



AMENDED AWARD EXTENSION-4658-19-SH

December 23, 2019

Marcus Berridge
 MB Enterprises Professional Window Cleaning Inc.
 PO Box 4888
 Grand Junction, CO 81504

SOLICITATION DESCRIPTION: **FIRST of Three ANNUAL EXTENSIONS FOR
 RFP-4530-18-SH
 WINDOW CLEANING SERVICES**

Dear Mr. Berridge,

You are hereby notified that your firm's contract has been **AMENDED** to add the **LINCOLN PARK STADIUM TOWER, 3RD AND 4TH FLOOR EXTERIOR WINDOWS**. This amended extension for **Window Cleaning Services** will expire on the same date as the original extension, **July 8, 2020**. From this point forward all contract extensions will include the 14th location – Lincoln Park Stadium Tower.

Contract pricing will remain as follows:

	Location Address	Price Per Cleaning
1	Building A (City Shops) 333 West Avenue	\$70.00
2	Building B (Facilities) 333 West Avenue	\$115.00
3	Building C (Stores/Fleet Offices) 333 West Avenue	\$332.00
4	Building D (Transportation Engineering) 333 West Avenue	\$92.00
5	Building E (Field Engineering Office) 333 West Avenue	\$54.00
6	City Hall 250 North 5 th Street	\$1042.00
7	Parks Operations Office 2529 High Country Court	\$95.00
8	Parks and Recreation Administration 1340 Gunnison Avenue	\$176.00
9	Senior Recreation Center 550 Ouray Avenue	\$44.00
10	Visit Grand Junction 740 Horizon Drive	\$283.00
11	Police Department 555 Ute Avenue	\$3395.00
12	Fire Station 1 620 Pitkin Avenue	\$453.00
13	Fire Administration 625 Ute Avenue	\$447.00
	Total:	\$6598.00

14	Lincoln Park Stadium Tower, 3 rd & 4 th Floors 1340 Gunnison Avenue	\$1950
	NEW TOTAL	\$8548

The contract has been established using the Scope of Service in the formal solicitation. If you have any questions or need to discuss this extension, please call me at 244-1513.

Sincerely,
 Susan J. Hyatt, C.P.M, CPPB
 City of Grand Junction
 Purchasing Division

SUPPLIER ACKNOWLEDGEMENT

Receipt of this Extension is hereby acknowledged:

Contractor: MB Enterprises Professional Window Cleaning, Inc.
 By: Mark Berridge
 Title: Secretary/Treasurer
 Date: 12/24/19



NOTICE OF AWARD EXTENSION-4658-19-SH

June 13, 2019

Marcus Berridge
MB Enterprises Professional Window Cleaning Inc.
PO Box 4888
Grand Junction, CO 81504

SOLICITATION DESCRIPTION: **FIRST of Three ANNUAL EXTENSIONS FOR
RFP-4530-18-SH
WINDOW CLEANING SERVICES**

Dear Mr. Berridge,

You are hereby notified that your firm's contract has been extended to provide **Window Cleaning Services** for the City of Grand Junction as needed from **July 9, 2019 to July 8, 2020**. This extension continues to include the necessary work as required for the types of tasks and functions related to the contract.

Contract pricing will remain as follows:

	Location Address	Price Per Cleaning
1	Building A (City Shops) 333 West Avenue	\$ 70.00
2	Building B (Facilities) 333 West Avenue	\$ 115.00
3	Building C (Stores/Fleet Offices) 333 West Avenue	\$ 332.00
4	Building D (Transportation Engineering) 333 West Avenue	\$ 92.00
5	Building E (Field Engineering Office) 333 West Avenue	\$ 54.00
6	City Hall 250 North 5 th Street	\$ 1042.00
7	Parks Operations Office 2529 High Country Court	\$ 95.00
8	Parks and Recreation Administration 1340 Gunnison Avenue	\$ 176.00
9	Senior Recreation Center 550 Ouray Avenue	\$ 44.00
10	Visit Grand Junction 740 Horizon Drive	\$ 283.00
11	Police Department 555 Ute Avenue	\$ 3395.00
12	Fire Station 1 620 Pitkin Avenue	\$ 453.00
13	Fire Administration 625 Ute Avenue	\$ 447.00
Total:		\$ 6598.00

Thank you for providing your proof of insurance. It is included in this contract extension.

The contract has been established using the Scope of Service in the formal solicitation. If you have any questions or need to discuss this extension, please call me at 244-1513.

Sincerely,
Susan J. Hyatt, C.P.M, CPPB
City of Grand Junction
Purchasing Division

SUPPLIER ACKNOWLEDGEMENT

Receipt of this Extension is hereby acknowledged:

Contractor: MB Enterprises Professional Window Cleaning, Inc.
 By: Marcus R. Berridge Mark Berridge
 Title: Secretary/Treasurer
 Date: 6/13/19

CERTIFICATE OF LIABILITY INSURANCE

American Family Insurance Company
 American Family Mutual Insurance Company, S.I. if selection box is not checked.
 6000 American Pky Madison, Wisconsin 53783-0001

Insured's Name and Address
 MB Enterprises
 Professional Window Cleaning Inc
 P.O. Box 4888
 Grand Junction, CO 81502

Agent's Name, Address and Phone Number (Agt./Dist.)
 Jeffrey E Crandell
 2710 Patterson Rd Ste A
 Grand Junction, CO 81506
 (970) 257-1160 (138/307)

**This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.
 This certificate does not amend, extend or alter the coverage afforded by the policies listed below.**

COVERAGES				
This is to certify that policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.				
TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE		LIMITS OF LIABILITY
		EFFECTIVE (Mo, Day, Yr)	EXPIRATION (Mo, Day, Yr)	
Homeowners/ Mobilehomeowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Boatowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Personal Umbrella Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Farm/Ranch Liability				Farm Liability & Personal Liability Each Occurrence \$,000
				Farm Employer's Liability Each Occurrence \$,000
Workers Compensation and Employers Liability †				Statutory
				Each Accident \$,000
				Disease - Each Employee \$,000
				Disease - Policy Limit \$,000
General Liability <input checked="" type="checkbox"/> Commercial General Liability (occurrence) <input type="checkbox"/> <input type="checkbox"/>	05-X83716-10	03/12/2019	03/12/2020	General Aggregate \$ 2,000,000
				Products - Completed Operations Aggregate \$ 2,000,000
				Personal and Advertising Injury \$ 1,000,000
				Each Occurrence \$ 1,000,000
				Damage to Premises Rented to You \$ 100,000
				Medical Expense (Any One Person) \$ 5,000
				Each Occurrence †† \$,000
Aggregate †† \$,000				
Businessowners Liability				Common Cause Limit \$,000
				Aggregate Limit \$,000
Liquor Liability				Each Occurrence †† \$,000
				Aggregate Limit \$,000
				Common Cause Limit \$,000
				Aggregate Limit \$,000
Automobile Liability <input type="checkbox"/> Any Auto <input checked="" type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Auto <input type="checkbox"/> Nonowned Autos <input type="checkbox"/>	05-X83716-11	06/03/2019	06/03/2020	Bodily Injury - Each Person \$ 1,000,000
				Bodily Injury - Each Accident \$ 1,000,000
				Property Damage \$ 1,000,000
				Bodily Injury and Property Damage Combined \$,000
Excess Liability <input type="checkbox"/> Commercial Blanket Excess <input type="checkbox"/>				Each Occurrence/Aggregate \$,000

Other (Miscellaneous Coverages)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS
 Window Cleaning

† The individual or partners Have shown as insured elected to be covered under this policy. Have not
 †† Products-Completed Operations aggregate is equal to each occurrence limit and is included in policy aggregate.

CERTIFICATE HOLDER'S NAME AND ADDRESS	CANCELLATION
City of Grand Junction Purchasing Division 250 North 5th Street Grand Junction, CO 81501	<input checked="" type="checkbox"/> Should any of the above described policies be cancelled before the expiration date thereof, the company will endeavor to mail * (30 days) written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. *10 days unless different number of days shown.
	<input type="checkbox"/> This certifies coverage on the date of issue only. The above described policies are subject to cancellation in conformity with their terms and by the laws of the state of issue.
	DATE ISSUED 06/11/2019



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/11/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pinnacol Assurance 7501 E. Lowry Blvd. Denver, CO 80230-7006	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
	INSURER(S) AFFORDING COVERAGE INSURER A : Pinnacol Assurance	NAIC # 41190
INSURED MB Enterprises Professional Window Cleaning Inc 615 Oxbow Rd Grand Junction, CO 81504	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N / A	4002702	06/01/2019	06/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Unless otherwise stated in the policy provisions, coverage in Colorado only.

CERTIFICATE HOLDER

1999924
City of Grand Junction
250 N 5th St
Grand Junction, CO 81501
susanh@gjcity.org

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Pinnacol Assurance

© 1988-2015 ACORD CORPORATION. All rights reserved.

CERTIFICATE HOLDER COPY

City of Grand Junction
250 N 5th St
Grand Junction, CO 81501

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT (CONT)



CITY OF GRAND JUNCTION, COLORADO

CONTRACT

This CONTRACT made and entered into this 6th day of June, 2018 by and between the **City of Grand Junction**, a government entity in the County of Mesa, State of Colorado, hereinafter in the Contract Documents referred to as the "City" and **MB Enterprises Professional Window Cleaning, Inc.** hereinafter in the Contract Documents referred to as the "Contractor."

WITNESSETH:

WHEREAS, the Owner advertised that sealed Proposals would be received for furnishing all labor, tools, supplies, equipment, materials, and everything necessary and required for the Project described by the Contract Documents and known as **Window Cleaning Services IFB-4530-18-SH.**

WHEREAS, the Contract has been awarded to the above named Contractor by the Owner, and said Contractor is now ready, willing and able to perform the Work specified in the solicitation, in accordance with the Contract Documents;

NOW, THEREFORE, in consideration of the compensation to be paid the Contractor, the mutual covenants hereinafter set forth and subject to the terms hereinafter stated, it is mutually covenanted and agreed as follows:

ARTICLE 1

Contract Documents: It is agreed by the parties hereto that the following list of instruments, drawings, and documents which are attached hereto, bound herewith, or incorporated herein by reference constitute and shall be referred to either as the "Contract Documents" or the "Contract", and all of said instruments, drawings, and documents taken together as a whole constitute the Contract between the parties hereto, and they are fully a part of this agreement as if they were set out verbatim and in full herein:

The order of contract document governance shall be as follows:

- a. The body of this contract agreement
- b. Solicitation Documents for the Project; **Window Cleaning Services, IFB-4530-18-SH;**
- c. Contractors Response to the Solicitation

ARTICLE 2

Definitions: The clauses provided in the Solicitation apply to the terms used in the Contract and all the Contract Documents.

ARTICLE 3

Contract Work: The Contractor agrees to furnish all labor, tools, supplies, equipment, materials, and all that is necessary and required to complete the tasks associated with the Work described, set forth, shown, and included in the Contract Documents as indicated in the Solicitation Document. Upon mutual agreement of the Contractor and the City, this contract may be extended for up to three (3) one (1) year contract periods, contingent upon appropriation by the City and satisfaction of both parties.

ARTICLE 4

Contract Price and Payment Procedures: The Contractor shall accept as full and complete compensation for the performance and completion of all of the Work specified in the Contract Documents, the **sum of \$6,598.00; broken out below per building.** The amount of the Contract Price is and has heretofore been appropriated by the Grand Junction City Council for the use and benefit of this Project. The Contract Price shall not be modified except by Change Order or other written directive of the Owner. The Owner shall not issue a Change Order or other written directive which requires additional work to be performed, which work causes the aggregate amount payable under this Contract to exceed the amount appropriated for this Project, unless and until the Owner provides Contractor written assurance that lawful appropriations to cover the costs of the additional work have been made.

	Location Address	Price Per Cleaning
1	Building A (City Shops) 333 West Avenue	\$ 70.00
2	Building B (Facilities) 333 West Avenue	\$ 115.00
3	Building C (Stores/Fleet Offices) 333 West Avenue	\$ 332.00
4	Building D (Transportation Engineering) 333 West Avenue	\$ 92.00
5	Building E (Field Engineering Office) 333 West Avenue	\$ 54.00
6	City Hall 250 North 5 th Street	\$ 1042.00
7	Parks Operations Office 2529 High Country Court	\$ 95.00
8	Parks and Recreation Administration 1340 Gunnison Avenue	\$ 176.00
9	Senior Recreation Center 550 Ouray Avenue	\$ 44.00
10	Visit Grand Junction 740 Horizon Drive	\$ 283.00
11	Police Department 555 Ute Avenue	\$ 3395.00
12	Fire Station 1 620 Pitkin Avenue	\$ 453.00
13	Fire Administration 625 Ute Avenue	\$ 447.00
Total:		\$ 6598.00

ARTICLE 5

Contract Binding: The Owner and the Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents. The Contract Documents constitute the entire agreement between the Owner and Contractor and may only be altered, amended or repealed by a duly executed written instrument. Neither the Owner nor the Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part its interest under any of the Contract Documents and specifically, the Contractor shall not assign any moneys due or to become due without the prior written consent of the Owner.

ARTICLE 6

Severability: If any part, portion or provision of the Contract shall be found or declared null, void or unenforceable for any reason whatsoever by any court of competent jurisdiction or any governmental agency having the authority thereover, only such part, portion or provision shall be effected thereby and all other parts, portions and provisions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, City of Grand Junction, Colorado, has caused this Contract to be subscribed and sealed and attested in its behalf; and the Contractor has signed this Contract the day and the year first mentioned herein.

CITY OF GRAND JUNCTION, COLORADO

By: *Jami D. Storcio*
Title: *FACILITIES SUPERVISOR*

7/9/2018
Date

MB ENTERPRISES PROFESSIONAL WINDOW CLEANING, INC.

By: *Mark P. F. F.*
Title: *Secretary/Treasurer*

8/02/18
Date

SECTION 4.0: RESPONSE FORM

Only Section 4.0 needs to be included in your response.

Bid Date: June 5, 2018 _____

Project: IFB-4530-18-SH "Window Cleaning Services"

Bidding Company: MB Enterprises Professional Window Cleaning, Inc. _____

Name of Authorized Agent: Marcus Berridge _____

Email: mbenterprisesgj@sbcglobal.net _____

Telephone: 970-250-7637 **Address:** P.O. Box 4888 _____

City: Grand Junction **State:** CO **Zip:** 81504 _____

The undersigned Bidder, in compliance with the Invitation for Bids, having examined the Instruction to Bidders, General Contract Conditions, Statement of Work, Specifications, and any and all Addenda thereto, having investigated the location of, and conditions affecting the proposed work, hereby proposes to furnish all labor, materials and supplies, and to perform all work 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 work 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 work, 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) working 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: zero (0) _____.

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

	Location Address	Price Per Cleaning
1	Building A (City Shops) 333 West Avenue	\$ 70.00
2	Building B (Facilities) 333 West Avenue	\$ 115.00
3	Building C (Stores/Fleet Offices) 333 West Avenue	\$ 332.00
4	Building D (Transportation Engineering) 333 West Avenue	\$ 92.00
5	Building E (Field Engineering Office) 333 West Avenue	\$ 54.00
6	City Hall 250 North 5 th Street	\$ 1042.00
7	Parks Operations Office 2529 High Country Court	\$ 95.00
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11	Police Department 555 Ute Avenue	\$ 3395.00
12	Fire Station 1 620 Pitkin Avenue	\$ 453.00
13	Fire Administration 625 Ute Avenue	\$ 447.00
Total:		\$ 6598.00

Total Per Cleaning Bid Price Written:
Six-thousand-five-hundred-ninety-eight and no/100

Dollars



Invitation for Bids

IFB-4530-18-SH

WINDOW CLEANING SERVICES

RESPONSES DUE:

June 5, 2018 prior to 2:30 P.M.

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

<https://www.bidnetdirect.com/colorado>

(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:

Susan Hyatt

susanh@gjcity.org

970-244-1513

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 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.

SECTION 1.0: ADMINISTRATIVE INFORMATION & CONDITIONS FOR SUBMITTAL

- 1.1 Issuing Office:** This Invitations for Bids (IFB) is issued by the City of Grand Junction (City) Purchasing Division on behalf of the Grand Junction Facilities Division.
- 1.2 Purpose:** The City is requesting bids from firms experienced in providing Window Cleaning Services. See Section 3 for a detailed Scope of Work.
- 1.3 The Owner:** The Owner is the City of Grand Junction, Colorado and is referred to throughout this Solicitation. The term Owner means the Owner or his authorized representative.
- 1.4 Bid Deadline:** Bids are due by June 5, 2018 prior to 2:30 P.M.
- 1.5 Confidential Material:** All materials submitted in response to this IFB 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**" 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 City Attorney. If denied, the proposer shall have the opportunity to withdraw its entire bid, or to remove the confidential or proprietary restrictions. **Neither cost nor pricing information, nor the total proposal, shall be considered confidential or proprietary.**
- 1.6 Open Records:** All bids shall be read aloud in the Bid Opening. Trade secrets and confidential information contained in the bid so identified by Bidder as such shall be treated as confidential by the Owner to the extent allowable in the Open Records Act.
- 1.7 Submission:** **Each bid shall be submitted in electronic format only, and only through <https://www.bidnetdirect.com/colorado>. The uploaded response shall be a single PDF document with all required information included. 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.)** For proper comparison and evaluation, the City requests that proposals be formatted as shown on the Response Form found in Section 4. Submittals received that fail to follow this format may be ruled non-responsive. (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**).
- 1.8 Addenda:** All Questions shall be submitted in writing to the City Purchasing Representative. Any interpretations, corrections and changes to this IFB or extensions

to the opening/receipt date shall be made by a written Addendum to the IFB by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through BidNet at www.bidnetdirect.com/colorado. Addenda will also be posted on the City of Grand Junction web page at www.gjcity.org/business-and-economic-development/bids. Offerors shall acknowledge receipt of all addenda in their response.

- 1.9 Late Responses:** Responses received after the time and date specified, whether delivered or mailed, will not be considered and will be returned to the respondent unopened. It is the sole responsibility of each respondent to ensure that their submittals arrive at the City Clerk's Office prior to the time and date specified.
- 1.10 Rejection of Submittals:** The Owner reserves the right to accept or reject any or all submittals received in response to this solicitation. The Owner further reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interest of the Owner.
- 1.11 Submittal Ownership:** All materials submitted with regard to this solicitation become the property of the Owner and will only be returned at the Owner's option.
- 1.12 Expenses:** Expenses incurred by prospective respondents in preparation, submission, and presentation of this IFB are the responsibility of the respondents and cannot be charged to the Owner.
- 1.13 Assignment:** The selected firm shall not sell, assign, transfer or convey any contract resulting from this IFB in whole or in part without prior written approval from the Owner. Any claims for payment due to the provider from the Owner under this contract may not be assigned to a bank, trust company, or other financial institution or bankruptcy trustee without the prior written approval by the Owner.
- 1.14 Indemnification:** The selected firm shall defend, indemnify and save harmless the City of Grand Junction and/or Mesa County, State of Colorado, and all their respective 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 selected firm or of any of the firm's agent, employee, sub-consultant or supplier in the execution of, or performance under, any contract which may result from Bid award. The selected firm shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.

SECTION 2.0: INSURANCE AND BONDING REQUIREMENTS

Insurance Requirements: The selected firm 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 firm pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The firm 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.

The selected firm shall procure and maintain and, if applicable, shall cause any Subcontractor of the firm to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to the Owner. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the firm pursuant to this Section. 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 in the Special Conditions:

(a) Worker Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employers' Liability insurance with minimum limits of:

ONE MILLION DOLLARS (\$1,000,000) each accident,
ONE MILLION DOLLARS (\$1,000,000) disease - policy limit, and
ONE MILLION DOLLARS (\$1,000,000) disease - each employee

(b) General Liability insurance with minimum combined single 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 include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interests provision.

(c) Comprehensive Automobile Liability insurance with minimum combined single 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

With respect to each of the firm's owned, hired, or non-owned vehicles assigned to be used in performance of the Work. The policy shall contain a severability of interests provision. The

policies required by paragraphs (a), (b), (c), and (d) above shall be endorsed to include the City and the City’s officers and employees as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the HDD, its officers, or its employees, or carried by or provided through any insurance pool of the HDD, shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under any policy required above.

SECTION 3.0: SCOPE OF SERVICES

3.1. General: The City of Grand Junction is soliciting competitive bids from qualified and interested companies for all labor, equipment, and materials required to provide Window Cleaning Services for the City of Grand Junction Facilities Division. All requirements and scope of work should be verified by Bidders prior to submission of bids.

3.2. Quantity/Frequency: The quantities and frequency of work stated in this solicitation are estimates only. The Owner does not guarantee any amount of work and may add or delete services at any time. The contractor shall provide services on an as-needed basis.

3.3. Scope of Work:

3.3.1. City of Grand Junction Locations: Contractor shall use industry acceptable cleaning methods. Contractor shall clean both the interior and exterior surfaces of all exterior windows.

3.3.2. Locations: The table below lists the current facilities to utilize the contractor’s services. Locations may be added or deleted according to Owners direction.

3.3.3. City of Grand Junction Locations:

	Location	Frequency
1	Building A (City Shops) 333 West Avenue	2-3 / Year
2	Building B (Facilities) 333 West Avenue	2-3 / Year
3	Building C (Stores/Fleet Offices) 333 West Avenue	2-3 / Year
4	Building D (Transportation Engineering) 333 West Avenue	2-3 / Year
5	Building E (Field Engineering Office) 333 West Avenue	2-3 / Year
6	City Hall 250 North 5 th Street	2-3 / Year

7	Parks Operations Office 2529 High Country Court	2-3 / Year
8	Parks and Recreation Administration 1340 Gunnison Avenue	2-3 / Year
9	Senior Recreation Center 550 Ouray Avenue	2-3 / Year
10	Visitors and Convention Bureau 740 Horizon Drive	2-3 / Year
11	Police Department 555 Ute Avenue	2-3 / Year
12	Fire Station 1 620 Pitkin Avenue	2-3 / Year
13	Fire Administration 625 Ute Avenue	2-3 / Year

3.4. Special Conditions & Provisions:

- 3.4.1. Contractor shall provide all equipment necessary to perform window cleaning services such as pails, sponges, brushes, squeegees, ladders/lifts, facility protection, tools, chemicals, etc.
- 3.4.2. Contractor shall not store equipment or tools at any Owner worksite.
- 3.4.3. Contractor shall be responsible for repair and cost of any and all damages resulting from its activities while working on-site, including damages caused by incorrect cleaning techniques or chemicals.
- 3.4.4. Contractor shall be solely responsible for providing its employees with any and all necessary safety equipment while performing work.
- 3.4.5. All work shall be performed during normal business hours, Monday through Friday. Any work to be performed outside of these hours shall be approved and scheduled with the Owners Contract Administrator.
- 3.4.6. Contractor's personnel shall protect the building furnishings and finishes and prevent soiling and damage to other building surfaces. Surfaces adjacent to the surfaces cleaned by the Contractor shall be protected and wiped clean upon completion of work.
- 3.4.7. Personnel performing work at the Police Department location may be required to undergo background checks prior to performing work. Every member of the Contractor's staff will be required to sign in and turn over their driver's licenses in exchange for a visitor's badge that gives them permission to be beyond the secured doors. The contractor's staff will be escorted and watched by Police personnel as needed during the performance of this work on interior surfaces.

3.5. IFB Tentative Time Schedule:

- Invitation for Bids available May 10, 2018
- Inquiry deadline, no questions after this date May 24, 2018
- Addenda Issued by May 29, 2018
- Submittal deadline for Responses June 5, 2018

3.6. Questions Regarding Scope of Services:

Susan Hyatt

susanh@gjcity.org

- 3.7. Contract Period:** The initial contract period shall be twelve (12) months beginning upon the execution of a subsequent contract. The contract may, upon mutual agreement of the supplier and the Owner, be extended under the terms and conditions of the contract for up to three (3), one (1) year contract periods, contingent upon appropriation by the City Council and satisfaction of both parties.
- 3.8. Award:** It is the intent of the City to award to a single contractor. The City reserves the right to award by location in the best interest of the City.

SECTION 4.0: RESPONSE FORM

Only Section 4.0 needs to be included in your response.

Bid Date: _____

Project: IFB-4530-18-SH “Window Cleaning Services”

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 Instruction to Bidders, General Contract Conditions, Statement of Work, Specifications, and any and all Addenda thereto, having investigated the location of, and conditions affecting the proposed work, hereby proposes to furnish all labor, materials and supplies, and to perform all work 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 work 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 work, 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) working 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.

	Location Address	Price Per Cleaning
1	Building A (City Shops) 333 West Avenue	\$
2	Building B (Facilities) 333 West Avenue	\$
3	Building C (Stores/Fleet Offices) 333 West Avenue	\$
4	Building D (Transportation Engineering) 333 West Avenue	\$
5	Building E (Field Engineering Office) 333 West Avenue	\$
6	City Hall 250 North 5 th Street	\$
7	Parks Operations Office 2529 High Country Court	\$
8	Parks and Recreation Administration 1340 Gunnison Avenue	\$
9	Senior Recreation Center 550 Ouray Avenue	\$
10	Visit Grand Junction 740 Horizon Drive	\$
11	Police Department 555 Ute Avenue	\$
12	Fire Station 1 620 Pitkin Avenue	\$
13	Fire Administration 625 Ute Avenue	\$
Total:		\$

Total Per Cleaning Bid Price Written:

Dollars

CERTIFICATE OF LIABILITY INSURANCE

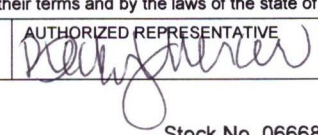
American Family Insurance Company
 American Family Mutual Insurance Company, S.I. if selection box is not checked.
 6000 American Pky Madison, Wisconsin 53783-0001

Insured's Name and Address
 Marcus R Berridge
 PO Box 4888
 Grand Junction, CO 81502

Agent's Name, Address and Phone Number (Agt./Dist.)
 Jeffrey E Crandell
 2710 Patterson Rd Ste A
 Grand Junction, CO 81506
 (970) 257-1160 (138/307)

**This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.
 This certificate does not amend, extend or alter the coverage afforded by the policies listed below.**

COVERAGES				
This is to certify that policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.				
TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE		LIMITS OF LIABILITY
		EFFECTIVE (Mo, Day, Yr)	EXPIRATION (Mo, Day, Yr)	
Homeowners/ Mobilehomeowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Boatowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Personal Umbrella Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Farm/Ranch Liability				Farm Liability & Personal Liability Each Occurrence \$,000
				Farm Employer's Liability Each Occurrence \$,000
Workers Compensation and Employers Liability †				Statutory *****
				Each Accident \$,000
				Disease - Each Employee \$,000
				Disease - Policy Limit \$,000
General Liability <input type="checkbox"/> Commercial General Liability (occurrence) <input type="checkbox"/> <input type="checkbox"/>	05-X83716-10	03/12/2018	03/12/2019	General Aggregate \$ 2,000,000
				Products - Completed Operations Aggregate \$ 2,000,000
				Personal and Advertising Injury \$ 1,000,000
				Each Occurrence \$ 1,000,000
				Damage to Premises Rented to You \$ 100,000
				Medical Expense (Any One Person) \$ 5,000
				Each Occurrence†† \$,000
				Aggregate†† \$,000
Businessowners Liability				Common Cause Limit \$,000
				Aggregate Limit \$,000
Liquor Liability				Each Occurrence†† \$,000
				Aggregate Limit \$,000
Automobile Liability <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Auto <input type="checkbox"/> Nonowned Autos <input type="checkbox"/>	05-X83716-11	06/03/2018	06/03/2019	Bodily Injury - Each Person \$ 1,000,000
				Bodily Injury - Each Accident \$ 1,000,000
				Property Damage \$ 1,000,000
				Bodily Injury and Property Damage Combined \$,000
Excess Liability <input type="checkbox"/> Commercial Blanket Excess <input type="checkbox"/>				Each Occurrence/Aggregate \$,000
Other (Miscellaneous Coverages)				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS Certificate Holder also added as Additional Insured		†The individual or partners <input type="checkbox"/> Have shown as insured elected to be covered under this policy. <input type="checkbox"/> Have not ††Products-Completed Operations aggregate is equal to each occurrence limit and is included in policy aggregate.
CERTIFICATE HOLDER'S NAME AND ADDRESS City of Grand Junction Purchasing Department 250 N 5th St Grand Junction, CO 81501 Attn: Susan Hyatt		CANCELLATION <input type="checkbox"/> Should any of the above described policies be cancelled before the expiration date thereof, the company will endeavor to mail *() days written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. *10 days unless different number of days shown. <input checked="" type="checkbox"/> This certifies coverage on the date of issue only. The above described policies are subject to cancellation in conformity with their terms and by the laws of the state of issue. DATE ISSUED 07/23/2018 AUTHORIZED REPRESENTATIVE 



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pinnacol Assurance 7501 E. Lowry Blvd. Denver, CO 80230-7006	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
	INSURER(S) AFFORDING COVERAGE	
INSURED MB Ent Professional Window Cleaning Inc 615 Oxbow Rd Grand Junction, CO 81504	INSURER A : Pinnacol Assurance NAIC # 41190	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	N / A	4002702	06/01/2018	06/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Excluded (if any) : Marcus Berridge, Marcus Berridge, Brenda Berridge

CERTIFICATE HOLDER

CANCELLATION

1921803
City of Grand Junction
250 N 5th St
Grand Junction , CO 81501

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CRS, Commercial Risk Solutions, Inc

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CERTIFICATE HOLDER COPY

City of Grand Junction
250 N 5th St
Grand Junction , CO 81501

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT (CONT)