



MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2197
Telephone: (734) 240-7250 · Fax (734) 240-7266

May 12, 2017

Dear Contractor:

The County of Monroe is accepting proposals for all services involved in cleaning selected areas of the exterior glass to be completed between June 19-July 7, 2017 at the following facilities:

- Monroe County Office Building at 125 E. Second Street
- Monroe County Law Enforcement Building, 100 East Second Street
- Monroe County Courthouse at 106 E. First Street
- Stoner Kemmerling Building at 29 Washington Street
- Monroe County Museum, 126 S. Monroe Street

Please respond no later than **Friday, May 26, at 4:00 P.M.** You may submit your proposal by fax, U. S. mail, hand delivery or e-mail to annamarie_osment@monroemi.org. Direct all submittals to Annamarie Osment, Monroe County Finance Department, 2nd Floor, 125 East Second Street, Monroe, Michigan 48161-2197. The facsimile number is (734)-240-7266.

Contractors shall refer to the enclosed general project requirements and specific facility requirements to be met during the course of completing the project work. You must submit your quote on the proposal form provided.

The County of Monroe reserves the right to accept or to reject any and all proposals, to waive any irregularities and to make an award that is determined by the County of Monroe to be in the best interest of the County.

Sincerely,

Annamarie Osment
Operations Coordinator

Exterior Window Cleaning

General Project Requirements

- The selected contractor shall have a proven work record of completing similar projects continuously for the past three (3) years.
- The contractor shall possess and maintain during the work the following minimum insurance policy coverage:
 - A. Worker's Compensation Insurance which meets Michigan statutory requirements and Employer's Liability
 - B. General Liability with the following coverage inclusions:
 - Broad form general liability endorsement or equivalent
 - Independent contractor coverage
 - Contractual liability
 - Name the County of Monroe as additional insured
 - C. Vehicle Liability Coverage and Michigan No-fault Coverage including all owned, non-owned and hired vehicles
 - D. Limits of Liability for Items B & D above shall not be less than \$2,000,000.00 per occurrence, and/or aggregate, combined single limit for Personal Injury, Bodily Injury and Property Damage

No work may be scheduled by the contractor without first submitting the above certificates to the County of Monroe. Upon award of the work by way of a purchase order, the contractor will be required to submit the insurance documentation.

- All glass shall be cleaned with solution of hot water and ammonia or commercial glass cleaning solution. A sponge or cloth cover shall be used to agitate/brush the glass surface to clean it thoroughly. Upon completion of this process the glass shall be dried with a squeegee. All horizontal and vertical aluminum trim and ledges shall be cleaned and wiped during this process. Any areas where window caulking is loose or damaged must be noted for the County. Any area requiring an application of caulk shall receive the caulk.

Specific Facility Requirements/Locations

At Monroe County Office Building, 125 E. Second St.

- The glass to be cleaned includes all the exterior black tinted glass on the four floors and the clear glass of the atrium. See attached floor plan showing exterior elevator areas to be cleaned. The interior of the vertical clear atrium glass is to be included and is the only interior glass to be cleaned. The horizontal round cylinder structural steel is to be wiped cleaned during this work along with the horizontal ledges of the windows. This is the orange colored non-glass material surfaces.

At Monroe County Courthouse, 106 E. First St.

- The glass to be cleaned includes all the exterior clear glass of the old original Courthouse structure. The upper steeple area is not included as no window glass is above the 4th story.
- Also, the bronze tinted glass of the two wings of the structure including all four stories. Only the exterior glass is to be cleaned.

At Stoner Kemmerling Buildings, 29 Washington St.

- The glass to be cleaned includes all the exterior glass of the three (3) stories. This includes the elevation on Washington Street, the square, and the rear elevation.
- Work may be completed when the facility is closed or during normal working hours so long as all safety precautions are taken to prevent injury to any persons or visitors to the facility and the work does not disrupt the operations of the facility. Upon award of the work, the scheduled date(s) will be determined with the Contractor and the County.

At Monroe County Law Enforcement Building, 100 East Second Street

- The glass to be cleaned includes the exterior glass of the first two (2) stories with glass windows. This does not include the upper narrow glass windows on the third floor.
- Work may be completed when the facility is closed or during normal working hours so long as all safety precautions are taken to prevent injury to any persons or visitors to the facility and the work does not disrupt the operations of the facility. Upon award of the work, the scheduled date(s) will be determined with the Contractor and the County.
- Contractors are urged to visit the sites to familiarize themselves with the work prior to submitting a proposal.

At Monroe County Musuem, 126 South Monroe Street

- The glass to be cleaned includes all the exterior glass of the two (2) stories with glass windows.
- Work may be completed when the facility is closed or during normal working hours so long as all safety precautions are taken to prevent injury to any persons or visitors to the facility and the work does not disrupt the operations of the facility. Upon award of the work, the scheduled date(s) will be determined with the Contractor and the County.

**Exterior Window Cleaning
Proposal Form**

We, the undersigned, propose to provide all labor, material, equipment, insurances, supervision and any other necessary services required to complete the window cleaning at the Monroe County Buildings for the following sums:

Note: Specify if your pricing will be firm for a two year period for 2017 and 2018:

Yes, Pricing firm for two (2) years: _____

No, Pricing good for 2017 only: _____

Office Building, 125 E. Second St.

Labor _____ Dollars (\$ _____)

Material _____ Dollars (\$ _____)

Total _____ Dollars (\$ _____)

Courthouse, 106 E. First St.

Labor _____ Dollars (\$ _____)

Material _____ Dollars (\$ _____)

Total _____ Dollars (\$ _____)

Stoner Kemmerling Bldg., 29 Washington St.

Labor _____ Dollars (\$ _____)

Material _____ Dollars (\$ _____)

Total _____ Dollars (\$ _____)

Law Enforcement Building, 100 East Second St.

Labor _____ Dollars (\$ _____)

Material _____ Dollars (\$ _____)

Total _____ Dollars (\$ _____)

Monroe Museum, 126 S. Monroe Street.

Labor _____ Dollars (\$ _____)

Material _____ Dollars (\$ _____)

Total _____ Dollars (\$ _____)

We propose to perform this work on: _____
(date or date range)

Submitted by: _____

Title: _____

Firm: _____

Address: _____ State: _____ Zip: _____

Telephone: (____)-_____ Facsimile: (____)-_____

E-mail Address: _____

Date: _____