



Macomb County Department of Roads Request for Quotation - RFQ-11-25 Exterior Window Washing Services

Scope of Service

Supply all labor, materials, incidentals and means to provide exterior window cleansing and damp frame washing of the following buildings:

Main Office
117 S. Groesbeck
Mt. Clemens, MI 48043 – Second and third floors only

Old Administration Building
156 Malow
Mt. Clemens, MI 48043 – Second floor only

Cleaning to be scheduled between 7:30 a.m. – 3:00 p.m. Monday - Friday but must have prior schedule approval from Brian Duda. Contact information will be furnished at time of approval.

Any windows in need of repair shall be brought to the attention of management before being cleaned. All work shall be performed in a professional manner and shall be consistent with the practices of the trade. The contractor shall be responsible for any permits and inspections. All labor and materials shall be in accordance with applicable building, safety, and fire codes.

Each bidder shall be responsible for visiting the sites of the proposed work to fully acquaint themselves with existing conditions so that they may fully understand any difficulties and restrictions attending the execution of the work under the proposed contract.

This quote may be extended by mutual agreement of both parties up to one year and/or three cleanings.

Deadline: 9/27/11 prior to 3:00 PM E.D.T

Vendors should respond to this quotation request on-line at the Michigan Inter-governmental Trade Network - www.MITN.info. Select "Bid Opportunities" and search for solicitation RFQ-11-25 Exterior Window Washing. BidNet provides all technical and customer support for the MITN website. If you need help or need assistance in anyway, please call the technical support department at BidNet toll free at 1-800-677-1997, Ext. 214.



Insurance

The following insurance shall be obtained:

- A. Comprehensive General Liability including \$1,000,000 per occurrence and \$2,000,000 aggregate
1. Products and completed operations
 2. Broad form property damage
 3. Premises operations
 4. Broad form contractual
 5. Personal injury
- B. Workers' Compensation Employers Liability Statutory Coverage and Employer's Liability Limits of: \$500,000/\$500,000/\$500,000
- C. Automobile liability including hired and leased vehicles owned and non-owned autos \$1,000,000 CSL or \$500,000 per person
\$1,000,000 per accident \$500,000
Property damage

Personal Injury Protection – Statutory Limits and Property Protection Insurance - \$1,000,000 Limit.

Supplemental Environmental Auto Liability (SEAL) coverage or insurance that covers the loading and unloading of scheduled pollutants is required.

CERTIFICATES OF INSURANCE (GENERAL)

All certificates of insurance and duplicate policies of an outsider, vendor or contractor shall contain the following clauses:

- A. "Underwriters shall have no right of recovery or subrogation against the MCDR (including its agents and agencies as aforesaid), it being the intention of the parties that the insurance policy so effected shall protect both parties in primary coverage for any and all losses covered by the subject policy."
- B. "Any coverage afforded the MCDR shall apply as primary and not excess to any insurance issued in the name of the MCDR, et al."
- C. "The insurance company(s) issuing the policy or policies shall have no recourse against the MCDR for payment of any premiums or for assessments under any form of policy."
- D. "The term 'insured' is used severally, not collectively but the inclusion in this policy of more than one insured shall not operate to increase the limit of the MCDR's liability."

All certificates are to provide thirty (30) days written notice of material change or cancellation. Certificates of Insurance and insurance binders must be provided not less than ten (10) working days before commencement of work to the Macomb County Department of Roads, 117 S. Groesbeck Hwy., Mt. Clemens, MI 48043. Insurance carriers are subject to the approval of MCDR.