

**CITY OF PEORIA
C O N T R A C T**

Bid # 08-15

This agreement, made and entered into this 1st day of April A.D., 2015 by and between the City of Peoria, a municipal corporation, party of the first part , and Dave's Window Cleaning, P.O. Box 308, Peoria, IL 61651-0308, his/their executors, administrators, successors or assigns, party of the second part.

WITNESSETH: That for and in consideration of the payments and agreements mentioned in the proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the bond referring to these presents, the party of the second part agrees with said party of the first part, at his/their own proper costs and expense to furnish and deliver all the work, materials and supplies in accordance with the specifications contained in said proposal, and in full compliance with all of the terms of this agreement.

IT IS UNDERSTOOD AND AGREED that the instructions to bidders, proposal, and bid and specifications are component parts of this contract and shall be deemed a part hereof. It is also understood and agreed that the contractor shall not assign, transfer, convey or otherwise dispose of this contract, or his right to execute it, or his right, title or interest in or to it or any part thereof, unless the previous written consent of the City Manager of the City of Peoria shall first be obtained thereto.

IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

Dave's Window Cleaning will perform window washing service per the attached specifications and pricing for a three (3) year period beginning April 1, 2015 and ending March 31, 2018.

THE CITY OF PEORIA

By 
City Manager

PARTY OF THE SECOND PART

Dave's Window Cleaning
(Name of individual, firm, or corporation)

By 
(Member of firm or officer of corporation)

APPROVED FINANCE DEPARTMENT

By 
(Name of Individual)

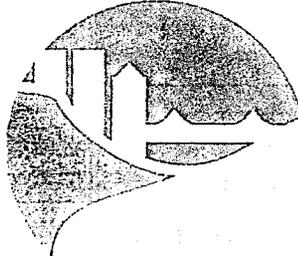
APPROVED LEGAL DEPARTMENT

By 
(Name of Individual)

APPROVED USING DEPARTMENT

By 
(Department Head)

REQUEST FOR BIDS
Window Washing Service
#08-15



Pre-Bid Meeting Tuesday,
February 17, 2015 2:00 pm
City Hall 419 Fulton Room
112 Peoria, IL 61602

CITY OF
PEORIA

ISSUED BY
DIVISION OF PURCHASING
CITY OF

PEORIA, ILLINOIS

Sealed Requests for Bids will be received at the
office of
The PURCHASING MANAGER
Room 108, City Hall,
419 Fulton Street, Peoria, Illinois until 2:00 P.M.

Friday, February 27, 2015
for furnishing the materials, or services
described herein.

PLEASE RETURN ENTIRE
DOCUMENT AS YOUR RESPONSE.

SUBMITTED BY:

Dave's Window Cleaning
P. O. Box 308
Peoria, IL 61651-0308

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INSTRUCTIONS TO BIDDER (1) 2/26/13

ACCEPTANCE OF BIDS - The right is reserved, as the interest of the City may require, to reject any or all bids and to waive any nonmaterial informality or irregularity in the bids received. All bids will be in English. The City will award the bid as described below or reject all proposals within sixty (60) calendar days from the bid opening date.

ADDITIONAL COPIES OF SPECIFICATIONS - Bidders may secure additional copies of the bid specifications from the City Purchasing office.

BID ENVELOPE IDENTIFICATION - Bidders shall submit their proposal in a sealed envelope (sealed bid) which shall be clearly labeled with the company name and address. Bidders are requested to indicate in the LOWER LEFT HAND CORNER OF THE ENVELOPE THE ITEM BEING BID, BID NUMBER, DATE AND TIME THE BID IS DUE.

MAILING OF BIDS - Two copies of all bid proposals are to be mailed or delivered to the City Purchasing Manager, Room 108, City Hall, 419 Fulton Street, Peoria, Illinois, 61602-1276. Proposals will not be accepted by FAX, e-mail, internet, telephone or telegraphic means. The City Purchasing Manager can be contacted at (309) 494-8582.

CLOSING TIME - The Bid closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the bid is due.

AWARD - An award will be made to the lowest qualified (responsive and responsible) proposal that complies with the terms and conditions of the specifications provided that it is in the best interest of the City to accept the proposal. Awards will be made on per item basis unless otherwise stated. The quality of the articles to be supplied, their conformity with specifications, their suitability to the requirements of the City and the delivery terms will be taken into consideration in making the award. By signing this document Vendor/Contractor/Consultant is **certifying they have not been barred from bidding by Federal, State or Local governments and has not been suspended or debarred from receiving federal funding.**

WITHDRAWAL OF BIDS - Bidders may withdraw their proposals at any time prior to the bid closing time by telephone, fax or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to closing time. No bidder shall withdraw his bid for a period of sixty (60) calendar days from the bid opening date. Negligence on the part of the bidder in preparing a proposal confers no right of withdrawal or modification of a proposal after it has been opened. No bid will be opened which has been received after the closing time specified in the bid proposal and it will be returned unopened to the bidder.

ALTERNATE BIDS - The specifications describe the supplies and/or service, which the City feels are necessary to meet the performance requirements of the City. Bidders desiring to bid on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate bids. However, ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED. The bid must be accompanied by complete specifications of the items offered.

PRICES - Unit prices shall be shown for each unit on which there is a bid and shall include all packing, crating freight and shipping charges and cost of unloading supplies at destination unless otherwise stated in the bid proposal. All prices shall be stated in U.S. dollars. Unit prices shall not include any local, state or federal taxes. In case of mistake in extension of price, unit price shall govern. All prices must be typewritten or written in

ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the bid or his authorized representative.

DISCOUNTS - Cash discounts for payment within twenty (20) days or more will be considered in the awarding of the bid. Discounts of less than twenty (20) days will not be considered in the bid evaluation. Where the net bid is equal to a bid with a cash discount deducted, the award shall be made to the net bid. Discounts will be figured from the date of delivery and acceptance of the articles, or in the case of incorrect invoice, from the date of receipt of corrected invoice.

SIGNATURES - Each bid must be signed by the bidder with his usual signature. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it on the matter. All signatures must be in ink.

INVESTIGATION - Bidders shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the bid proposal. No plea of ignorance by the bidder, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City or the compensation to the bidder.

EQUAL EMPLOYMENT OPPORTUNITY – To be awarded a contract all Suppliers, Vendors, Contractors to the City of Peoria and/or County of Peoria **must** be registered in the City of Peoria's Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program. The number is secured by completing and submitting, under notary seal, an Employer Report Form CC-1 (with required sexual harassment policy attached) to the City's Equal Opportunity Office. *Please note that the Certificate of Compliance is valid for one year and must be annually renewed.* Though the form may be included in the bid package, it can be requested on-line from the City's website (<http://www.peoriagov.org/equal-opportunity-forms>). Click on Government > Departments A-G > Equal Opportunity > Forms, then select "Employer Report Form CC-1". The forms can also be obtained by writing or calling:

**City of Peoria
Equal Opportunity Office
419 Fulton Street
Peoria, IL 61602
(309) 494-8530 Voice
(309) 494-8532 TTY**

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (\$50.00) processing fee will be charged with each original submission of the Employer Report Form CC-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a bid proposal. The EEO Certification Number is only required prior to the award of the contract.

Good Faith Efforts Requirements (projects exceeding \$50,000)**Minority/Women Business Enterprise(M/WBE) Utilization**

Bidders must demonstrate that they made good faith efforts to meet participation goals. Documentation supportive of their good faith efforts to utilize M/WBEs must be submitted at the time of bid. For details on what records see **M/WBE**

Participation Requirements for Good-Faith Efforts, Section III.**Compliance Reporting Minority/Female Worker Utilization**

The General Contractor and its subcontractors must provide to the City of Peoria documentation on their good faith efforts to comply with the workforce participation goals. This would include, but not limited to, weekly certified payroll reports. All information will be provided through **ePrismSoft**, an electronic web based compliance tracking software. Access to **ePrismSoft** has been furnished by the City of Peoria. To activate access the General Contractor and subcontractors must contact Human Capital Development.

SAMPLES - Samples of items, when required, must be submitted within the time specified and at no expense to the City; and if not destroyed in testing, they will be returned at the bidders request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.

RESPONSES – A response is requested of all bidders even if it is a “no bid”. Do not include any personal information such as social security numbers that the bidder/proposer wishes to keep confidential.

CONTRACT TERMS

TAXES - The City is exempt, by law, from paying State and City Retailers Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax. The City will execute tax exemption certificates whenever required. The unit prices should be exclusive of all taxes. In the event the unit price includes taxes, the bidder must show the amount of tax included in the unit price.

CITY'S AGENT- The City Purchasing Manager shall represent and act for the City in all matters pertaining to the bid proposal and contract in conjunction thereto.

PATENTS - The successful bidder agrees to protect, defend and save the City harmless against any demand for payment for the use of any patented material process, article or device that may enter into the manufacturer, construction or form a part of the work covered by the contract.

HUMAN RIGHTS ACT - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.

NON-COLLUSION - With the executing of this bid the Bidder is certifying to non-collusion in the preparation and submittal. The bid must be properly executed by the bidder or the bid will not be considered for acceptance.

DEFAULT - In case of default by the contractor, the City will procure the articles services from other sources and hold the contractor responsible for any excess cost incurred.

CANCELLATION - The City reserves the right to cancel the whole or any part of the contract, if the contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The cancellation notice will be written and delivered by certified mail to contractors address on record. In the event the contract is canceled, the vendor may be declared an irresponsible vendor by the City Manager and as a result may be disqualified from doing business with the City for the period of one year in accordance with Section 10-102 of the Peoria City Code. The contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City, fires or floods.

PRICES SPECIFIED – The successful bidder agrees to furnish the material or services according to the City's plans, specifications and conditions and at prices specified hereon.

BID-RIGGING OR BID-ROTATING - By the signing of this bid, the Bidder is certifying that the company is not barred from bidding on this bid as a result of a conviction for the violation of State of Illinois laws prohibiting bid-rigging or bid-rotating per Public Act 720ILCS, Section 5-33E-3 and 5/33E-4.

DELINQUENT PAYMENT - By the signing of this bid, the Bidder is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, fines owed or accruing to the City of Peoria or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with the terms and conditions of Section 10-109 of the Peoria City Code; and Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

PERMITS AND LICENSES - The successful bidder shall obtain, at his own expense, all permits and licenses which may be required to complete the contract.

INSURANCE – The successful Proposer shall obtain, at its own expense, all necessary insurance with regard to its fiduciary responsibility to the City of Peoria. Said Proposer shall indemnify and hold harmless the City of Peoria, its officials, officers, directors, employees, heirs and assigns from any and all actions, claims, demands or suits at law or equity for damages, costs, loss or other injury as a result of the contract.

The City does not assume any liability for acts or omissions of contractor and such liability rests solely with contractor.

Contractor's Insurance – The contractor and all subcontractors shall secure and maintain such insurance policies as will protect the contractor or subcontractors from claims for bodily injuries, death or property damage which may arise from operations under this Contract whether such operations be by contractor or anyone employed by contractor directly or indirectly. The following insurance policies are **required**:

- Statutory Worker's Compensation
- Comprehensive General Liability
 - Combined Single Limit
 - \$1,000,000.00
 - Property Damage
 - \$1,000,000.00
- Automobile Public Liability and Property Damage

Combined Single Limit
\$1,000,000.00
Property Damage
\$1,000,000.00

Insurance Inclusions – The comprehensive general liability insurance shall include independent contractors' protective liability, products and completed operations broad form property damage coverage. The completed operations and products liability shall be maintained for two years after final payment.

Contractual Liability – The insurance required above shall include contractual liability insurance coverage for the contractor's obligations under the section below entitled, "Hold Harmless and Indemnification Agreement".

Certificates of Insurance – Certificates of insurance acceptable to the City indicating insurance required by the Contract is in force shall be filed with the City prior to contract approval by the City. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the City.

PRECEDENCE - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the "Instructions to Bidders".

PREVAILING WAGES – Work under some contracts will obligate the Contractor and Subcontractors not to discriminate in employment practices. Provisions of the Prevailing Wage Act, 820 ILCS 130/0.01 et.seq., may apply to this project. Additional information can be obtained by calling (217) 782-6206. Applicable prevailing wage rates can be found at www.state.il.us/agency/idol/ for examination. Also applicable to this project are project provisions of the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0.01 et.seq., which requires that Illinois residents of 30 days or more be hired for Public Works Projects and improvements if the State Unemployment rate exceeds 5% for two (2) consecutive months.

During the term of the awarded contract or as long as work continues, whichever is longer, and on a monthly basis, the Contractor shall submit in person, by mail or electronically, a certified payroll to the Designated Representative of the City of Peoria. The certified payroll shall consist of a complete copy of the following records: a list of all laborers, mechanics, and other workers employed by them to perform the work hereunder. The records shall include the following information for each worker:

- name
- address
- telephone number when available
- social security number
- classification or classifications
- the hourly wages paid in each pay period
- the number of hours worked each day, and
- the starting and ending times of work each day.

The certified payroll shall be accompanied by a statement signed and sworn to by the Contractor or subcontractor which avers that:

- (1) such records are true and accurate
- (2) the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by the Prevailing Wage Act (820 ILCS 130/0.01 et.seq.), and
- (3) the Contractor or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B Misdemeanor.

Upon two (2) business days' notice, the Contractor and each subcontractor shall make available for inspection the records identified above to the City, its officers and agents.

GOVERNING – This contract will be governed by the laws of the State of Illinois. The contractor/vendor agrees that Chapter 10 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."

AFFIRMATIVE ACTION REQUIREMENTS - "The contractor/vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or a physical or mental handicap which would not interfere with the efficient performance of the job in question. The contractor/vendor will take affirmative action to comply with the provision of this division and will require any subcontractor to submit to the city written commitment to comply with this division. The contractor/vendor will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective subcontractors."

"The contractor/vendor agrees that the provision of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."

Local Purchasing -

For purchases of \$10,000.00 or greater, if:

- (1) the lowest bidding local vendor is a responsible bidder; and
- (2) the lower-bidding responsible bidders are not local vendors; and
- (3) the lowest bidding local vendor's bid is higher than the non-local vendor by no more than three (3) percent, then that local vendor should be considered the lowest responsible bidder. In case of a dispute about the application of this provision, the decision of the city manager or the purchasing agent acting for him shall be final. For purposes of this Subsection, a local vendor shall be one that sells goods or services to the public, either retail or wholesale, and owns or leases a physical, commercial business location, with on-site staffing and regular business hours, within the corporate limits of the City of Peoria, Illinois. The provisions of this subsection shall not be applied to a contract if the funding source prohibits local preference by law, rule, or regulation.

EMPLOYEE EMPLOYMENT RESTRICTIONS – THE CONTRACTOR

THE CONTRACTOR agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the CONTRACTOR for performance of this contract; (2) coordinating the efforts of the CONTRACTOR in the consummation or completion of this contract; or (3) monitoring or determining the performance of the CONTRACTOR. The CONTRACTOR further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the CONTRACTOR; (2) disqualification of the CONTRACTOR from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.

REFERENCE - All of the contract terms shall be incorporated by reference into any written contract.

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WINDOW WASHING SERVICE

SCOPE OF WORK

Work under this contract shall require the successful bidder to supply all labor, materials, equipment, tools and other items associated with the work of this trade to meet the requirements of these specifications. The work shall include the scheduled semi-annual washing of all exterior wall windows to include both sides of the window at City-owned buildings as described in Exhibit A, and any such extra work as may be authorized by the Contract Administrator.

PRE-QUALIFICATION OF BIDDER

All potential bidders are encouraged to attend a pre-bid conference on 17 February 2015, at 2:00 p.m. in room 112 City Hall, 419 Fulton Street, Peoria, IL. A tour of all buildings listed on Exhibit A will follow. No other facility tour will be provided following this pre-bid meeting. Contact Chris Switzer, Purchasing Manager at 494-8582 with questions regarding this pre-bid conference.

BID OPENING

Price Proposals are due to the Office of the Purchasing Manager, Room 108 at City Hall, by 2:00 p.m. local time on 27 February 2015. The bid closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the bid is due. Proposals will be opened and publicly read shortly after. Room for the bid opening shall be determined.

CONTRACT ADMINISTRATOR

This contract shall be administered by the City of Peoria, Director of Public Works or his designated representative. The designated representative for administration of this contract shall be the Facilities Manager, Operations & Maintenance Division, 3505 N. Dries Lane, Peoria, Illinois 61604, phone: 494-8851.

All actions or modifications concerning contract language, extensions, cost adjustments or other technicalities regarding the contract shall be administered by the City of Peoria, Purchasing Manager, 419 Fulton Street, Peoria, Illinois 61602, phone: (309) 494-8582.

LENGTH OF CONTRACT

The term of this contract shall be for three years. The contract shall commence on 1 April 2015, and shall terminate on 31 March 2018, The contract may be extended for two additional one-year periods based upon contractor performance and as determined to be in the best interest of the City of Peoria at the discretion of the City of Peoria .

WINDOW WASHING SERVICE

CONTRACT EXTENSION

The contract may be extended for two additional one-year periods based upon contractor performance and as determined to be in the best interest of the City of Peoria. Upon expiration of this contract, and at the discretion of the City of Peoria, the bidder may be required to extend the terms of this contract on a month to month basis, not to exceed six (6) months. In the event the City of Peoria desires to extend the term of this contract, a notification will be sent by certified mail to the contractor's address of record, 30 days prior to termination of this contract.

NORMAL SUPPLIES

The Contractor, when submitting a quote, shall take into consideration all necessary supplies and equipment which are required to fulfill the terms of this contract including all scaffolding, lifting or other equipment necessary for proper and safe access to service areas. No additional compensation shall be allowed for supplies or equipment.

WAGE ADJUSTMENTS

The City of Peoria shall not allow any wage adjustments during the length of this contract.

AUTHORIZING WORK

Normally, only those staff persons of Facility Operations are authorized to order additional work. If an unauthorized City employee requests the contractor for an emergency condition, the contractor shall proceed with the work, and notify the contract administrator as soon as practical. Except under emergency conditions, a printed work order will be issued by Facility Operations at the time of the request for extra work and prior to the contractor providing service. In emergency conditions, a work order number will be provided after the fact.

SCHEDULED WORK

All exterior wall glass windows, to include both sides of the window, shall be washed during the months of May and October.

INVOICING

Upon completion of scheduled work, the contractor shall submit an invoice to the City. The invoice shall include the site location, date(s) of service and printed work orders issued for any authorized extra work, which has been performed. Buildings included in the biannual billings for scheduled work shall be grouped in accordance with Exhibit B. The invoice shall be submitted on a company letterhead or numbered invoice. **All** invoices

WINDOW WASHING SERVICE

shall be submitted to the City of Peoria, Facility Operations, 3505 N. Dries Lane, Peoria, Illinois 61604.

Invoices that are not submitted with the required documentation will be returned to the contractor unprocessed for completion and resubmission by the contractor.

CANCELLATION

If the contractor fails to perform the work to the standards as determined by the City of Peoria, and recognized within the community as being standard or does not complete the assigned work within reasonable times as determined by the City of Peoria, then the City of Peoria has the right to cancel the contract upon a ten (10) days written notification delivered by certified mail to the contractor's address of record. In the event "...the contract is canceled the vendor can be declared an irresponsible vendor by the City Manager...and as a result may be disqualified from doing business with the City for the period of one year in accordance with City Ordinance Section 10-102".

BREAKAGE/LOSS

The contractor shall be responsible for any breakage, damage or loss incurred by the carelessness of any of its employees. Breakage or loss which may occur shall be compensated by repair or replacement of the item at an equal value.

SERVICE HOURS

The buildings shall be cleaned during the hours which those buildings and/or offices are normally opened to the public. These hours are normally between 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays.

The following holidays are observed by the City of Peoria:

King	New Year's Day	Martin Luther
	Good Friday	Memorial Day
	Independence Day	Labor Day
	Veterans Day	Thanksgiving Day
	Friday after Thanksgiving	Christmas Day

WINDOW WASHING SERVICE

NOTIFICATION

The contractor shall notify the authorized building contact person (as listed on Exhibit A) at least 24 hours prior to performing the work of this contract.

CONTRACTOR'S SUPERVISION

The contractor, at no additional cost to the City, shall provide all supervision necessary to fulfill the terms of this contract.

QUALITY CONTROL INSPECTIONS

The Contractor shall notify the contract Administrator upon completion of window cleaning services at each facility. In addition to other routine inspections, which may occur, the service provider may be required to perform on site quarterly inspections of all facilities with the contract Administrator to assure that the terms of this contract are being met.

SECURITY

The Contractor shall be responsible for the re-locking of all spaces not occupied at the time service is provided.

BACKGROUND CHECKS

The Contractor shall furnish the City of Peoria, Purchasing Manager with the names and descriptive information of all employees and supervisors prior to their assignment to work under this contract. This information will be for the purpose of conducting police checks on those personnel, which will be working in certain facilities.

REFERENCES

The Contractor shall furnish a list of at least five (5) local client references. This list shall be submitted with the bid. These references shall be from clients who have buildings of comparable size to those covered by this contract. References shall include the name of organization, phone number and name of a contact person.

WINDOW WASHING SERVICE

EXHIBIT A

BUILDING LOCATIONS

<u>LOCATION</u>	<u>CONTACT PERSON</u>
POLICE HEADQUARTERS 600 S.W. Adams 8321	Lt. Ken Snow 494-
2011 W. Altorfer Drive 8321	Lt. Ken Snow 494-
CITY HALL 419 Fulton Street	Facility Operations 494-8551
MUNICIPAL SERVICES BUILDING 542 S. Adams Street 494-8035	David Tuttle
EMERGENCY SERVICES DISASTER AGENCY (ESDA) 3615 N. Grandview Drive Deppolder	Dwain 494-8077
PUBLIC WORKS OPERATION AND MAINTENANCE CENTER 3505 N. Dries Lane	Facility Operations 494-8851
FIRE DEPARTMENT 505 N.E. Monroe Street (Administration Area Only)	Ed Olehy 672-8701
7310 N. Galena Road (Training Academy) 8721	Paul Brodkorb 672-
GATEWAY BUILDING Reed 200 Water St	Allie 494-6700
ASSESSORS OFFICE Schlafley 494-8180 205 SW Adams	Max
TWIN TOWERS (INTERIOR GLASS ONLY) 456 Fulton Street	Facility Operations 494-8851

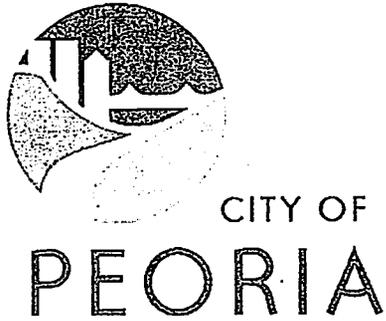
WINDOW WASHING SERVICE

EXHIBIT B

BID PROPOSAL

LOCATION	YEAR ONE	YEAR TWO	YEAR THREE	TOTAL	EXTENSION ONE	EXTENSION TWO
Police Headquarters: Including interior/exterior of both towers 600 S.W. Adams Street	\$	\$	\$	\$	\$	\$
Police Sub Station #2: 2011 W. Altorfer Drive	\$	\$	\$	\$	\$	\$
City Hall: 419 Fulton Street	\$	\$	\$	\$	\$	\$
Municipal Building: 542 S. Adams Street	\$	\$	\$	\$	\$	\$
Emergency Services: 3615 N. Grandview Dr.	\$	\$	\$	\$	\$	\$
Public Works: 3505 N. Dries Lane	\$	\$	\$	\$	\$	\$
Fire Dept.: (Admin. Area Only) 505 N. Monroe Street	\$	\$	\$	\$	\$	\$
Fire Dept.: (Training Academy) 7310 N. Galena Road	\$	\$	\$	\$	\$	\$
Assessors Office 205 SW Adams	\$	\$	\$	\$	\$	\$
Gateway Bldg. 200 Water Street	\$	\$	\$	\$	\$	\$
Twin Towers: (Interior Only) 456 Fulton Street	\$	\$	\$	\$	\$	\$
GRAND TOTAL	\$	\$	\$	\$	\$	\$

**THIS PAGE HAS BEEN REPLACED WITH
" ADDENDUM #1 / EXHIBIT B (NEW) "
-- see next two pages --**



**ADDENDUM #1
To
BID # 08-15**

WINDOW WASHING

This becomes a permanent part of the Basic Bid Document.

- 1. New Pricing Sheet Attached
Remove Police Towers from Bid Pricing Sheet (Exhibit B)**
- 2. Attach addendum as acknowledgement it has been received.**

EXHIBIT B (NEW)

BID PROPOSAL

LOCATION	YEAR ONE	YEAR TWO	YEAR THREE	TOTAL	EXTENSION ONE	EXTENSION TWO
Police Headquarters: 600 S.W. Adams Street	\$ 1000	\$ 1000	\$ 1000	\$ 3000	\$ 1000	\$ 1000
Police Sub Station #2: 2011 W. Altorfer Drive	\$ 70	\$ 70	\$ 70	\$ 210	\$ 70	\$ 70
City Hall: 419 Fulton Street	\$ 2000	\$ 2000	\$ 2000	\$ 6000	\$ 2000	\$ 2000
Municipal Building: 542 S. Adams Street	\$ 300	\$ 300	\$ 300	\$ 900	\$ 300	\$ 300
Emergency Services: 3615 N. Grandview Dr.	\$ 80	\$ 80	\$ 80	\$ 240	\$ 80	\$ 80
Public Works: 3505 N. Dries Lane	\$ 380	\$ 380	\$ 380	\$ 1140	\$ 380	\$ 380
Fire Dept.: (Admin. Area Only) 505 N. Monroe Street	\$ 450	\$ 450	\$ 450	\$ 1350	\$ 450	\$ 450
Fire Dept.: (Training Academy) 7310 N. Galena Road	\$ 250	\$ 250	\$ 250	\$ 750	\$ 250	\$ 250
Assessors Office 205 SW Adams	\$ 80	\$ 80	\$ 80	\$ 240	\$ 80	\$ 80
Gateway Bldg. 200 Water Street	\$ 1200	\$ 1200	\$ 1200	\$ 3600	\$ 1200	\$ 1200
Twin Towers: (Interior Only) 456 Fulton Street	\$ 360	\$ 360	\$ 360	\$ 1080	\$ 360	\$ 360
GRAND TOTAL	\$ 6170	\$ 6170	\$ 6170	\$ 18510	\$ 6170	\$ 6170

WINDOW WASHING SERVICE

CITY OF PEORIA BID PROPOSAL

Execution of this form certifies understanding and compliance with the total bid package.

BID SUBMITTED BY:

Dave's Window Cleaning **00656 - 150331**

Company Peoria EEO Certificate of Compliance Number

P. O. Box 308

Address

Peoria	IL	61651-0308
<u>City</u>	<u>State</u>	<u>Zip</u>

(309) 633-1285

Daytime Telephone No.

(309) 633-1285

After Hours Telephone No.

David R. Roberts

Name of Authorized Agent or Officer

President

Title

David R. Roberts

Signature of Authorized Agent or Officer

02-23-2015

Date

MARK ENVELOPE: BID NO. 08-15



DAVE'S

WINDOW CLEANING

(309) 633-1285

www.DavesWindowCleaning.com

dave@daveswindowcleaning.com

- **Serving Your Needs Since 1991.**
- **All Home and Business Windows Cleaned.**
- **Peoria Area and Central Illinois.**
- **Free Estimates.**
- **All Work Guaranteed.**
- **Fully Insured.**
- **We Also Clean Gutters and Downspouts!**





DAVE'S WINDOW CLEANING

P. O. BOX 308 • PEORIA, ILLINOIS 61651 • (309) 633-1285

February 23, 2015

Peoria City Purchasing Manager
 Peoria City Hall
 419 Fulton Street, Room 108
 Peoria, IL 61602-1276

Re: Bid #08-15 / References List

Good Morning!

Here is the list of five (5) local client references requested in the invitation to bid:

Court Place Apartments	353-9800	Sandra Norris
401 SW Water Condominiums	220-6833	Thomas Ritschel
American Red Cross	674-7171	Dennis Pemberton
Jake Wolf Fish Hatchery	968-7531	Robert Kerr
Peoria City	494-8851	Facilities Manager

Thank you.

Sincerely,

David R. Roberts, President



CERTIFICATE OF LIABILITY INSURANCE

FILE NO. 15-104

DATE (MM/DD/YYYY)
9/19/2014

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 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 Nixon Insurance Agency Inc 4701 N University Suite B P O Box 9280 Peoria IL 61612-9280	CONTACT NAME: Dave Nixon	
	PHONE (A/C No. Ext): (309) 691-1300	FAX (A/C. No): 691-1370
E-MAIL ADDRESS: davenixon@nixonagency.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Owners Insurance Company		32700
INSURER B: Travelers Insurance Co		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
 Drent Inc DBA: Dave's Window Cleaning
 PO Box 308
 Peoria IL 61651-0308

COVERAGES **CERTIFICATE NUMBER: CL1491203767** **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			07745519	9/1/2014	9/1/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY			4774551900	9/1/2014	9/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						RETENTION \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6JUB5B56863214	9/1/2014	9/1/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N					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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER **CANCELLATION**

494-8510 Chris Switzer City of Peoria 419 Fulton Room 112 Peoria, IL 61602-1276	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 David Nixon CIC/NICK
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