



WASHTENAW COMMUNITY COLLEGE
Request for Proposal # 6633

Window Cleaning Services

RFP Release Date: April 22, 2024

Proposal Due Date: May 9, 2024 at 2:00 p.m. EST

Submit proposals electronically via email to:

Susan Pulice

Washtenaw Community College

pur@wccnet.edu

RFP # 6633 Window Cleaning Services

1.0 Proposal Invitation

Washtenaw Community College (“College” and/or “WCC”) is soliciting proposals for Window Cleaning Services for the Parking structure, the bridge walkway from the parking structure to the LA (Crane Liberal Arts and Science) building and the GM (Gunder Myran) building. A campus map can be found here: [Directions, Maps & Parking](#). This RFP is open to all independent contractors of Window Cleaning Services and is an indefinite scope/indefinite delivery solicitation. The college may request quotations for additional areas through August 31st, 2024 to the awarded vendor. The selected vendor will be able to provide all deliverables outlined in this RFP.

Response to this RFP confirms an understanding that this is *not* a contract or offer of business by the College. This request for proposal in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order. In submitting a proposal, Supplier agrees that all materials associated with, attached to, or referenced by the submitted proposal will become the property of the College and may be incorporated into a subsequent contractual agreement between the successful Supplier and the College.

The College is not liable in any manner or to any extent for any cost or expense incurred by the Supplier in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the Supplier or indirectly through the Supplier’s agents, employees, assigns, or others, whether related or not to the Supplier.

The College reserves the right to reject any and all proposals and waive any irregularities. Proposals which fail to comply fully with any provisions of this document may be considered invalid and may not receive consideration. The College also reserves the right to negotiate terms and conditions of a contract with the chosen Supplier. The College reserves the right to award a contract based on any combination of the specifications described herein.

The awarded Supplier’s proposal response shall be subject to, and governed by the College’s Terms and Conditions for the Purchase of Products and Services located at [Terms and Conditions for Services Provided to WCC](#) as a condition of award, and are hereby incorporated herein as a substantive part of the solicitation documents. In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFP documents and those included in a Supplier’s Proposal response, Supplier’s quote, or listed on the Supplier’s website, the Terms & Conditions of the RFP documents shall govern. Proposal submissions must include all exceptions to the College’s terms and conditions of purchase. A purchase order signed by an authorized agent of the College is required to constitute acceptance of Proposal offer and offer terms and conditions of service. This RFP and any subsequently offered contracts will be governed by the laws of the State of Michigan. Any and all applicable valid executive orders, Federal, State or local laws, ordinances or rules or regulations shall apply to any contract if and when offered and are deemed incorporated herein.

As a public institution, the College is subject to the terms and conditions of the Freedom of Information Act. As required by law, any information submitted in response to this request for proposal could become public information. Suppliers responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless such proprietary information is carefully identified in writing as such and accepted by the College as proprietary. Any documents submitted may be reviewed and evaluated by any person at the discretion of the College, including non-allied and independent Suppliers retained by the College now or in the future.

Proposals must be comprehensive by including all services and costs necessary to meet the business and technical requirements of the College as outlined in this RFP. In addition, the proposal must specify a detailed approach/methodology, Supplier and College staffing requirements, and any other assumptions to achieve the goal of this RFP.

2.0 Proposal Evaluation

In no particular order, proposals may be evaluated in the following areas:

- Company history and background
- References
- Accordance with the specifications contained herein
- Scope of service and support capabilities
- Approach, methodologies, and recommendations
- Price proposal

Award of a contract will be based on the best overall proposal. Criteria for award of a contract (or disqualification) may include, but are not limited to, numerically weighted totals in some or all of the aforementioned evaluation categories.

This RFP requires the requested services be performed before June 30th, 2024.

3.0 Planned RFP Schedule

RFP Timeline:

RFP Issued: **April 22, 2024**

Submission of Written Questions from Prospective Bidders: **April 30, 2024**

Written Questions Responded by the College: **May 2, 2024**

RFP Due Date: **May 9, 2024 at 2:00 p.m. EST**

4.0 Project Scope / Objective

Washtenaw Community College is soliciting proposals for Window Cleaning Services for the Parking structure, the bridge walkway from the parking structure to the LA (Crane Liberal Arts and Science) building and the GM (Gunder Myran) building. A campus map can be found here: [Directions, Maps & Parking](#)

Additional Requirements, Considerations and Qualifications:

- A site visit is NOT required but it is highly recommended bidders inspect the site to obtain first-hand knowledge of existing conditions, all windows are publicly accessible.
- Each bidder shall inspect the site and become familiar with existing conditions and limitations of the site, means of access to the site and to work areas, and other conditions which might affect the proper performance and completion of the work.
- Accurate window counts are the responsibility of the bidder.
- All labor, equipment, materials, scaffolding, hoisting, and incidentals necessary to complete this scope of work is the responsibility of the contractor and must be included in the price proposal.
- No allowance will be made after proposal opening for cost estimation errors attributable to any failure to account for existing conditions and/or consider of any and all limitations on or of this scope of work.
- Successful bidder will be denied any application for extra payments for conditions which can be determined by visually examining the site.
- The Director Building & Custodial Operations must be notified prior to any work conducted on campus.
- Please include certifications, licenses, insurance certificates and outline experience level of crews that will be performing the work on campus.
- Please provide two references from jobs similar in size and scope.

5.0 Supplier Pricing

- Supplier must provide a comprehensive price proposal. Cost proposals shall include an itemized breakdown covering all services, costs, and fees necessary to achieve the goal of this RFP. Washtenaw Community College holds a tax-exempt status and shall not be charged any Federal or State taxes where allowed. Tax-exempt documentation shall be presented when required.

6.0 Submission Directions

- A. Proposals following the guidelines outlined in this document are due on or before May 9th, 2024 at 2:00 p.m. EST, at the following location:

Submit proposals electronically via email to:

Susan Pulice
Washtenaw Community College
pur@wccnet.edu
RFP # 6633 Window Cleaning Services

- B. Submit **one (1)** signed electronic copy in a single PDF format. Faxed, mailed, and delivered replies are not acceptable and will be rejected. It is the responsibility of the vendor to ensure that proposals are received at the location stated above on or before the due date and time.
- C. Questions must be addressed to Susan Pulice, Purchasing Agent, at pur@wccnet.edu. The deadline to submit questions is **4/30/24 at 2:00 p.m. EST**. All questions received by the deadline date will be posted with answers on the WCC Purchasing website [Requests for Proposals and Bids \(wccnet.edu\)](https://www.wccnet.edu/requests-for-proposals-and-bids) by **5/2/24 at 2:00 p.m. EST**.

7.0 Proposal Submission Format

The following table is a summary of the required proposal submission format for this RFP. Please structure your proposal submission per the content and sequence below.

Proposal Section	Section Title
1.0	Company History & Background
2.0	Statement of Window Cleaning Plan including timeline – June 30 th deadline to perform work
3.0	Certifications/certificate of insurance(s)
4.0	References
5.0	Pricing Proposal
6.0	Signature Page

SIGNATURE PAGE

This page must be signed and submitted with the proposal.

By virtue of submittal of a proposal, Vendor acknowledges:

- That all of the requirements of this RFP have been read and understood.
- That Vendor is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to WCC are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with the Act.
- By signing below the Vendor warrants that the information submitted is complete and factual.
- The individual signing below has authority to enter into this on behalf of Vendor.
- Proposal shall remain valid for a minimum of ninety (90) days.
- Supplier agrees that in the event there is any conflict between the Terms & Conditions referenced in this RFP and those included or referenced in any response to this RFP, the Terms & Conditions referenced herein shall prevail

Signature

Company Name

Signature

Printed Name

Title

Address

Address

City, State, Zip

Phone

Fax

Email

Indicate if your company is:

Minority-owned yes ___ or no ___

Woman-owned yes ___ or no ___

Veteran-owned yes ___ or no ___

Include documentation to verify status if available.

The Vendor agrees to comply with all applicable federal, state, local and College laws, rules and regulations in providing goods and services under this agreement.