



## **INVITATION FOR BID**

**Furnish: Provide Window Washing Services for Detroit Public Library for a One-Year Period with Two (1) One-Year Renewal Options**

**Company:**

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**IFB No. IFB-CL-1921**

**Issued: April 30, 2019**

**Bid Due Date: May 14, 2019, 2109 by 2:00 p.m.**

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## **IFB-CL-1921**

The Detroit Public Library is requesting sealed bids from qualified bidders to Window Washing Services for various locations for a One-Year Period with Two (2) One-Year Renewal Options.

Bids are to be addressed and delivered to the Purchasing Department of the Detroit Public Library, in accordance with the bid instructions and all other requirements as referenced in this document. Bids shall be received until May 14, 2019 by 2:00 p.m., local time, at which time a representative of the Purchasing Department will publicly read the names of those companies submitting bids. No other public disclosure will be made until after award of contract.

## INSTRUCTIONS TO BIDDERS

1. Firms responding to this Invitation for Bid (“IFB”) shall submit their bids in the overall format as outlined in this solicitation.
2. Bidders shall submit **one original and one copy** in a sealed package or envelope listing the following information on the outside:
  - Bid Title: Provide Window Washing Services
  - Bid Number: IFB-CL-1921
  - Bid Due Date: May 14, 2019 by 2:00 p.m. (local time)
  - Company’s name and address

***Bid shall be signed to be acceptable***

3. Bids shall be submitted to:

Detroit Public Library  
Purchasing Department  
5201 Woodward Avenue  
Detroit, MI 48202

No telephone, electronic, or facsimile proposals will be considered.

***Please note:*** The Library is closed to patrons on Monday however, the business offices are open. Access to the building when the main entrances are closed is through the Staff Entrance on Putnam Street.

To facilitate distribution and evaluation, the bids shall be single-sided black and white copies. The response shall include all information specified and required pricing sheets.

4. **Late Bids will not be accepted or considered.** It is the responsibility of the Proposer to ensure that the bid arrives at the Detroit Public Library’s Purchasing Department prior to the date and time indicated. Telephone quotes will not be accepted and bids submitted electronically are not acceptable. Bids shall be sent by mail or hand delivered, allowing sufficient delivery time to ensure receipt in the Purchasing Department by the deadline specified. Time and date validation will occur in the Purchasing Department. All bids received after the deadline cannot be accepted and will be returned to the proposer unopened.

5. **VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE.** The only authorized vendor changes to a bid document will be in the areas provided for a bidder's response, including the "Exceptions" section of the bid proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the bid document will be applicable during the term of the contract. The Detroit Public Library shall accept NO CHANGES to the bid document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the bid document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the bid document. Any Vendor who submits a bid and later claims it had no knowledge of any changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the bid document, shall be bound by the bid, including any changes, modifications or additions to the Authorized Version. If a bid is awarded to a Vendor who claims that it had no knowledge of the changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the bid, and that Vendor fails to accept the bid award, the Detroit Public Library may pursue costs and expenses to re-bid the item from that Vendor.

The Authorized Version of the bid document shall be that bid document appearing on the MITN website with any amendments and updates. The Detroit Public Library officially distributes bid documents from the Purchasing Department or through the Michigan Intergovernmental Trade Network (MITN) website. Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Purchasing Department or the MITN website are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, [www.bidnetdirect.com](http://www.bidnetdirect.com) and obtain an official copy.

6. Bids shall be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. No bid shall be withdrawn for ninety (90) days from submission deadline unless otherwise stated in the bid document.

7. The Detroit Public Library reserves the right to:
  - Reject any and all bids received as a result of this IFB.
  - Waive or decline to waive any informalities and any irregularities in any bid received.
8. The selected vendor will be required to assume responsibility for all goods and services offered in the bid, whether or not the bidder produces them. Further, the selected vendor shall be the sole point of contact and responsibility with regard to all contractual matters, including payment of any and all charges resulting from the contract.
9. All bids and other materials submitted shall become the property of the Detroit Public Library.
10. All changes in the IFB documents shall be through written addendum and furnished to all bidders. Verbal information obtained otherwise will not be considered in awarding of the bid.
11. Any questions concerning the submission of bids and/or the specifications shall be submitted, in writing, to:

Christina Ladson  
Purchasing Manager  
Detroit Public Library  
Email: [cladson@detroitpubliclibrary.org](mailto:cladson@detroitpubliclibrary.org)



## **Detroit Public Library Interior and Exterior Window Washing**

### **Minimum Specifications**

The Detroit Public Library is requesting bids to provide Window Washing Services for a One Year Period with Two (2) One-Year Renewal Options. The contractor shall:

1. Be a fully-established business operating under its submittal name for a minimum of five (5) years.
2. Have adequate personnel to perform the services as indicated in the specification.
3. Possess appropriate equipment to perform the requested service.

Work shall be completed as follows:

1. Windows are to be cleaned inside and out.
2. Window frames and sills shall be wiped down and cleaned of any water streaks
3. All smudges, tape, oily films and other types of soil from all interior and exterior windows. After washing, windows shall be free of dust, smudges and watermarks.
4. Contractor shall ensure that products used will not stain or cause damage to building exterior/interior walls, casings or glass.
5. Contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment and supplies that is required to protect its employees, Library staff and the public.
6. Contractor shall keep areas free of debris during and after work has been completed.
7. Contractor shall ensure proper disposal of water; only rainwater is permitted to be disposed of in the sewers.

### **GENERAL REQUIREMENTS:**

- a) **Quality of Work:** 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. Frames shall be wiped or scrubbed to remove all dried dirt, insects, debris and other materials. Inside windowsills shall be wiped 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 the Detroit Public Library. 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 federal, state, and local codes and regulations.

- d) **The Detroit Public Library reserves:** The right to request the removal from the work site 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.
- e) **Material Safety Data Sheets:** Prior to starting, Contractor must provide Material Safety Data Sheets (MSDS) for all products used on site.
- f) **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 persons 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 cones and signs.
- g) **Inside and exterior:** Washing is in scope for this project.
- h) **Damage:** Any damage to windows, building, furniture, equipment or collections will be reported immediately to the Facilities Department. Contractor shall notify building Security of any pre-existing damage and/or deterioration in windowsills or frames.
- i) **Washing Schedule:** Main Library windows are to be washed quarterly beginning in May. The windows at the branches will be cleaned twice a year, once in the spring (May/June) and once in the fall (October/November). Window washings are to be coordinate through Facilities and Branch Services. At no time shall washing windows interfere with the Library's activities.

#### **SCHEDULING:**

- a) **Work Start:** No work shall be performed prior to receipt of an approved Purchase Order and the filing and approval of a Certificate of Insurance with the Procurement Department.
- b) **Work Hours:** Coordinate the washing schedule with the Facilities Department. Washing is to be performed Monday through Friday at Main Library between the hours of 8:00 am and 5:00 pm. Monday through Thursday at the Branches between the hours of 10:00 am and 5:00 pm (daylight hours).

- c) **Schedule Wash:** Schedule wash with the Facilities Department. Provide at least two weeks' notice prior to scheduled wash date. Confirm the scheduled wash date in writing.

#### **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) **Supervision:** Contractor shall provide all supervision on site to coordinate and inspect work.
- c) **Daily Check In/Out:** The on-site supervisor of Contractor workers shall check-in the Building Security prior to starting work.
- d) **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 compliance with all federal, state and local laws and codes. The safety of Contractor's employees is a prime concern of the Library. The Contractor shall take all necessary steps to ensure proper safety during the performance of the requested services.
- e) **Deficiencies:** Contractor will correct or cause to have corrected any deficiencies in work, as requested by the Library.
- f) **Prohibited Actions:** Contractor crews will be working in smoke-free buildings. Contractor will be required to remove any worker who violates the nonsmoking rules or any employee who reports to the job presenting evidence of alcoholic beverages or drug use.
- g) **Reassignments:** The Contractor shall utilize, on this Contract, only workers that are skilled in the tasks to which they are assigned. The Library retains the right to require the reassignment of an employee or employees as the Library may deem necessary. Reasons for this request may be, but are not limited to: poor work performance, incompetence, carelessness, disruptive or otherwise objectionable behavior. The request for reassignment is in no way a call for dismissal. It is just a request for the individual to be reassigned away from the Library buildings.



- h) **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.
- i) **Obstacles:** Washing crews should give the building staff every opportunity to clear windowsills or any other obstacles.
- j) **Occupant Safety:** Work shall be done in such a manner so as to create a safe working and walking situation for staff and Library customers. Work shall be done in a manner as to be of a little disruption and in a manner that does not compromise the security of the building.

**ADDITIONAL WASHINGS:**

If it is determined by the Facilities supervisor or Branch Manager that additional washings are needed during this Contract period, the dates of the additional washings are to be agreed upon by the Facilities Representative and the Contractor. The price for additional washing shall be the same awarded Contract rate.

**A. Price**

Prices shall include all anticipated costs for services including, but not limited to external costs (customer surveys, external research, travel, etc.), and shall include a not to exceed fee total for the proposed services.

Please complete the detailed itemization of all services indicated in the Minimum Specifications and General Requirements.

Total Bid: \_\_\_\_\_  
(Numerically)

Total Bid: \_\_\_\_\_  
(Written)

Should there be any discrepancies, the written total shall be the accepted amount for this bid.

\*Note: The Detroit Public Library is a Government Unit and exempt from State Sales Tax.

## B. *Branch Location Site Visits*

Each bidder is required to perform a site inspection of the branches prior to submitting a bid. No adjustments to the bid will be considered due to the Bidder's failure to visit the specified locations.

Acknowledgement:

I, \_\_\_\_\_, certify that a company representative has visited each location and is familiar with the specific requirements for completing the required services at each branch.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

\_\_\_\_\_

## C. **References**

Contractors shall provide three (3) references, whereby services of a similar size and scope has been provided within the past three (3) years.

REFERENCE #1	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL	
YEARS OF EXPERIENCE	

REFERENCE #2	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

REFERENCE #3	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

#### **D. Award**

The Detroit Public Library anticipates one award of the contract.

The Detroit Public Library reserves the right to award this bid to the lowest responsible total bidder meeting specifications; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations.

Additionally, any bidders with a history of safety problems or a high incidence of accidents will not be considered for award of a bid or contract.

#### **E. Payment Terms**

The Detroit Public Library's payment terms are Net 45 Days. Payment will not be authorized until a final inspection has been completed. Additionally, all invoices shall be submitted electronically to [accountspayable@detroitpubliclibrary.org](mailto:accountspayable@detroitpubliclibrary.org). All invoices shall be clearly legible and contain the following information:

1. Company Name, Address and Phone Number
2. Unique Invoice Number
3. Accurate Item Description
4. Quantity
5. Unit Price
6. Net total cost, after any applied discount
7. Purchase Order Number
8. Date and Location of Delivery

It is the responsibility of the successful bidder to submit a properly completed invoice. Failure to submit a proper invoice will result in delay of payment.

#### **F. Job-Site Conditions**

The Contractor is responsible for scheduling the work and providing protection of the property and equipment in such a manner as to minimize damage to the building. The Contractor shall clean up all debris daily.

#### **G. Site clean-up**

The Contractor is responsible for and will remove all his material and have dumpster on site during the proposed work schedule. The site shall be policed and the dumpster shall be removed from the site the day after the completion of the project.

## **H. Protection of Work, Persons and Property**

During performance and up to date of final acceptance, the contractor shall be under absolute obligation to protect the Library's buildings, grounds, and adjacent properties against any damage, loss or injury. The contractor shall take all reasonable precautions to protect the persons and property of the Library from damage, loss or injury during performance under this contract.

## **I. Performance Bond**

The successful proposer shall furnish a corporate surety bond in an amount equal to 100% of the Contract payment amount, as security for the faithful performance of the Contract.

The successful bidder shall, within 10 days after requested to do so by the Library, and before commencing any work at the site, furnish the above bonds and any insurance certificate required. The Contract for the work is expressly conditioned upon receipt by the Library of such bonds and insurance certificates. Each such bond shall be in the appropriate form and in accordance with local law. Each bond shall be included in the Contract documents and shall bear a date the same as or subsequent to the date of the Contract.



## APPENDIX A

### Certificate of Insurance

The Detroit Public Library has specific certificate of insurance requirements. The Contractor shall maintain at its expense during the term of this contract, the following insurance:

- A. Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with minimum limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee.
  - B. Commercial General Liability insurance with a combined single limits of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00
  - C. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by supplier's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.
- II. If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the Detroit Public Library, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the contractor's expense, under valid and enforceable policies.
- III. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the Detroit Public Library. The Commercial General Liability insurance policy shall name the Detroit Public Library as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Business Office, Purchasing Department, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates.

**APPENDIX B**  
**NON-COLLUSION AFFIDAVIT**

IFB Number: \_\_\_\_\_ Description: \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my Firm, its Owner, Directors, and Officers. I am the person responsible in my firm for the price(s) and the amount of the bid.

I state that:

1. The price(s) and the amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of the bid, and either the approximate price(s) or the approximate amount of the bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or noncompetitive bid.
5. \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PERSON SUBMITTING BID

\_\_\_\_\_  
BID NOTARY'S SIGNATURE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in and for \_\_\_\_\_ County.

My commission expires: \_\_\_\_\_



### Statement of No Proposal

Note: If you do not intend to submit a proposal on this commodity or service, please return this form immediately.

The Purchasing Department of the Detroit Public Library wishes to keep its vendors' list file up-to-date. If, for any reason, you cannot supply the commodity/service noted on the attached solicitation, please complete this form and return to: Detroit Public Library, Purchasing Department at 5201 Woodward Avenue, Detroit, Michigan, 48202, to remain on the particular vendor list for future projects of this type.

### PLEASE COMPLETE AND RETURN

We the undersigned have declined to submit on this proposal for the following reasons:

- ☐ Specifications to "tight" i.e. geared toward one brand or service (explain below).
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet specifications.
- ☐ Our schedule would not permit us to perform
- ☐ Insufficient time to respond to RFP/IFB.
- ☐ We were unable to meet bond requirements.
- ☐ We were unable to meet insurance requirements.
- ☐ We are not able to offer this product or service.
- ☐ Please remove us from your vendor list (explain why below).
- ☐ Other (specify below).

Remarks:

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Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

***SIGNATURE PAGE***

Prices quoted shall remain firm for 90 days or bid award whichever comes first, except the successful bidder(s), whose prices shall remain firm for the entire period of performance.

NOTE: The undersigned has checked the bid figures carefully and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
*City State Zip*

TAX ID: \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PAYMENT TERMS: \_\_\_\_\_

**ACKNOWLEDGEMENT:**

I, \_\_\_\_\_, certify that I have read the INSTRUCTION TO BIDDERS and that the bid proposal documents contained herein were obtained directly from the Detroit Public Library or MITN website, [www.bidnetdirect.com](http://www.bidnetdirect.com), and is an official copy of the Authorized Version.

COMPANY REPRESENTATIVE'S NAME:

\_\_\_\_\_  
*(Print)*

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*





## ATTACHMENT C

## WINDOW WASHING SERVICES PRICE SHEET

Line Item	Scheduled Service Visit	Location	Estimated Quantity	Unit of measure	Unit Price	Extended Price
<b>MONTHLY</b>			<b>Two Cleanings Per Year</b>			
1	Bowen Branch	3648 W. Vernor	2	Per Cleaning	\$ /Cleaning	\$
2	Chandler Park Branch	12800 Harper	2	Per Cleaning	\$ /Cleaning	\$
3	Chaney Branch	16101 Grand River	2	Per Cleaning	\$ /Cleaning	\$
4	Chase Branch	17731 W. Seven Mile Road	2	Per Cleaning	\$ /Cleaning	\$
5	Conely Branch	4600 Martin	2	Per Cleaning	\$ /Cleaning	\$
6	Douglass Branch	3666 Grand River	2	Per Cleaning	\$ /Cleaning	\$
7	Skillman Branch	121 Gratiot	2	Per Cleaning	\$ /Cleaning	\$
8	Duffield Branch	2507 W. Grand Blvd.	2	Per Cleaning	\$ /Cleaning	\$
9	Edison Branch	18400 Joy Road	2	Per Cleaning	\$ /Cleaning	\$
10	Franklin Branch	13651 E. McNichols	2	Per Cleaning	\$ /Cleaning	\$
11	Hubbard Branch	12929 W. McNichols	2	Per Cleaning	\$ /Cleaning	\$
12	Jefferson Branch	12350 E. Outer Drive	2	Per Cleaning	\$ /Cleaning	\$
13	Knapp Branch	13330 Conant	2	Per Cleaning	\$ /Cleaning	\$
14	Lincoln Branch	1221 E. Seven Mile Road	2	Per Cleaning	\$ /Cleaning	\$
15	Monteith Branch	14100 Kercheval	2	Per Cleaning	\$ /Cleaning	\$
16	Parkman Branch	1766 Oakman Blvd.	2	Per Cleaning	\$ /Cleaning	\$
17	Redford Branch	21200 Grand River	2	Per Cleaning	\$ /Cleaning	\$
18	Sherwood Forest Branch	7117 W. Seven Mile Road	2	Per Cleaning	\$ /Cleaning	\$
19	Wilder Branch	7140 E. Seven Mile Road	2	Per Cleaning	\$ /Cleaning	\$
				<b>Annual Total</b>	\$	\$

Line Item	Scheduled Service Visit	Location	Estimated Quantity	Unit of measure	Unit Price	Extended Price
<b>Quarterly</b>						
1	Main Library	5201 Woodward Avenue	4	Quarterly	\$ /Quarterly	\$
				<b>Annual Total</b>	\$	\$