



Purchasing Division



Invitation for Bid

IFB-4205-16-DH

Carpet Cleaning Services Contract(s) for City of Grand Junction Facilities and/or Grand Junction Housing Authority

Responses Due:

March 25, 2016 prior to 3:30 PM MDT

Accepting Electronic Responses Only

Responses Only Submitted Through the Rocky Mountain E-Purchasing System (RMEPS)

<https://www.rockymountainbidsystem.com/default.asp>

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

Purchasing Representative:

Duane Hoff Jr., Senior Buyer

duaneh@gjcity.org

Phone (970) 244-1545

This document has been developed specifically to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction/Mesa County solicitations. All vendors are urged to thoroughly review this solicitation prior to responding. Submittal by **FAX, EMAIL or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

Invitation for Bids

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1. Instructions to Bidders

- 1.1. **Purpose:** The City of Grand Junction and/or Grand Junction Housing Authority are soliciting competitive bids from qualified and interested companies for all labor, equipment, and materials required to provide carpet cleaning services for various facilities and/or apartment complexes. All dimensions and scope of services should be verified by Bidders prior to submission of bids.
- 1.2. **The Owner:** The Owner is the City of Grand Junction and/or Grand Junction Housing Authority, Colorado and is referred to throughout this Solicitation. The term Owner means the Owner or his authorized representative.
- 1.3. **Submission:** **Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website (<https://www.rockymountainbidsystem.com/default.asp>).** This site offers both "free" and "paying" registration options that allow for full access of the Owner's documents and for electronic submission of proposals. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.) Please view our "Electronic Vendor Registration Guide" at <http://www.gjcity.org/BidOpenings.aspx> for details. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**)
- 1.4. **Printed Form for Price Bid:** All Price Bids must be made upon the Bid Form attached, and should give the amounts both in words and in figures, and must be signed and acknowledged by the bidder.
- 1.5. **Exclusions:** No oral, telephonic, emailed, or facsimile bid will be considered
- 1.6. **Contract Documents:** The complete IFB and bidder's response compose the Contract Documents. Copies of these documents can be obtained from the City Purchasing website, <http://www.gjcity.org/BidOpenings.aspx>.
- 1.7. **Examination of Specifications:** Bidders shall thoroughly examine and be familiar with the project Statement of Services. The failure or omission of any Bidder to receive or examine any form, addendum, or other document shall in no way relieve any Bidder from any obligation with respect to his bid. The submission of a bid shall be taken as evidence of compliance with this section.
- 1.8. **Questions Regarding Statement of Services:** Any information relative to interpretation of Scope of Services or specifications shall be requested of the Purchasing Representative, in writing, in ample time prior to the response time.
- 1.9. **Addenda & Interpretations:** All Questions shall be submitted in writing to the appropriate person as shown in Section 1.1. Any interpretations, corrections and changes to this solicitation or extensions to the opening/receipt date shall be made by a written Addendum to the solicitation by the Owner. Sole authority to authorize addenda shall be vested in the Purchasing Representative. Addenda will be issued electronically through the Rocky

Mountain E-Purchasing website at www.rockymountainbidssystem.com. Bidders shall acknowledge receipt of all addenda in their response and are solely responsible for obtaining all solicitation documents.

- 1.10. **Taxes:** The Owner is exempt from State retail and Federal tax. The bid price must be net, exclusive of taxes.
- 1.11. **Offers Binding 60 Days:** Unless otherwise specified, all formal offers submitted shall be binding for sixty (60) calendar days following opening date, unless the Bidder, upon request of the Purchasing Representative, agrees to an extension.
- 1.12. **Collusion Clause:** Each bidder by submitting a bid certifies that it is not party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any and all bids shall be rejected if there is evidence or reason for believing that collusion exists among bidders. The Owner may, or may not, accept future bids for the same services or commodities from participants in such collusion.
- 1.13. **Public Disclosure Record:** If the bidder has knowledge of their employee(s) or sub-contractors having an immediate family relationship with an Owner employee or elected official, the bidder must provide the Purchasing Representative with the name(s) of these individuals. These individuals are required to file an acceptable "Public Disclosure Record", a statement of financial interest, before conducting business with the Owner.
- 1.14. **Public Opening:** Responses shall be opened in the City Hall Auditorium 250 North 5th Street, Grand Junction, CO 81501 immediately following the solicitation deadline.

2. General Contract Conditions

- 2.1. **The Contract:** This Invitation for Bid, submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute a contract equally binding between the Owner and Bidder. The contract represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements. The contract may be amended or modified with Change Orders, Field Orders, or Amendment(s).
- 2.2. **Execution, Correlation, Intent, and Interpretations:** The Contract Documents and/or Purchase Order shall be signed by the Owner (Owner) and Contractor. Owner will provide the contract/purchase order. By executing the contract/purchase order, the Bidder represents that they have familiarized themselves with the local conditions under which the services is to be performed, and correlated his observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by any one, shall be as binding as if required by all. The intention of the documents is to include all labor, materials, equipment and other items necessary for the proper execution and completion of the scope of services as defined herein. All drawings, specifications and copies furnished by the Owner are, and shall remain, Owner property. They are not to be used on any other

project, and with the exception of one contract set for each party to the contract, are to be returned to the owner on request at the completion of the services.

- 2.3. The Owner:** The Owner is the City of Grand Junction and/or Grand Junction Housing Authority, Colorado and is referred to throughout the Contract Documents. The term Owner means the Owner or his authorized representative. The Owner shall, at all times, have access to the services wherever it is in preparation or progress. The Contractor shall provide facilities for such access. The Owner will familiarize himself generally with the progress and quality of services and to determine, in general, if the services is proceeding in accordance with the contract documents. The Owner will not be responsible for the acts or omissions of the Contractor, and sub-Contractor, or any of their agents or employees, or any other persons performing any of the services.
- 2.4. Contractor:** The Contractor is the person or organization identified as such in the Agreement and is referred to throughout the Contract Documents. The term Contractor means the Contractor or his authorized representative. The Contractor shall carefully study and compare the General Contract Conditions of the Contract, Specification, Scope of Services, Addenda and Modifications and shall at once report to the Owner any error, inconsistency or omission he may discover. Contractor shall not be liable to the Owner for any damage resulting from such errors, inconsistencies or omissions. The Contractor shall not commence services without clarifying Scope of Services, Specifications, or Interpretations.
- 2.5. Permits, Fees, & Notices:** The Contractor shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the services. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the services. If the Contractor observes that any of the Contract Documents are at variance in any respect, the Contractor shall promptly notify the Owner in writing, and any necessary changes shall be adjusted by approximate modification. If the Contractor performs any services knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Owner, the Contractor shall assume full responsibility and shall bear all costs attributable.
- 2.6. Responsibility for Those Performing the Services:** The Contractor shall be responsible to the Owner for the acts and omissions of all their employees and all sub-contractors, their agents and employees, and all other persons performing any of the services under a contract with the Contractor.
- 2.7. Insurance Requirements:** The selected Contractor agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Contractor pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Section by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types. Contractor shall procure and maintain and, if applicable, shall cause any Subcontractor of the Contractor to procure and maintain insurance coverage listed below. Such coverage shall be procured and

maintained with forms and insurers acceptable to the Owner. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise:

(a) Worker Compensation: Contractor shall comply with all State of Colorado Regulations concerning Workers' Compensation insurance coverage.

(b) General Liability insurance with minimum limits of:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) per job aggregate.

The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.

(c) Comprehensive Automobile Liability insurance with minimum limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) aggregate

This policy shall provide coverage to protect the contractor against liability incurred as a result of the professional services performed as a result of responding to this Solicitation.

With respect to each of Contractors owned, hired, or non-owned vehicles assigned to be used in performance of the Services. The policy shall contain a severability of interests provision. The policies required by paragraph (b) above shall be endorsed to include the Owner, and the Owner's officers and employees as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by Bidder. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Bidder shall be solely responsible for any deductible losses under any policy required above.

2.8. Indemnification: The Contractor shall defend, indemnify and save harmless the Owner, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Contractor, or of any Contractor's agent, employee, sub-contractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Contractor shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.

- 2.9. Miscellaneous Conditions: OSHA Standards:** All bidders agree and warrant that services performed in response to this invitation shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970 (OSHA). In the event the services do not conform to OSHA standards, the Owner may require the services to be redone at no additional expense to the Owner.
- 2.10. Time:** The Contract Time is the period of time allotted in the Contract Documents for services to be provided. The date of commencement of the services is the date established in the Contract Documents.
- 2.11. Progress & Completion:** The Contractor shall begin services on the date of commencement as defined in the Contract, and shall carry the services forward expeditiously with adequate forces and shall complete it within the contract time.
- 2.12. Payment & Completion:** The Contract unit amount(s) is stated in the Contract and is the unit amount(s) payable by the Owner to the Contractor for the performance of the services under the Contract Documents. Upon receipt of the written notice that the services are ready for final inspection and acceptance and upon receipt of application for payment, the Owner's Project Manager will promptly make such inspection and, when he finds the services acceptable under the Contract Documents and the Contract services fully performed, the Owner shall make payment in the manner provided in the Contract Documents.
- 2.13. Protection of Persons & Property:** The Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. When or where any direct or indirect damage or injury is done to public or private property by or on account of any act, omission, neglect, or misconduct by the Contractor in the execution of the services, or in consequence of the non-execution thereof, the Contractor shall restore, at their own expense, such property to a condition similar or equal to that existing before such damage or injury was done, by repairing, rebuilding, or otherwise restoring as may be directed, or they shall make good such damage or injury in an acceptable manner.
- 2.14. Changes in the Services:** The Owner, without invalidating the contract, may order changes in the services within the general scope of the contract consisting of additions, deletions or other revisions, the contract sum and the contract time being adjusted accordingly. All such changes in the services shall be authorized by Change Order/Amendment and shall be executed under the applicable conditions of the contract documents. A Change Order/Amendment is a written order to the Contractor signed by the Owner issued after the execution of the contract, authorizing a change in the services or an adjustment in the contract sum. The contract sum may be changed only by Change Order/Amendment.
- 2.15. Claims for Additional Cost:** If the Contractor wishes to make a claim for an increase in the contract sum, the Contractor shall give the Owner written notice thereof within a reasonable time after the occurrence of the event giving rise to such claim. This notice shall be given by the Contractor before proceeding to execute the services, except in an emergency endangering life or property in which case the Contractor shall precede in accordance with the regulations on

safety. No such claim shall be valid unless so made. Any change in the contract sum resulting from such claim shall be authorized by Change Order/Amendment.

- 2.16. Minor Changes in the Services:** The Owner shall have authority to order minor changes in the services not involving an adjustment in the contract sum and not inconsistent with the intent of the contract documents. This may be accomplished through a Field Order.
- 2.17. Uncovering & Correction of Services:** The Contractor shall promptly correct all services rejected by the Owner as defective or as failing to conform to the contract documents whether observed before or after substantial completion and whether or not competed. The Contractor shall bear all costs of correcting such rejected services, including the cost of the Owner's additional services thereby made necessary. The Owner shall give such notice promptly after discover of condition. All such defective or non-conforming services shall be corrected to comply with the contract documents without cost to the Owner. The Contractor shall bear the cost of curing all services of separate Contractors destroyed or damaged by such removal or correction. If the Owner prefers to accept defective or non-conforming services, Owner may do so instead of requiring its correction, in which case a Change Order/Amendment will be issued to reflect an appropriate reduction in the payment or contract sum, or, if the amount is determined after final payment, it shall be paid by the Contractor.
- 2.19. Change Order/Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Change Orders/Amendments to the contract shall be made in writing by the Owner.
- 2.20. Assignment:** The Contractor shall not sell, assign, transfer or convey any contract resulting from this Solicitation, in whole or in part, without the prior written approval from the Owner.
- 2.21. Cancellation of Solicitation:** Any solicitation may be canceled by the Owner or any solicitation response by a vendor may be rejected in whole or in part when it is in the best interest of the Owner.
- 2.22. Compliance with Laws:** Bids must comply with all Federal, State, County and local laws governing or covering this type of service and the fulfillment of all ADA (Americans with Disabilities Act) requirements.
- 2.23. Confidentiality:** All materials submitted in response to this Solicitation shall ultimately become public record and shall be subject to inspection after contract award. "**Proprietary or Confidential Information**" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "**Confidential Disclosure**" and uploaded as a separate document shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the Owner. If denied, the proposer shall have the opportunity to withdraw its entire proposal, or to remove

the confidential or proprietary restrictions. Neither cost nor pricing information nor the total response shall be considered confidential or proprietary.

- 2.24. Conflict of Interest:** No public official and/or Owner employee shall have interest in any contract resulting from this Solicitation.
- 2.25. Contract Termination:** This contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of services; (3) acceptance of services or, (4) for convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation.
- 2.26. Employment Discrimination:** During the performance of any services per agreement with the Owner, the Contractor, by submitting a response, agrees to the following conditions:
- 2.26.1.** The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Contractor. The Contractor agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- 2.26.2.** The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that such Contractor is an Equal Opportunity Employer.
- 2.26.3.** Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 2.27. Immigration Reform and Control Act of 1986 and Immigration Compliance:** The Contractor certifies that it does not and will not during the performance of the contract employ illegal alien servicesers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of State of Colorado C.R.S. § 8-17.5-101, *et.seq.* (House Bill 06-1343).
- 2.28. Ethics:** The Contractor shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the Owner.
- 2.29. Failure to Deliver:** In the event of failure of the Contractor to deliver services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure the services from other sources and hold the Contractor responsible for any costs resulting in additional purchase and administrative services. This remedy shall be in addition to any other remedies that the Owner may have.
- 2.30. Failure to Enforce:** Failure by the Owner at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such

failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Owner to enforce any provision at any time in accordance with its terms.

- 2.31. Force Majeure:** The Contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Contractor, unless otherwise specified in the contract.
- 2.32. Independent Contractor:** The Contractor shall be legally considered an Independent Contractor and neither the Contractor nor its employees shall, under any circumstances, be considered servants or agents of the Owner. The Owner shall be at no time legally responsible for any negligence or other wrongdoing by the Contractor, its servants, or agents. The Owner shall not withhold from the contract payments to the Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security Tax or any other amounts for benefits to the Contractor. Further, the Owner shall not provide to the Contractor any insurance coverage or other benefits, including Servicesers' Compensation, normally provided by the Owner for its employees.
- 2.33. Nonconforming Terms and Conditions:** A response that includes terms and conditions that do not conform to the terms and conditions of this Solicitation is subject to rejection as non-responsive. The Owner reserves the right to permit the Contractor to withdraw nonconforming terms and conditions from its response prior to a determination by the Owner of non-responsiveness based on the submission of nonconforming terms and conditions.
- 2.34. Ownership:** All plans, prints, designs, concepts, etc., shall become the property of the Owner.
- 2.35. Patents/Copyrights:** The Contractor agrees to protect the Owner from any claims involving infringements of patents and/or copyrights. In no event shall the Owner be liable to the Contractor for any/all suits arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this Solicitation.
- 2.36. Remedies:** The Contractor and Owner agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.37. Venue:** Any agreement as a result of responding to this Solicitation shall be deemed to have been made in, and shall be construed and interpreted in accordance with, the laws of the City of Grand Junction, Mesa County, Colorado.
- 2.38. Expenses:** Expenses incurred in preparation, submission and presentation of this Solicitation are the responsibility of the company and cannot be charged to the Owner.
- 2.39. Sovereign Immunity:** The Owner specifically reserves its right to sovereign immunity pursuant to Colorado State Law as a defense to any action arising in conjunction to this agreement.

- 2.40. Non-Appropriation of Funds:** The contractual obligation of the Owner under this contract is contingent upon the availability of appropriated funds from this fiscal year budget as approved by the City Council or Board of County Commissioners from this fiscal year only. **State of Colorado Statutes prohibit obligation of public funds beyond the fiscal year for which the budget was approved.** Anticipated expenditures/obligations beyond the end of the current Owner's fiscal year budget shall be subject to budget approval. Any contract shall be subject to, and must contain, a governmental non-appropriation of funds clause.
- 2.41. Cooperative Purchasing:** Purchases as a result of this solicitation are primarily for the Owner. Other governmental entities may be extended the opportunity to utilize the resultant contract award with the agreement of the successful provider and the participating agencies. All participating entities shall be required to abide by the specifications, terms, conditions and pricings established in this Solicitation. The quantities furnished in this bid document are for only the Owner. It does not include quantities for any other jurisdiction. The Owner shall be responsible only for the award for its jurisdiction. Other participating entities shall place their own awards on their respective Contract/Purchase Orders through their Purchasing Office or use their Purchasing Card for purchase/payment as authorized or agreed upon between the provider and the individual entity. The Owner accepts no liability for payment of orders placed by other participating jurisdictions that choose to piggy-back on our solicitation. Orders placed by participating jurisdictions under the terms of this solicitation shall indicate their specific delivery and invoicing instructions.
- 2.42. Keep Jobs in Colorado Act:** Contractor shall be responsible for ensuring compliance with Article 17 of Title 8, Colorado Revised Statutes requiring 80% Colorado labor to be employed on public servissess. Contractor shall, upon reasonable notice provided by the Owner, permit the Owner to inspect documentation of identification and residency required by C.R.S. §8-17-101(2)(a). If Contractor claims it is entitled to a waiver pursuant to C.R.S. §8-17-101(1), Contractor shall state that there is insufficient Colorado labor to perform the services such that compliance with Article 17 would create an undue burden that would substantially prevent a project from proceeding to completion, and shall include evidence demonstrating the insufficiency and undue burden in its response.

Unless expressly granted a waiver by the Owner pursuant to C.R.S. §8-17-101(1), Contractor shall be responsible for ensuring compliance with Article 17 of Title 8, Colorado Revised Statutes requiring 80% Colorado labor to be employed on public servissess. Contractor shall, upon reasonable notice provided by the Owner, permit the Owner to inspect documentation of identification and residency required by C.R.S. §8-17-101(2)(a).

2.42.1. "Public Servissess Project" is defined as:

- (a) any construction, alteration, repair, demolition, or improvement of any land, building, structure, facility, road, highway, bridge, or other public improvement suitable for and intended for use in the promotion of the public health, welfare, or safety and any maintenance programs for the upkeep of such projects
- (b) for which appropriate or expenditure of moneys may be reasonably expected to be \$500,000.00 or more in the aggregate for any fiscal year

(c) except any project that receives federal moneys.

2.43. Definitions:

- 2.43.1. The term "Services" includes all labor, materials, equipment, and/or services necessary to produce the requirements of the Contract Documents.
- 2.43.2. "Contractor" is the person or organization identified as such in the Agreement and is referred to throughout the Contract Documents. The term Contractor means the Contractor or his authorized representative. The Contractor shall carefully study and compare the General Contract Conditions of the Contract, Specification and Drawings, Scope of Services, Addenda and Modifications and shall at once report to the Owner any error, inconsistency or omission he may discover. Contractor shall not be liable to the Owner for any damage resulting from such errors, inconsistencies or omissions. The Contractor shall not commence services without clarifying Drawings, Specifications, or Interpretations.
- 2.43.3. "Sub-Contractor" is a person or organization who has a direct contract with the Contractor to perform any of the services at the site. The term sub-contractor is referred to throughout the contract documents and means a sub-contractor or his authorized representative.

3. Statement of Services

- 3.1. **General:** The City of Grand Junction and/or Grand Junction Housing Authority are soliciting competitive bids from qualified and interested companies for all labor, equipment, and materials required to provide carpet cleaning services for various facilities and/or apartment complexes. All dimensions and scope of services should be verified by Bidders prior to submission of bids.

NOTE: This Invitation for Bid is to solicit for fixed unit of measure pricing for carpet cleaning services for the City of Grand Junction and/or Grand Junction Housing Authority (GJHA) for the 2016 year. The bids received from interested and qualified service providers shall be evaluated and ranked independently for the City and GJHA. It is the intent of each Owner to award a single contract for each Owner. However, should the awarded service provider not be able to perform to the standards established in the contract documents, the City and/or GJHA reserve the right to seek said services from one of other service providers. All service providers submitting bid responses acknowledge and agree to maintaining their submitted bid pricing throughout the contract period. Both awards and contracts shall be exclusive to each Owner, and shall be issued to the selected supplier(s) by each Owner. These award(s) and contracts shall in no way tie or bind one entity to another.

3.2. Special Conditions & Provisions:

- 3.2.1 **Pricing:** Pricing shall be all inclusive to include but not be limited to: all labor, equipment, supplies, materials, freight (F.O.B. Destination – Freight Pre-paid

and Allowed to each site), travel, mobilization costs, fuel, set-up and take down costs, and full-time inspection costs, and all other costs related to the successful completion of the project.

The Owner shall not pay nor be liable for any other additional costs including but not limited to: taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

3.2.2 Contractor must meet all federal, state, and local rules, regulations, and requirements for providing such services.

3.2.3 **Licenses and Permits:** Contractor is responsible for obtaining all necessary licenses and permits required for Construction, at Contractors expense. See Section 2.10. Contractor shall supply to Owner all copies of finalized permits.

3.2.4 **Contractor Staging Area:** Awarded Contractor shall coordinate with Owner for proposed project staging area (if required).

3.2.5 **Freight/Shipping:** All freight/shipping shall be F.O.B. Destination – Freight Pre-Paid and Allowed to City Hall, 250 N. 5th Street, Grand Junction, CO.

3.2.6 **Equipment/Product/Materials Quantities:** Contractor shall be responsible for determining all measurements for correctness, and all quantities of equipment/products/materials required for successful project completion.

3.2.7 **Working Schedule:** Monday-Friday 7:00am-5:30pm, however, the City is open to Contractor working evening and weekends, if desired. Any additional work schedule changes shall be coordinated with the City's Project Manager.

3.2.8 **Term of Contract:** The contract shall not bind, nor purport to bind, the City of Grand Junction and/or Grand Junction Housing Authority for any contractual commitment in excess of the original contract period which is April 6, 2016 to December 31, 2016. The Owner(s) shall have the right to renew the contract for 3 (three) additional one-year periods, or any portion thereof. If the option for the renewal is exercised by the Owner(s), the bidder shall agree, in writing, to the prices for the renewal period.

3.2.9 **Estimated Unit Quantities/Facilities/Apartments for Services:** The Owner(s) make no guarantees about number of unit quantities for square footage, or number of facilities, or the number of apartments, for services to be provided. Additionally, the Owner(s) make no guarantees to the frequency of the services to be provided. Services shall be provided on an "as needed" basis, as determined by Owner(s).

3.2.10 **Minimum Unit Quantities/Facilities/Apartments for Services:** The bidder shall not establish minimum unit quantities/facilities/apartments under contract.

3.2.11 **Inspection** The Owner(s) reserve the right to perform inspections for any and all services provided by the Contractor(s) to verify service conformance to specifications/scope of services. Services not conforming to the required specification/scope of services shall be remedied by Contractor(s) and Contractor(s)

expense to meet the specifications/scope of services contained in the contract documents.

3.2.12 Contract: A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the bidder's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) the City's Purchasing Department's acceptance of the bid by "Notice of Award" or by "Contract". All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.

A. The contract expresses the complete agreement of the parties and, performance shall be governed solely by the specifications/scope of services and requirements contained therein.

B. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the bidder and the City Purchasing Division prior to the effective date of such modification. The bidder expressly and explicitly understands and agrees that no other method and/or no other document, including acts and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

3.3. Scope of Services:

City of Grand Junction

The City of Grand Junction Facilities Division typically schedules for carpet cleaning twice a year, in April and October for the buildings listed below.

Carpet cleaning of the buildings listed below is to be scheduled and coordinated with the Facilities Supervisor at least a week prior to cleaning.

Our preferred method of carpet cleaning is steam extraction.

Provide a price per square foot for carpet cleaning services.

Provide the description & specifications for the cleaning compound you propose to use.

Provide a price per square foot for adding carpet protectant, as Add/Alternate.

Provide the description & specifications for the carpet protectant you propose to use.

Carpet Cleaning Locations:

City Hall	250 N. 5th Street	Approx. 25,000 sq.ft. of carpet
	(Done on a Saturday morning)	
Public Safety	555 Ute Ave.	Approx. 36,000 sq.ft. of carpet
	(Usually scheduled for a Sunday morning)	
Fire Administration	625 Ute Ave.	Approx. 11,000 sq.ft. of carpet
	(Done Friday after 5:00 pm)	
Fire Station #1	620 Pitkin Ave.	Approx. 2,000 sq.ft. of carpet
Fire Station #2	2827 Patterson	Approx. 1,700 sq.ft. of carpet
Fire Station #3	582 25 ½ Road	Approx. 1,600 sq.ft. of carpet
Fire Station #4	2820 B ½ Road	Approx. 1,900 sq.ft. of carpet
Fire Station #5	2155 Broadway	Approx. 2,000 sq.ft. of carpet
Fire #5 – Training Bldg.	2155 Broadway	Approx. 1,200 sq.ft. of carpet
Parks Administration	1340 Gunnison	Approx. 1,600 sq.ft. of carpet
Parks Operations	2529 High Country Court	Approx. 1,800 sq.ft. of carpet
Senior Rec. Center	550 Ouray	Approx. 1,500 sq.ft. of carpet
O.M. Cemetery Office	2620 Legacy Way	Approx. 1,000 sq.ft. of carpet
Visitors Center	740 Horizon Drive	Approx. 3,200 sq.ft. of carpet

Municipal Services Campus @ 333 West Ave. (Cleaned M-F after 5:00 pm)

Operations Center	Bldg. A	Approx. 800 sq.ft. of carpet
Facilities	Bldg. B	Approx. 120 sq.ft. of carpet
Service Center	Bldg. C	Approx. 3,800 sq.ft. of carpet
Transportation Eng.	Bldg. D	Approx. 1,200 sq.ft. of carpet
Water Dept.	Bldg. E	Approx. 370 sq.ft. of carpet

The larger two buildings, City Hall and Public Safety, will usually have a full cleaning of all carpeted areas once a year, and the cleaning of high traffic areas only on the second cleaning of the year.

Not all City of Grand Junction buildings fall under the Facilities Division and therefore schedule for their own carpet cleaning. The proposed pricing and services are to be applied to all City of Grand Junction buildings requesting carpet cleaning services from the awarded contractor.

Grand Junction Housing Authority

The Grand Junction Housing Authority typically schedules for carpet cleaning on an as needed basis for vacant unit turnovers for the buildings listed below.

Carpet cleaning of units in the buildings listed below is to be scheduled and coordinated with the Maintenance Supervisor at most 48 hours prior to cleaning.

Our preferred method of carpet cleaning is steam extraction.

Provide a price per square foot for carpet cleaning services.

Provide the description & specifications for the cleaning compound you propose to use.

Provide a price per square foot for adding carpet protectant, as Add/Alternate.

Provide the description & specifications for the carpet protectant you propose to use.

Carpet Cleaning Locations:

Arbor Vista Apartments	515 Court Road	72 Units
Book Cliff Squire	1262 Bookcliff Ave	5 Units
Courtyard Apartments	2910 Bunting Ave.	27 Units
Crystal Brook Apartments	1741 Laveta St.	40 Units
Lincoln Apartments	1456 Bunting Ave.	12 Units
Linden Pointe Apartments	1950 Barcelona Way	92 Units
Little Bookcliff Apartments	2656 Little Bookcliff Dr.	20 Units
Nellie Bechtel Apartments	3032 N 15 th St.	96 Units
Ratekin Tower Apartments	875 Main St.	107 Units
Village Park Apartments	615 28 ¼ Rd.	72 Units
Walnut Park Apartments	2236 N 17 th St.	90 Units

The average square footage for the Grand Junction Housing Authority apartments is approximately 987 sf. The amount and frequency of vacant unit turnovers varies greatly from year to year and month to month. In 2015 the Grand Junction Housing Authority had 149 unit turnovers. The proposed pricing and services are to be applied to all Grand Junction Housing Authority buildings requesting carpet cleaning services from the awarded contractor.

3.4. IFB Tentative Time Schedule:

- Invitation for Bids available March 15, 2016
- Inquiry deadline, no questions after this date March 21, 2016
- Addenda Issued by March 22, 2016
- Submittal deadline for proposals March 25, 2016
- Contract execution (unless Council approval required) April 4, 2016
- Insurance Cert due April 5, 2016
- Services begins no later than April 6, 2016

3.5. Questions Regarding Scope of Services:

Duane Hoff Jr., Senior Buyer
duaneh@gjcity.org

4. Contractor's Bid Form

Bid Date: _____

Project: IFB-4205-16-DH "Carpet Cleaning Services Contract(s) for City of Grand Junction Facilities and/or Grand Junction Housing Authority"

Bidding Company: _____

Name of Authorized Agent: _____

Email _____

Telephone _____ **Address** _____

City _____ **State** _____ **Zip** _____

The undersigned Bidder, in compliance with the Invitation for Bids, having examined the Solicitation Documents thereto, having investigated the location of, and conditions affecting the proposed services, hereby proposes to furnish all labor, materials and supplies, and to perform all services for the Project in accordance with Contract Documents, within the time set forth and at the prices stated below. These prices are to cover all expenses incurred in performing the services required under the Contract Documents, of which this Contractor's Bid Form is a part.

The undersigned Contractor does hereby declare and stipulate that this offer is made in good faith without collusion or connection to any person(s) providing an offer for the same services, and that it is made in pursuance of, and subject to, all terms and conditions of the Instructions to Bidders, the Specifications, and all other Solicitation Documents, all of which have been examined by the undersigned.

The Contractor also agrees that if awarded the Contract, to provide insurance certificates within ten (10) servicing days of the date of Notification of Award. Submittal of this offer will be taken by the Owner as a binding covenant that the Contractor will be prepared to complete the project in its entirety.

The Owner reserves the right to make the award on the basis of the offer deemed most favorable, to waive any formalities or technicalities and to reject any or all offers. It is further agreed that this offer may not be withdrawn for a period of sixty (60) calendar days after closing time. Submission of clarifications and revised offers automatically establish a new thirty day (30) period.

RECEIPT OF ADDENDA: the undersigned Contractor acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: _____.

It is the responsibility of the Bidder to ensure all Addenda have been received and acknowledged.

**PRICE BID SCHEDULE: IFB-4205-16-DH Carpet Cleaning Services Contract(s)
for City of Grand Junction Facilities and/or Grand Junction Housing Authority**

CITY OF GRAND JUNCTION

Item	Unit	Description	Unit Price
1.	Per sqft	Provide all services required for carpet cleaning services (Per City of Grand Junction solicitation documents)	

Unit Price Written:

Item 1: _____

Add/Alternate

Item	Unit	Description	Unit Price
2.	Per sqft	Provide all services required for carpet protectant services (Per City of Grand Junction solicitation documents)	

Unit Price Written:

Item 2: _____

GRAND JUNCTION HOUSING AUTHORITY

Item	Unit	Description	Unit Price
3.	Per sqft	Provide all services required for carpet cleaning services (Per Grand Junction Housing Authority solicitation documents)	

Unit Price Written:

Item 3: _____

Add/Alternate

Item	Unit	Description	Unit Price
4.	Per sqft	Provide all services required for carpet protectant services (Per Grand Junction Housing Authority solicitation documents)	

Unit Price Written:

Item 4: _____

- Direct purchases by the City of Grand Junction are tax exempt from Colorado Sales or Use Tax. Tax exempt #98-903544.
- The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.

- Prompt payment discount of _____ percent of the net dollar amount will be offered to the Owner if the invoice is paid within _____ days after the receipt of the invoice.
- The undersigned certifies and agrees that this bid is submitted in accordance with all applicable Federal, State, County, and City laws.

By signing below, the Undersigned agree to comply with all terms and conditions contained herein.

Company: _____

**Authorized
Signature:** _____

Title: _____