

Scott County Facility and Support Services Department  
Purchasing Division

**REQUEST FOR QUOTATION**  
**Scott County Requisition No. 19233**  
**Bidders need to complete and submit this form.**

<b>Submission Date: 5/16/2016</b>	<b>No Later: 2:00pm</b>
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Qty	Description
	Scott County is requesting quotations for
	Window Cleaning at locations listed
	Scope of work is attached
	Please submit your response to <a href="http://www.PublicPurchase.com">www.PublicPurchase.com</a> (registration is free)
	Delivery Included
	price quotation good for 60 days
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, <a href="http://www.scottcountyiowa.com/fss/purchasing.php">www.scottcountyiowa.com/fss/purchasing.php</a>

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:  
(Scott County Use Only)

\_\_\_\_\_  
Name

Date: 4/22/2016  
Time: 2:00pm

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

**PLEASE NOTE:**

**Bidders must provide an estimated delivery date in their bid response!**

Company Contact Information:	Phone:	
	E-Mail:	

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”



## REQUEST FOR BID

Scott County Facility & Support Services is requesting quotations for window washing. Duration of contract will be from **JULY 1, 2016 TO JUNE 30, 2019.**

Bids should be submitted no later than **2:00 P.M., May 16, 2016.**

**Bids must be submitted through the county's vendor service [www.publicpurchase.com](http://www.publicpurchase.com) and should be submitted no later than, 2:00 P.M., May 16, 2016.**

Scott County is not responsible for delays, technical problems or other issues preventing the delivery of bids before the deadline.

It is the bidder's responsibility to ensure the timely delivery of bids.

For questions regarding this bid please contact Daniel Mora, Custodial Coordinator 563-326-8287.

Provide documentation of inspection/work to Custodial Coordinator or 6<sup>th</sup> floor reception desk, upon completion of work.

Please itemize each location separately on invoice.

All work to be completed during normal Scott County business hours (8-4:30, M-F), unless noted below or other mutually agreeable arrangements are made in advance. Scott County is under no obligation to accommodate non-business hour arrangements.

## **SCOPE OF WORK**

1. Contractor shall provide all materials and labor to perform window washing on inside and outside of buildings as noted below in Attachment A.
2. Schedule should be spring (mid April), summer (mid July) and fall (mid-October)

## INSURANCE REQUIREMENTS

The Contractor shall have in force during the period of this contract, insurance as listed below:

- A. Bodily Injury and Property Damage Insurance: The CONTRACTOR shall take out and maintain during this contract, bodily injury and property damage liability insurance under a comprehensive general form and automobile injury and property damage insurance under a comprehensive general form.

The required limits of this insurance shall not be less than:

General Liability:

Personal Injury –each person	\$1,000,000
Personal Injury -each occurrence	\$1,000,000
Personal Injury-Aggregate	\$1,000,000
Personal Damage-each occurrence including Broadform Liability Extension	\$1,000,000

Automobile Liability - Owner , Non-Owned and Hired  
Vehicles:

Personal Injury –each person	\$1,000,000
Personal Injury -each occurrence	\$1,000,000
Personal Damage-each occurrence	\$1,000,000

The above insurance shall cover the contractor's employees, the public and Scott County employees while in the buildings and on the grounds of Scott County.

- B. Certificates of Insurance: The CONTRACTOR shall deliver to **Facility & Support Services, 600 West Fourth Street, Davenport, Ia.**, certificates of insurance covering all above insurance in duplicate. Such certificates shall provide ten days prior notice by registered mail of any material change in, or cancellation of this insurance. CONTRACTOR shall maintain this coverage on a standard CGL form for the benefit of Owner and the general public throughout the term of this agreement, and if a carrier or policy is changed, CONTRACTOR shall provide Owner with a replacement Certificate of Insurance.
- C. Contractual liability Insurance: The CONTRACTOR shall take out and maintain during this contract, liability insurance.
- D. Products and Completed Operations Liability Insurance: The CONTRACTOR shall also take out Products and Completed Operations Liability Insurance of limits not less than any of the above limits specified in these qualifications.
- E. Workmen's Compensation and Employer's Liability:

- (1) The CONTRACTOR shall maintain during this contract, the statutory workmen's compensation and employer's liability insurance for all his employees to be engaged in the maintenance work under the contract.
- (2) The amount of Employer's Liability Insurance shall not be less than One Million (\$1,000,000).

## INDEMNIFICATION

- A. To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the owner and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the WORK, provided that any such claim damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the WORK itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the CONTRACTOR and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce and otherwise exist as to any party or person described in this paragraph.
- B. In any and all claims against the Owner or any of their agents or employees by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any subcontractor under worker's workmen's compensation acts, disability benefit acts or other employee benefit acts.
- C. Scott County reserves the right to reject any or all bids or proposals submitted without cause. Further, Scott County reserves the right to re-bid or re-solicit for proposals for this project at any time in the future. By submitting a proposal or bid each CONTRACTOR acknowledges these rights and authorizes Scott County to exercise them should the situation warrant.

**ATTACHMENT A-  
EXTERIOR-THREE TIMES PER YEAR**

1. Administrative Center, 600 West Fourth Street, Davenport , IA 52801
2. Scott County Courthouse, 400 W. 4th Street, Davenport, IA 52801
3. Scott County Jail, 400 W. 4th Street, Davenport, IA 52801  
including windows in the inner courtyard
4. Scott County Annex, 500 West 4th Street, Davenport, IA 52801
5. Scott County Secondary Roads, 950 E. Blackhawk Trails, Eldridge IA 52748

**INTERIOR- ONCE PER YEAR**

1. Scott County Courthouse, 400 W. 4th Street, Davenport, IA 52801  
Courthouse main entrance windows,  
Courthouse main entrance lobby windows  
High Ledge Courthouse main lobby  
  
Work must be performed after 4:30pm
2. Scott County Juvenile Detention, 500 West 4th Street, Davenport, IA 52801  
North Day Room

Service Technicians working in Scott County owned facilities will be required to provide information for a background check including but not limited to Full name, date of birth, social security number, race and sex. The background check will be performed by the owner and no cost to the contractor. Scott County reserves the right to prohibit a Contractor's employee from working in a Scott County owned facility based on information received via the background check. This decision is not subject to appeal and specific information obtained from a background check will be kept confidential and will not be released to the Contractor.

