



JOLIET JUNIOR COLLEGE

1901

**JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #525**

**(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938**

INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for **WINDOW CLEANING SERVICES** pursuant to specifications. Vendors who do not submit a bid or who do not respond with a "no bid" will be removed from our vendor list for this item.

PROPOSALS:

Proposals will be received and publicly read aloud by the Joliet Junior College, Joliet, Will County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

PLACE: Joliet Junior College District
Illinois Community College District #525
Director of Business & Auxiliary Services, Building A, Room 3102
1215 Houbolt Road
Joliet, IL 60431-8938

DATE: **MAY 11, 2017**

FAXES ARE NOT ACCEPTABLE

TIME: **9:00 AM**

Proposals received after this time will not be accepted.

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms provided on the College's website in a sealed envelope addressed to the Director of Business & Auxiliary Services, Building A, Room 3102, plainly marked, with the Bidder's Name and Address and the notation:

BID: **WINDOW CLEANING SERVICES**

PRE-BID MEETING:

A mandatory pre-bid meeting will be held on **APRIL 26, 2017 at 9:00 AM**. The meeting will be at the Main Campus, L Building, Room L1005, 1215 Houbolt Road, Joliet, IL. Bidders who do not attend the mandatory pre-bid meeting will have their bid returned unopened.

DELIVERY:

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless otherwise noted.

TAX EXEMPTION:

Joliet Junior College is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON BIDS:

Joliet Junior College requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

BIDDING PROCEDURES:

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

SUBSTITUTIONS:

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

REJECTION OF BIDS:

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

BUSINESS ENTERPRISE PROGRAM (BEP):

MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES PARTICIPATION AND UTILIZATION PLAN:

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575).

Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](#) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to <http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for complete requirements for BEP certification.

For applicable projects, vendors may be asked to submit a [utilization plan](#) and [letter of intent](#) that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

ACKNOWLEDGEMENT OF ADDENDA:

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.

CLERICAL ERRORS:

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

SAMPLES:

Bidder may be required to furnish samples upon request and without charge to the College.

BID SECURITY: NOT REQUIRED**PAYMENTS:**

Certified Payroll: **NOT REQUIRED**

Partial Lien Waivers: **NOT REQUIRED**

Final Lien Waivers: **NOT REQUIRED**

INSURANCE:

The successful bidder will be required to furnish a certificate of insurance in the following amounts:

The insurance coverage required here-in-under shall be the minimum amounts maintained by the Contractor and Subcontractors until all Work is completed and accepted by the Owner.

The Contractor will purchase and maintain "all risks" Builder's Risk property insurance, where applicable, subject only to such exclusions as have been specifically approved by the Owner in writing.

A. Workers Compensation

1. State: Statutory
2. Applicable Federal: Statutory
3. Employer's Liability:
 - a. \$1,000,000 per Accident
 - b. \$1,000,000 Occupational Disease

B. Commercial Comprehensive Liability

1. Each Occurrence: \$1,000,000
2. Products/Completed Operations Aggregate: \$2,000,000
3. Personal/Advertising Injury: \$2,000,000
4. General Aggregate: \$2,000,000
5. Policy shall include: \$2,000,000
 - a. Premises: Operations
 - b. Independent Contractors Liability
 - c. Products and Completed Operations: Maintained for minimum of one year after date of final Certificate for Payment, in full amount of the limits specified above.
 - d. Contractual Liability
 - e. Coverage for explosion (x), collapse (c), and underground (u).
6. The Commercial Comprehensive Liability policy shall include a contractual liability endorsement insuring the indemnity required by the contract. The indemnities shall be named as additional insured on the Contractor's Commercial Comprehensive Liability policy using Form CG 20 10 or its equivalent and shall name Joliet Junior College, its Board of Trustees, officers, employees and agents as additional named insured's at a minimum. The Contractor hereby agrees to effectuate the naming of such additional insured's as unrestricted additional insured's on the Contractor's policy. The additional insured endorsement shall provide the following:
 - a. That the coverage afforded the additional insurance will be primary/non-contributory insurance for the additional insurance with respect to claims arising out of operations performed by or on behalf of the Contractor.

- b. That the policy shall contain a thirty (30) day notice of cancellation prior to the effective date thereof.
- c. That the additional insureds have other insurance which is applicable to the loss, such other insurance will be on an excess or contingent basis.
- d. That the amount of the company's liability under the insurance policy will not be reduced by the existence of such other insurance.
- e. That the additional insureds will not be given less than thirty (30) days prior written notice of any cancellation thereof.
- f. That the Contractor agrees to indemnify the College for any applicable deductibles.
- g. That the insurance policy from an A.M. Best rated "secured" Illinois State licensed insurer.
- h. The Contractor shall provide the College with a copy of its insurance policy or in the alternative and subject to the College's agreement, an excerpt of a page from the actual policy evidencing the additional insureds as provided for herein.
- i. Contractor acknowledges that failure to obtain such insurance on behalf of the College constitutes a material breach of the contract and subjects Contractor to liability for damages, indemnification and all other legal remedies available to College. The Contractor is to provide the College at all times with a certificate of insurance, evidencing the above requirements have been met. The failure of the College to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the College.
- j. That enclosed is a copy of the endorsement providing additional insured's status and that the Contractor will furnish a Certificate of insurance evidencing the foregoing provisions.
- k. Please include clause below in the policy:
It is agreed that Joliet Junior College, its Board of Trustees, officers, employees, agents and (Architect/Engineer Name) are additional insureds on the policy.

C. Business Auto Liability (including owned, non-owned and hired vehicles).

- 1. Bodily injury
 - a. \$1,000,000 per person
 - b. \$2,000,000 per accident
- 2. Property damage: \$1,000,000 OR
- 3. Combined Single limit: \$1,000,000

D. Umbrella

- 1. Umbrella Excess Liability: \$4,000,000
- 2. If the Contractor's Workers Compensation, Commercial General Liability and Business Auto policies do not have these minimum limits, an Umbrella policy written by an insurance company acceptable to the Owner may be used to meet the minimum limits required.
- 3. Follow-form or Primary/Non-Contributory (PNC) status and Waiver of Subrogation (WOS) for Joliet Junior College

All such policies of insurance shall be written by companies approved by the College and Certificates of Insurance shall be furnished to the College. The College shall be listed as an additional named insured under such policies. Each policy shall require at least 30 days' notice to the College in the event of cancellation. The contractor agrees to indemnify, defend, and hold harmless the College from and against all suits or claims, which may be based upon any injury to or death of any person or persons or damage to property, which may occur or which may be alleged to have occurred in the course of the performance of this Agreement by the Contractor, whether such sum claim shall be made by an employee of the Contractor, by a third person or their representatives, or whether or not it shall be claimed that the said injury, death, or damage or cause through a negligence act or omission of the Contractor; and the all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgment shall be rendered against the College in any such action or actions, the Contractor, at its own expense, shall satisfy and discharge the same.

PERFORMANCE BONDS: NOT REQUIRED

LAWS AND ORDINANCES:

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

SEX OFFENDER REGISTRATION REQUIREMENT NOTIFICATION:

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in G1013, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

DAMAGE AND NEGLIGENCE:

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

INVESTIGATION OF BIDDERS:

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Joliet Junior College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

APPRENTICESHIP AND TRAINING PROGRAMS: NOT REQUIRED

SUBCONTRACTORS:

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

PREVAILING WAGE RATE: NOT REQUIRED

BID QUANTITIES:

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

BID AWARDS:

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of that contractor.

TERMINATION OF FUNDING:

JJC's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination. JJC shall give notice of such termination for funding as soon as practicable after JJC becomes aware of the failure of funding.

CHANGES TO CONTRACT AFTER BID AWARD:

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

GENERAL:

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

This contract is subject to and governed by the rules and regulations of the Illinois Human Rights Act. The Customer reserves the right to request additional information after your proposal has been submitted.

BLACKOUT PERIOD:

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.



Janice Reedus
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #525
(Business & Auxiliary Services)
1215 Houbolt Road
Joliet, Illinois 60431-8938
Telephone: (815) 280-6640
Fax: (815) 280-6631

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
<http://www.jjc.edu/info/purchasing>

QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:
purchasing@jjc.edu

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College
Illinois Community College District #525
Director of Business & Auxiliary Services, Building A, Room 3102
1215 Houbolt Road
Joliet IL 60431

Joliet Junior College
Request for Bid
WINDOW CLEANING SERVICES

SCOPE

1. The contract period shall be from on or about July 1, 2017 through June 30, 2018. Upon mutual agreement of both contracting parties and under the same terms and conditions, this contract may be extended on its anniversary date for up to four additional one year periods at the stated annual percentage increase, if any.
2. Standard operating hours will be Monday – Friday (7:00am – 9:00pm) excluding College and Federal Holidays. Work will be scheduled and completed during times that have the least impact on college operations as directed by the Custodial Superintendent. By prior mutual agreement, the Contractor may be able to extend working hours as follows at no additional cost:
 - Monday – Thursday: 9:00pm – 7:00am (24-hour operations)
 - Saturday and/or Sunday: 7:00am – 5:00pm
 - College and/or Federal Holidays
3. The Contractor shall supply all labor, materials, transportation, apparatus, scaffolding, tools and safety signage necessary for the completion of the work, maintain and remove temporary equipment, and construct in excellent and workmanlike manner the complete work and everything properly incidental thereto as stated in the contract documents or reasonably implied there from.
 - a. Contractor must provide College with current SDS for all chemicals being used while on campus.
 - b. Contractor must provide evidence of criminal background check and drug screening on all employees who will be working on-site.
 - c. Contractor is responsible for obtaining the appropriate approvals to complete work as necessary. For example, if the closing of any city streets are required for the use of a boom lift in downtown Joliet.
 - d. Contractor is responsible restore any landscaping disturbed by equipment or personnel.
4. Each Contractor's work shall be performed in a timely fashion to meet the project time schedule for all work. All safety gear and support equipment shall meet or exceed all required State, Local and OSHA safety regulations. It is the responsibility of the Contractor to provide and maintain all required safety equipment. All associated costs for such compliance shall be borne solely by the contractor.
 - a. If required by law, Contractor must be able to provide annual evidence of the following certifications upon request:
 - i. Lift
 - ii. Certified High Rise Specialist
 - iii. Certified Window Cleaner Suspended Scaffolds (CWC/SS)
 - iv. Certified Window Cleaner Rope Decent Systems (CWC/RDS)
 - v. Swing Stage Certification
5. During the term of this contract and for ninety (90) days thereafter the Contractor shall not, directly or indirectly, hire any person hired by the College, also during the term of this agreement and for ninety (90) days thereafter the College shall not, directly or indirectly, hire any person hired by the Contractor.
6. Contractor is responsible for the direct supervision of its personnel through its designated on-site representative, and such representative shall, in turn, be available at all reasonable times to report and confer with the designated agents of the College with respect to the services rendered. On-site representative must be able to communicate fluently in English.
7. All pricing submitted will be on a per-cleaning basis, based on a single cleaning of the building/area specified. All work will be scheduled on an as-needed basis. Award of this bid does not imply or guarantee, directly or implicitly, a minimum amount of work scheduled annually. Buildings/areas specified may not be scheduled during the duration of this agreement at the discretion of the College.
8. The contractor will not preform exterior work in the instance of rain.

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Request for Bid
WINDOW CLEANING SERVICES**

SCOPE, CONT'D

9. The contractor must be aware of the “Thorguard” Lightning Prediction and Warning System located at Main Campus with both audible and visual warnings. No exterior work will be performed while the system is in active warning.
10. The College will be able to add current or future new construction buildings and/or additions and other specialty projects to the scope of this agreement without affecting current original bid of the currently listed locations.

DETAILED SPECIFICATIONS

In all cases, the term “wash” will including the cleaning of the windows/glass as well as all vertical and horizontal frames. All work is to include returning all work areas to original, clean and dry condition.

Prior to final Bid award, final Contractor candidate must demonstrate:

1. The procedure they will use to clean the H-Bridge.
2. The procedure they will use to clean the exterior windows of U-building with metal shading on the south side of the building and the west side 2nd floor inset window with no access.
3. The procedure they will use to clean the exterior windows of the Joliet City Center campus exterior windows.

Main Campus:

1215 Houlbolt Rd.
Joliet, IL 60490

Romeoville Campus:

1125 West Romeo Rd. (West 135th St)
Romeoville, IL 60446

Joliet City Center Campus:

235 N. Chicago St.
Joliet, IL 60432

1. A-Building (Main Campus): The Contractor will wash:
 - a. All exterior windows (campus center and child care)
 - b. All interior windows (student street side only) 2nd & 3rd floors, including horizontal protruding accent glazing and 2nd floor crossover bridge domes (top only)
 - c. All interior vestibule glass (campus center and child care)
 - d. Cafeteria interior curved windows and doors
 - e. All interior stairwell glass
2. A-Building (Main Campus): The Contractor will wash:
 - a. All acoustical glass ceiling tiles (Enrollment Center, Library and Elevator lobbies 1st and 2nd floors)
3. B-Building (Main Campus): The Contractor will wash:
 - a. All exterior windows
 - b. All interior vestibule glass
4. C-Building (Main Campus): The Contractor will wash:
 - a. All exterior windows
 - b. EXCLUDING exterior concourse windows
 - c. Interior and exterior of overhead garage doors
5. D-Building (Main Campus): The Contractor will wash:
 - a. All interior windows to office D-1010
 - b. Exterior and interior exit doors and vestibule

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SCOPE, CONT'D

6. E-Building (Main Campus): The Contractor will wash:
 - a. All exterior windows
 - b. EXCLUDING exterior concourse windows
 - c. All interior windows main atrium and vestibule (1st and 2nd floor), south corridor 1st floor, west corridor 1st floor to stairwell, ESW stairwell, ECW stairwell, ECE stairwell
7. G-Building & F-Building (Main Campus): The Contractor will wash:
 - a. G-Building
 - i. All interior Fitness Center windows
 - ii. All exterior windows
 - iii. EXCLUDING exterior concourse windows
 - iv. Interior entrance and vestibule
 - v. GSE and GSW interior stairwells
 - b. F-Building
 - i. All exterior windows/glass bricks
 - ii. EXCLUDING exterior concourse windows
 - iii. Interior entrance and vestibule
8. H-Bridge (Main Campus): The Contractor will wash:
 - a. All exterior bridge windows
 - b. Contractor must be able to wash windows without the use of any direct tie-locations available from roof area.
9. J-Building Entrance Ramp (Main Campus): The Contractor will wash:
 - a. All entrance ramp windows
10. J-Building (Main Campus): The Contractor will wash:
 - a. All exterior windows accessible from ground, 2nd floor walk-outs and 3rd floor walk-outs
 - b. Interior windows in J-0037 ("old cafeteria") ground and 1st floor
11. K-Building (Main Campus): The Contractor will wash:
 - a. All exterior windows accessible from ground
12. L-Building (Main Campus): The Contractor will wash:
 - a. All exterior windows
 - b. Interior and exterior of overhead garage door windows
13. S-Building (Main Campus): The Contractor will wash:
 - a. All exterior windows
 - b. EXCLUDING exterior concourse windows
 - c. Interior of SNE Stairwell
14. T-Building (Main Campus): The Contractor will wash:
 - a. All exterior windows
 - b. EXCLUDING exterior concourse windows
 - c. All interior Conference Center windows
 - d. All interior Will County Traffic School windows
15. U-Building (Main Campus): The Contractor will wash:
 - a. All exterior windows
 - b. Interior vestibule entrance windows
 - c. Interior UNE and USW stairwells

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SCOPE, CONT'D

- d. EXCLUDING exterior concourse windows and U-auditorium exterior windows
 - e. Interior and exterior overhead garage doors
 - f. Interior windows to including U-auditorium (U-1022, U-1024 and U-1026)
16. Concourse (Main Campus): The Contractor will wash:
- a. All exterior concourse windows for buildings A, C, D, E, F, G, S, T, & U
 - b. U-building to include exterior Auditorium windows
17. Events Center (Main Campus): The Contractor will wash:
- a. All exterior windows
 - b. All entrance and interior vestibule windows
 - c. Main concourse interior windows
 - d. Conditioning rooms interior and concourse facing windows
 - e. Rooms 2010, 2007, 2004, 2003, 2002, 2001 interior and hallway windows to include display cabinets
 - f. Fieldhouse interior windows
 - g. All interior stairwell windows
18. Romeoville Campus: The Contractor will wash:
- a. All exterior windows, RMA and RMB buildings
 - b. RMA
 - i. All exterior windows
 - ii. Cafateria and Multipurpose interior windows
 - iii. Interior public area windows, 1st and 2nd floor
 - iv. All interior entrance windows and vestibule
 - v. All interior stairwell windows
 - c. RMB:
 - i. All exterior windows
 - ii. Interior windows to include Student Lounge, Library, NC-28, NC-26, NC-01, NC-02, NC-04, NC-06, NC-08, NC-05 and all entrance and vestibule glass
19. Joliet City Center Campus: The Contractor will wash:
- a. All exterior windows
 - b. All stairwell interior windows (3)
 - c. Main lobby entrance and all interior windows
 - d. 1st floor dining entrance doors/windows, bar doors/windows, east Chicago St. interior windows
 - e. 2nd floor glass overlook wall
 - f. Renaissance Center interior windows (first and second floors), main entrance exterior and interior vestibule
 - g. Renaissance Center ballroom patio windows interior and exterior

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Base Bid:

- Bidders must quote on all items called for in the Bid Proposal. Bid must include cost of all labor, materials, equipment and all other associated costs for each project.
- Bidders must quote annual dollar or percentage increase for contract extension(s).
- Bidders must provide evidence all current certifications held by staff and/or onsite supervisors.

Location	Project Bid Proposal
A-Building (Main Campus)	\$
A-Building (Main Campus) – Acoustical Glass Ceiling	\$
B-Building (Main Campus)	\$
C-Building (Main Campus)	\$
D-Building (Main Campus)	\$
E-Building (Main Campus)	\$
G & F-Buildings (Main Campus)	\$
H-Bridge (Main Campus)	\$
J-Building Entrance Ramp (Main Campus)	\$
J-Building (Main Campus)	\$
K-Building (Main Campus)	\$
L-Building (Main Campus)	\$
S-Building (Main Campus)	\$
T-Building (Main Campus)	\$
U-Building (Main Campus)	\$
Concourse (Main Campus)	\$
Events Center (Main Campus)	\$
Romeoville Campus	\$
Joliet City Center Campus	\$

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Please select the preferred payment method(s) below (select all that apply). This selection will apply to all payments from Joliet Junior College.

_____ P-Card (Credit Card)

_____ E-Check (Direct Bank Deposit)

_____ Please the following individual with information on e-check payment registration:

_____ at _____ - _____ - _____ X _____
NAME PHONE NUMBER EXTENSION

_____ We have already emailed a completed Electronic Funds Transfer Authorization Agreement to accountspayable@jjc.edu.

The Electronic Funds Transfer Authorization Agreement is available online at: jjc.edu/financial-services/Pages/accounts-payable.aspx

To make changes to your currently selected payment method, please contact Joliet Junior College’s Accounts Payable Department at 815-280-2260 or accountspayable@jjc.edu.

Firm

Authorized Signature

Address

Printed Signature

City State Zip

Date (_____) Phone Number

E-mail Address

FAX

Bid results can be viewed at www.jjc.edu/info/purchasing