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City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4440  
(231) 922-4476 fax  
tcmanage@traversecitymi.gov



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September 13, 2021

Bidder:

The City of Traverse City will receive sealed bids in the Office of the City Engineer, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Tuesday, October 5, 2021, at 10:00 a.m.** for the following:

**TRAVERSE CITY PARKING SERVICES  
PARKING GARAGE WINDOW WASHING**

If the specifications are obtained from the City's website link at: [http://www.traversecitymi.gov/bids\\_and\\_rfps.asp](http://www.traversecitymi.gov/bids_and_rfps.asp), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to [ksheridan@traversecitymi.gov](mailto:ksheridan@traversecitymi.gov)

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City. The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for the **“Parking Garage Window Washing.”** You must submit **TWO (2) SEALED COPIES** of the bid to the City Manager's office prior to the above-indicated time and date or the bid will not be accepted. Alternatively, E-Mailed bids **will be** accepted. Please indicate in the subject line of your e-mail that you are submitting a “Sealed Bid” together with the project description, “Parking Garage Window Washing,” and submit your e-mailed bid to [ksheridan@traversecitymi.gov](mailto:ksheridan@traversecitymi.gov) **before Tuesday, October 5, 2021, at 10:00 a.m.**

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met. If you have any questions, please e-mail Nicole VanNess, Transportation Mobility Director, at [nicole@downtowntc.com](mailto:nicole@downtowntc.com)

PLEASE SUBMIT BID TO: Kim Sheridan, Executive Assistant  
400 Boardman Avenue, 2<sup>nd</sup> floor  
Traverse City, MI 49684

## **TRAVERSE CITY PARKING SERVICES – PARKING GARAGE WINDOW WASHING**

The Traverse City Parking Services is seeking proposals an experienced contractor to provide interior and exterior window washing. The window washing will take place at both parking garages.

### **PROPOSAL TIMELINE**

**Bids are due by Tuesday, October 5, 2021, at 10:00 a.m.**

### **PRE-BID MEETING**

A pre-bid meeting has not been set for this project. A walkthrough is highly recommended prior to submitting a proposal to understand the equipment requirements. Requests to review the site or perform a walk-through should be scheduled or site inquiries should be sent to Gerald Moeggenberg, Facilities Supervisor, [gerald@downtowntc.com](mailto:gerald@downtowntc.com).

### **RFP INQUIRIES**

All submitted questions will be available in writing with response to each bidding Vendor. To ensure you are included in responses, you will need to email the Transportation Mobility Director, Nicole VanNess at [Nicole@downtowntc.com](mailto:Nicole@downtowntc.com) with your intent to bid. Only Vendors expressing their intent to bid will be provided with responses to submitted questions.

Questions about this project should be submitted in writing or via email to Nicole VanNess [nicole@downtowntc.com](mailto:nicole@downtowntc.com) responses to the questions will be provided to all interested parties within two business days.

### **SCOPE**

#### **CONTRACT TERM 3-YEAR**

Year 1 – July 1, 2021-June 30, 2022

Year 2 – July 1, 2022-June 30, 2023

Year 3 – July 1, 2023-June 30, 2024

Vendor, hereinafter referred to as Vendor or Respondent, is to provide the following:

### **PERSONNEL**

Personnel employed by Vendor shall be qualified for this type of work and hold any required certifications and/or licenses in effect. Vendor shall staff the project with the necessary trained and experienced personnel to accomplish the work in an effective and timely manner. Vendor shall provide properly trained and qualified personnel to operate all equipment associated with these requirements.

## SUBCONTRACTOR

Vendor shall disclose proposed use of contracted labor. If contracted labor is used, the Vendor shall detail the subcontractor's qualifications and work that is being performed.

## REQUIREMENTS

1. The Proposal shall include window washing services at the following locations and shall include:

### Hardy Parking Garage

Located at 303 East State Street in downtown Traverse City.

- a. All interior surfaces of all glass windows and doors in the Parking and DDA Offices.
- b. All exterior surfaces of all glass windows and doors in the Parking and DDA Offices.
- c. All interior surfaces of all glass windows, doors, window sills, and window ledges of all pedestrian towers for all four levels.
- d. All exterior surfaces of all glass windows and doors of all pedestrian towers for all four levels.

### Old Town Parking Garage

Located at 125 E Eighth Street in downtown Traverse City.

- a. All interior surfaces of all glass windows, doors, window sills, and window ledges of all pedestrian towers for all four levels.
  - b. All exterior surfaces of all glass windows and doors of all pedestrian towers for all four levels.
2. Vendor must ensure that the products used will not stain or cause damage to building interior/exterior walls, interior/exterior casings or glass. Work will be done according to any applicable local, state, and national codes and in a professional manner.
  3. Vendor shall supply all materials and equipment (including lifts), necessary to complete the work. Keep areas clean and free of any equipment, materials, debris, residual water or cleaners from contractor's work areas. Cleanup of each work area shall be immediately after window washing occurs.
  4. Vendor must supply all safety-barrier ground equipment to assure the public's health, safety, and welfare. The Vendor shall provide and maintain barricades as necessary to maintain traffic control and public access into and around the work areas. Orange plastic visual barrier such as barricades and flasher lights are acceptable when necessary.
  5. Vendor shall provide Certificate of Liability Insurance naming the City of Traverse City as additionally insured.

## WORK SCHEDULE

Work is to be completed twice a year at each location for a total of twelve cleanings for the contract term. The preferred schedule is for September and June. Vendor must have prior

approval of schedule before commencing work. Exact dates and times are to be coordinated with the Parking Facilities Supervisor or the Transportation Mobility Director.

All work performed under this contract will be inspected by the Facilities Supervisor within 24 hours after work is completed. All work which is not in accordance with the specifications shall be re-done by the Vendor at no additional cost. Any work in progress which is judged unsatisfactory by the Facilities Supervisor shall be stopped until the unsatisfactory operations are corrected to conform to the contract requirements.

## **PRICING**

Vendor's price for the services required herein includes, but is not limited to cost of equipment including lift, cleaning supplies, and personnel.

**Bidder - Please complete and return**

**BID SUMMARY**

**TITLE: TRVERSE CITY PARKING SERVICES – PARKING GARAGE  
WINDOW WASHING**

**DUE DATE: TUESDAY, OCTOBER 5, 2021 @ 10:00 AM**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse city's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

(a) conviction of a criminal offense incident to the application for or performance of a contract;

(b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;

(c) conviction under state or federal antitrust statutes;

(d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in

the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

**PRICING SUMMARY - YOU MUST SUBMIT PRICING IN THE TABLE BELOW OR ATTACH PRICING SHEET THAT INCLUDES ITEMS LISTED IN THE TABLE BELOW.**

	HARDY	OLD TOWN
Year 1		
Year 2		
Year 3		
List other costs not included in table:		
Total		

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Phone                      Fax

\_\_\_\_\_  
City,                      State,                      Zip

\_\_\_\_\_  
Sole proprietorship/partnership/corporation

\_\_\_\_\_  
If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_

2. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_

3. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_