

Worth County, Iowa

SPECIFICATION FOR WINDOW CLEANING SERVICES

Worth County is requesting quotes for the Window Cleaning of the Worth County Courthouse, 1000 Central Avenue; Treasurer's Office, 822 Central Avenue and Public Health Building, 95 9th Street, to be completed June/July 2024.

Quotes to be delivered to the Worth County Auditor's Office, 1000 Central Avenue, Northwood, IA 50459 in person or via email to jacki.backhaus@worthcountyiowa.gov by 4:00 on Friday, May 24, 2024.

Before submitting a quote, each contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the Worth County upon which the company will rely. If the contractor receives an award as a result of its quote submission, failure to have made such investigations and examinations will in no way relieve the contractor from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

GENERAL REQUIREMENTS:

The Contractor will be required to furnish all necessary labor, equipment, tools and materials for cleaning all windows, exterior and interior glass doors in the Worth County's buildings or locations listed in these specifications. Washing shall be both inside, outside and in between storm and interior windows. They shall be left clean. Glass is clean when all window surfaces are without streaks, film, deposits and stain and have a uniform bright appearance. Windows shall be cleaned in such a manner as to cause a minimum amount of inconvenience and/or disturbance to building occupants. Work shall be subject to inspection and approval by the Worth County Board of Supervisors or their designated agents.

The Worth County Courthouse is approximately 2 stories high with the highest windows in the attic area. The Treasurer's Office and Public Health buildings are 1 story.

SCOPE OF WORK:

Glass washing shall be done with clean water and necessary equipment to remove all dirt, grease or stains and shall be left dry. The use of ammonia or other cleaning agents is allowed in solution with the water, but only such materials will be allowed that are not injurious to painted, varnished or building surfaces. All work shall be done in a competent manner. Premises in the vicinity of the work shall be left clean. The Contractor is to clean excess cleaning solution off window ledge and sills. When washing has begun on a building, the Contractor shall finish all glass in the building with no absences from the job unless due to weather.

All exterior aluminum surrounding windows and structural glass in curtain walls shall be cleaned with an approved solution, necessary to remove all dirt, grease or stains, which is not injurious to the finish.

ONE TIME CLEANING:

All building window cleaning is to be completed in June through July of 2024.

Any additional washing must be approved by Worth County. All washing shall be performed during working hours satisfactory to the departments involved.

INSURANCE:

The Contractor shall provide a certificate of insurance listing Worth County as an additional insured with the following coverages:

1. Automobile liability: \$1,000,000 combined single limit for bodily injury and property damage.
2. General liability insurance:
 - a. \$1,000,000 each occurrence (combined bodily injury and property damage) – premises/operations and products/completed operations;
 - b. \$1,000,000 personal and advertising injury; and
 - c. \$2,000,000 general aggregate.
3. Workers compensation (statutory) and employers liability: \$500,000 per accident/\$500,000 per disease/\$500,000 policy limit.

Failure to provide minimum coverage shall not be deemed a waiver of these requirements by Worth County. Failure to obtain or maintain the required coverage shall be considered a material breach of this contract.

HOLD HARMLESS:

To the fullest extent permitted by law, the Contractor/Vendor shall indemnify, defend and hold harmless Worth County, its officers, agents, employees, elected and appointed officials and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission or failure of the Contractor/Vendor and any of its officers, agents, employees and volunteers in satisfying the terms required by this contract.

DAMAGES:

The Contractor is responsible for all or any damaged to County building structures, property, etc., and shall further be responsible to replace, repair and make restitution to the County's satisfaction for such damage as incurred by the Contractor.

SITE INSPECTION:

Sites are available for inspection Monday thru Friday from 8:00 am to 4:00 pm. Please contact the auditor at 641-324-2316 for building access.

RIGHT TO ACCEPT, REJECT AND WAIVE DEFECTS:

Worth County reserves the right to accept a proposal and award contract on the base quote, to reject any or all proposals and to waive any defect or irregularities in any proposal.

CONTRACT PERIOD:

This contract shall cover the period of award of quote through July 31, 2024.

PAYMENT TERMS:

The Auditor will make payments after inspection and approval of work. Accurate invoice(s) must be submitted prior to payment.

ASSIGNMENT OF CONTRACT:

Contractor shall not assign the contract or any part thereof to any person, firm, corporation or company unless such assignment is approved in writing by Worth County.

NOTICE TO CONTRACTORS:

Bidders will be held to have visited all locations and to have examined the various sites for an accurate assessment of cleaning to be done and the conditions under which work will be conducted. No extras will be allowed due to the contractor's failure to examine the sites before completing this bid.

FAILURE TO COMPLY:

For failure to deliver in accordance with specifications, the County may cancel the contract or any part thereof and purchase on the open market, charging any additional costs to the Contractor.

TERMINATION FOR CONVENIENCE:

The performance of work under the contract may be terminated by Worth County in whole or in part whenever Worth County determines that termination is in Worth County's best interest. Any such termination shall be effective by the delivery to the contractor of a written notice of termination at least fifteen (15) days before the date of termination, specifying the extent to which the performance of the work under the contract is terminated and the date upon which such termination becomes effective.

WORTH COUNTY WINDOW CLEANING 2024
Courthouse, Treasurer's Office, Public Health Building
Quote Submission Form

Company Name: _____

Contact Person: _____

Address: _____

Phone #: _____

Email Address: _____

Interior and Exterior Window Cleaning 2024

Courthouse: \$ _____

Treasurer's Office: \$ _____

Public Health Building: \$ _____

Total: \$ _____

Deliverables:

Certificate of Insurance with Required Endorsements

I, _____, represent that I am authorized to submit the above quote on behalf of
_____.

Signature and Date