

**OUTAGAMIE COUNTY**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**WINDOW CLEANING**  
**FOR**  
**MAINTENANCE DEPARTMENT**

**DUE BY: September 23, 2015**

**One Mandatory Site Visit – September 14<sup>th</sup> at 10:30 a.m. (see Section 2.0 for details)**

## 1.0 **Scope of Service**

Outagamie County's Maintenance Department is seeking a qualified window cleaner to furnish all labor and necessary materials to hand wash windows and provide spider spraying on various County buildings in Appleton, WI.

The specifications for each building are as follows –

### **Administration Building**

410 S Walnut St

All windows including; all stairwells, exterior doors and sidelight panels (all items both interior and exterior) on the first, second, third and fourth floors. Cleaning is to include all glass, window frames and any area recessed from being flush with the wall. Extra cleaning will be required on the sandstone area around the window frames caused by residue bleeding down from the window frames.

### **Human Services North & South Building**

401 S Elm St

All windows including; all stairwells, exterior doors, spanned rail glass and sidelight panels (all items both interior and exterior) on the first, second, third and fourth floors. Cleaning is to include all glass, window frames and any area recessed from being flush with the wall. Extra cleaning will be required on the brick, sandstone sills and concrete area around the window frames caused by residue bleeding down from the window frames.

### **Maintenance Building**

410 S Elm St

All windows including; all exterior doors and sidelight panels (all items both interior and exterior) on the first floor. Cleaning is to include all glass, window frames and any area recessed from being flush with the wall. Extra cleaning will be required on the spancrete area around the window frames caused by residue bleeding down from the window frames.

### **Youth & Family Services Building**

500 W Fifth St

All windows including; all stairwells, exterior doors, and sidelight panels (all items both interior and exterior) on the ground, first and second floors. Cleaning is to include all glass, window frames and any area recessed from being flush with the wall. Extra cleaning will be required on the brick and concrete sills area around the window frames caused by residue bleeding down from the window frames.

### **Justice Center**

320 S Walnut St

All windows including; all stairwells, exterior doors, and sidelight panels (all items both interior and exterior) on first and second floors. Cleaning is to include all glass, window frames and any area recessed from being flush with the wall. Extra cleaning will be required on the spancrete area around the window frames caused by residue bleeding down from the window frames.

### **227 Building**

227 S Walnut St

All windows including; all stairwells, exterior doors, spanned rail glass and sidelight panels (all items both interior and exterior) on the first floor. Cleaning is to include all glass, window frames and any area recessed from being flush with the wall. Extra cleaning will be required on the brick area around the window frames caused by residue bleeding down from the window frames.

**UW Extension Building**

3365 W Brewster St

All windows including; all exterior doors and sidelight panels (all items both interior and exterior) on the first floor. Cleaning is to include all glass, window frames and any area recessed from being flush with the wall. Extra cleaning will be required on the brick and wood area around the window frames caused by residue bleeding down from the window frames.

**AG Services Building**

3369 W Brewster St

All windows including; all exterior doors and sidelight panels (all items both interior and exterior) on the first floor. Cleaning is to include all glass, window frames and any area recessed from being flush with the wall. Extra cleaning will be required on the brick and concrete sills area around the window frames caused by residue bleeding down from the window frames.

The firm shall price each area individually. There will be one price for the window cleaning and one price for the spider spraying. Outagamie County reserves the right to not complete the service for all buildings.

**2.0 Site Visit**

There will be one mandatory site visit on September 14, 2015 at 10:30 a.m. All interested firms will meet in the Maintenance Department located at 410 S Elm St, Appleton.

**3.0 Work Hours**

Work shall be performed between the hours of 7:00 a.m. to 6:00 p.m., Monday – Friday.

**4.0 Completion & Liquidated Damages**

Final completion shall be by noon (CT) October 30, 2015. If the awarded firm does not complete in that timeframe, liquidated damages, which will be equal to \$250.00 per business day until final completion is achieved, will be payable to Outagamie County.

**5.0 References**

Provide with your proposal a minimum of three and a maximum of five references of organizations that you have provided similar services to in the past three year. Include the contact name, phone number and company name.

**6.0 Insurance and Indemnification**

See Attachment A. Complete and return this form with your proposal. However, the Certificate of Insurance will only be required from the awarded firm.

**7.0 Contact Information**

Contact the following –

**Site Information**

John Monti

Custodial Supervisor, Maintenance Department

(920) 832-2466

[John.Monti@outagamie.org](mailto:John.Monti@outagamie.org)

## **Purchasing Policy & Procedure Information**

Nicole Schoultz

Outagamie County, Purchasing Coordinator

(920) 832-6083

[nicole.schoultz@outagamie.org](mailto:nicole.schoultz@outagamie.org)

### **8.0 Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a Proposal may request clarification. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which would be posted on the County's website at [www.outagamie.org](http://www.outagamie.org) then Bids & Proposals under this project. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

### **9.0 County Reservation**

Outagamie County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The Company shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- e. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Outagamie County reserves the right to request clarifications for any proposal.
- g. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

**10.0 Closing Date**

Proposals will be received up to 2:00 pm CT September 23, 2015.

**11.0 Proposal Submittal**

Send or deliver proposals to –  
Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St (4<sup>th</sup> Floor Finance)  
Appleton, WI 54911

Or, email to [Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

Mark on the outside of your proposal “Window Cleaning”.

**12.0 Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

**13.0 Method of Procurement**

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

**14.0 Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

**15.0 Status of Proposal**

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County’s web site [www.outagamie.org](http://www.outagamie.org) than **Status of Bids/Proposals**.

**OUTAGAMIE COUNTY PROPOSAL & PRICING FORM**

**PAGE 1 of 2**

**Window Cleaning**

**Proposals Due:** September 23, 2015 -- 2:00 p.m., CT

**Send/Deliver Proposals To:** Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St  
Appleton, WI 54911

OR

**Email Proposals To:** [Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

**Include the following with this proposal form –  
References as requested in Section 5.0  
Completed Attachment A as requested in Section 6.0**

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**OUTAGAMIE COUNTY PROPOSAL & PRICING FORM**

**PAGE 2 of 2**

**Window Cleaning**

Administration Building

Window Cleaning \$ \_\_\_\_\_

Spider Spray \$ \_\_\_\_\_

Health & Human Services North & South Building

Window Cleaning \$ \_\_\_\_\_

Spider Spray \$ \_\_\_\_\_

Maintenance Building

Window Cleaning \$ \_\_\_\_\_

Spider Spray \$ \_\_\_\_\_

Youth & Family Services Building

Window Cleaning \$ \_\_\_\_\_

Spider Spray \$ \_\_\_\_\_

Justice Center

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227 Building

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