

INVITATION FOR BID
Window Cleaning Services
For
Ratekin Tower Apartments, 875 Main Street, Grand Junction, CO 81501

PROJECT SUMMARY

The Grand Junction Housing Authority is seeking bids from qualified companies to provide window cleaning services for Ratekin Tower Apartments, 875 Main Street, Grand Junction, CO, 81501.

BID SUBMISSION DEADLINE

The deadline for submitting the bid is March 19, 2010. The Invitation for Bid can be obtained at the Grand Junction Housing Authority's main office located at 1011 North Tenth Street, Grand Junction, CO, 81501, or on the website at www.GJHA.org.

BID DELIVERY

Bidders who are interested shall deliver or mail their submissions no later than the deadline listed above. Any bid that is **not** received by the deadline date and time will not be accepted. Bid submissions will not be returned but will be retained on file at Grand Junction Housing Authority's main office.

Delivery Address: Grand Junction Housing Authority
1011 North Tenth Street
Grand Junction, CO 81501
Attention: Walter Garcia
Maintenance Supervisor

SCOPE OF WORK

- Windows to be cleaned at Ratekin Tower Apartments, 875 Main Street, Grand Junction, CO 81501
- Must have equipment to rappel off top of building to clean windows on side of building.
- Equipment on roof must not damage any part of roof membrane.
- Must use systematic system to start at top and work way down so as to leave all windows free of debris.
- Must use cleaning solution that will not leave film, streaks, or debris after finished.
- Must be able to work from high places without fear of heights.
- Must contact Grand Junction Housing Authority to schedule cleaning twice per year (April and October of each year).
- Must start and complete cleaning within a three day period.

ADDITIONAL SPECIFICATIONS.

- Provide Certificate of Liability Insurance for a minimum of \$1,000,000.00.
- Walk through of property with Walter Garcia, Maintenance Supervisor, may be scheduled.

**INVITATION FOR BID
Window Cleaning Services
For**

Ratekin Tower Apartments, 875 Main Street, Grand Junction, CO 81501

BID INQUIRIES

Bidders interested in any additional information or needing further clarification should submit requests to:

Walter Garcia, Maintenance Supervisor
Grand Junction Housing Authority
1011 North Tenth Street
Grand Junction, CO 81501
(970) 242-4186 (office phone)
(970) 986-5669 (cell phone)
(970) 245-1331 (fax)

PROPOSAL TERMS AND RELATED CONDITIONS

All bids shall be submitted **as a sealed bid and should be clearly marked on the outside of the envelope “Window Cleaning Services for Ratekin Tower Apartments.”** All bids received shall be time-stamped but unopened and shall be stored in a secure place until the bid opening, which will be **Tuesday, March 23, 2010, at 10:00 a.m.** A bidder may withdraw its bid at any time prior to bid opening.

The Grand Junction Housing Authority reserves the right to reject any and all bids, to waive informalities or irregularities, and to reject non-conforming, non-responsive, or conditional proposals, and to accept the bid(s) which in the Housing Authority's judgment best serves the interest of the citizens of the City of Grand Junction.

SELECTION OF BID AND NOTICE OF AWARD

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements of the Invitation for Bid. A selection will be made and award shall be provided by written notice to the successful bidder by **Monday, March 26, 2010.** Upon selection, the firm will be expected to sign an agreement satisfactory to the Grand Junction Housing Authority within three (3) business days of the award. If this date is not met, the Housing Authority may elect to award the contract to the next most successful bidder, if the delay is not the fault of the Housing Authority. All unsuccessful bidders shall be notified in writing within ten (10) business days after the contract award.

Thank you for your interest in submitting a bid. We look forward to hearing from you.