. Contact Karl Opheim, Assistant Director, at Karl@baycityhousing.com or (989) 892-9581 x 107 to schedule.

Bids may be mailed, delivered in person or email to Karl@baycityhousing.com. All email submissions must be followed by a signed hardcopy within three (3) business days. A completed IRS W-9 and proof of Liability and Worker's Compensation Insurance will be required of the successful vendor.

The Bay City Housing Commission reserves the right to reject any or all quotations received as it serves its best business interests and to split the award of the work as may be required to meet budgetary cost limits.

BIDDER REQUIREMENTS

Bidders must have at least two years window cleaning experience.

Vendor shall provide a copy of the Material Data Safety Sheet of the cleaning solution proposed for use for review by the Bay City Housing Commission prior to cleaning. Product shall be suitable for the intended use and result in acceptable finished condition free from streaking or filming on cleaned glass surfaces.

Insurance

Before work can commence the contractor must provide proof of liability and worker's compensation insurance with the following limits: Commercial general liability coverage of \$1,500,000 combined single limit for bodily injury and property damage per occurrence. Worker's compensation insurance of \$100,000 per accident, \$100,000 per disease, per employee and \$500,000 bodily injury/disease.

Automobile Liability Insurance of \$500,000 bodily injury per person per accident, \$250,000 property damage or \$1,000,000 combined single limit per accident. The Bay City Housing Commission must be listed as an *additional insured party* on the certificates of insurance.

PAYMENT

Payment shall be rendered within 30 days of invoice and upon inspection and approval of completed services at each location.

PROJECT DESCRIPTIONS

Pine Towers - 115 Apartments (9 floors) and Common Areas.

- Windows and screens, (226 slider window units)
- Common areas include: Community room, lounge, computer room, staff offices, 1st floor hallway interior windows (glass walls), and the store front vestibule. All windows are to be cleaned inside and outside.

Smith Manor - 141 Apartments (5 floors) and Common Areas.

- Windows and screens (283 sliding window units) and one first floor apartment has an attached screen room with several windows.
- Common areas include: Community room, community kitchen, corridor, stairwell windows on each floor, lounge, three offices, store front vestibule, and 2nd floor laundry room. All windows are to be cleaned inside and outside.

Maloney Manor - 113 Apartments (6 floors) and Common Areas.

- Windows and screens (227 window units) and one first floor apartment with attached screen with several windows.
- Common areas include: Community room, corridor and stairwell windows on each floor, three staff offices, Two store-front vestibules, two laundry rooms on 3rd and 5th floor. All windows are to be cleaned inside and outside.

Maplewood Manor - 158 Apartments (9 floors) and Common Areas.

- Bedroom slider window unit (158 window units) and glass patio doors (158) and one first floor apartment has a screen room with several windows.
- Common areas include: Nine (9) offices/tenant activity in the North wing, community room, store-front vestibule, 9th floor lounge; 8th floor laundry; 7th floor storage. All windows are to be cleaned inside and outside.
- Interior only 24 stairwell windows and exterior only of eight (8) south wing windows.

Administrative and Maintenance Offices

Complete price for cleaning fifteen (15) office windows both interior and exterior and the store-front entry vestibule windows. Maintenance Office consists of cleaning six (6) office area windows, both interior and exterior.

⇒ PLEASE PASTE YOUR COMPANY'S LETTERHEAD HERE; TOP OF THIS PAGE

PROPOSAL FORM

Quote For: Window washing at four high rise and two offices

To: Bay City Housing Commission (owner)
315 14th Street
Bay City, MI 48708

Gentlemen:

The Undersigned, having familiarized myself with the local conditions affecting the cost of this work, (Instructions and Description of Work, Non-Collusive Affidavit) hereby propose to perform everything required; to provide and furnish all the labor, materials, tools, expendable equipment and transportation services, etc., necessary to perform and complete in a workmanlike manner required for the aforementioned project the sums of:

Location (price per site)	<u>2023</u> <u>Pricing</u>	<u>2024</u> <u>Optional Year</u>
Pine Towers	_____	_____
Smith Manor	_____	_____
Maloney Manor	_____	_____
Maplewood Manor	_____	_____
Administrative Office and Maintenance Office	_____	_____
Totals	\$ _____	\$ _____

The information contained in this proposal is to be relied upon by the Bay City Housing Commission, and is warranted by the bidder to be true. The bidder agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the bidder, as may be required. Attach additional sheets if necessary.

Signed: _____ Date: _____, 2023

Print/Type Name: _____ Title: _____

Company Name: _____

Address: _____ City/ Zip: _____

Telephone: _____ Email: _____

Bids are due Friday May 5, 2023 at 12:00 Noon EST at Bay City Housing Commission, 315 14th Street, Bay City, Michigan 48708 via mail or other direct delivery, email to (Karl@baycityhousing.com). All email submissions must be followed by a signed hardcopy within three business days.

⇒ PLEASE PASTE YOUR COMPANY'S LETTERHEAD HERE; TOP OF THIS PAGE

WINDOW CLEANING REFERENCES

Vendor shall provide BCHC with three references from companies/organizations you have cleaned worked for in the past.

1. Company Name _____ Contact Person _____

Address _____

Phone Number _____

2. Company Name _____ Contact Person _____

Address _____

Phone Number _____

3. Company Name _____ Contact Person _____

Address _____

Phone Number _____

Indicate if equipment would be used to clean the outside of the windows or if you would have to clean them from inside the apartments _____

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NON-COLLUSIVE AFFIDAVIT

I, _____ (a partner or officer of the firm of, etc.)
(name of company official)

the party making the foregoing proposal or bid, that such-proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Bay City Housing Commission or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

NON-DEBARRED CERTIFICATION

This is to certify that the below signed bidder is not nor have been debarred, suspended or otherwise prohibited from contacting or entering into construction or modernization agreement with any federal, state or local agency including the U.S. Department of Housing and Urban Development.

Date: _____

Signature: _____

Bidder, if the bidder is an individual
Partner, if the bidder is a partnership
Officer, if the bidder is a corporation

Title _____