

MUNICIPALITY OF PENN HILLS

BID

FOR

WINDOW CLEANING



BIDS TO BE RECEIVED ON OR  
BEFORE 12PM ON FRIDAY APRIL 5, 2019

AT

PENN HILLS GOVERNMENT CENTER  
102 DUFF ROAD  
PENN HILLS, PENNSYLVANIA 15235

BIDS WILL BE OPENED AND READ ALOUD ON FRIDAY, APRIL 5, 2019  
AT 12PM AT PENN HILLS GOVERNMENT CENTER, 102 DUFF ROAD,  
PENN HILLS PA 15235

DATE: March 8, 2019

## WINDOW CLEANING

### Scope of Work

**Municipal Building**  
102 Duff Road  
Penn Hills, PA 15235

Per Cleaning: Clean inside and outside of all first floor windows, outside doors and transoms, all All outside windowsills are to be wiped. All exterior window surfaces are to be cleaned.

**Penn Hills Library**  
1037 Stotler Road  
Pittsburgh, PA 15235

Per Cleaning: Clean outside of all windows and inside of all windows with the following exceptions: Clean the outside of the Children's Library windows that over look the main Adult Library. The inside windows will be done by the staff. Clean the inside high windows in the Children's Library. All foyer windows are to be cleaned inside and out. The inside small windows in the Children's Library will be done by staff. In the small conference room area, the outside windows only shall be cleaned. Clean inside and outside of the patio area. Any questions can be directed to Scott Andrejchak, Municipal Manager at 412-342-1084.

**Senior Services Center**  
147 Jefferson Road  
Pittsburgh, PA 15235

Per Cleaning: Clean inside and outside of all windows. Clean inside panels and partitions, all glass around entrance doors to include elevator doors and transoms. All windowsills are to be wiped.

**NOTE:** Cleaning is to be done three (3) times a year – April, July and December. Contractor to furnish all labor and material required to perform work. As it is unit, per cleaning pricing, the municipality reserves the right to add an additional cleaning per year under the same terms and conditions, based on need. Contractor is to supply the Municipality with a Certificate of Insurance Coverage for Workmen's Compensation and Liability.

Please mark the proposal envelope: Window Cleaning  
Purchasing Division  
Municipality of Penn Hills  
102 Duff Road  
Pittsburgh, PA 15235

BID FORM

BID For: Window Cleaning

TO: Municipality of Penn Hills  
102 Duff Road  
Penn Hills, Pennsylvania 15235

I/We have examined the location of the kind of work to be done, or of the material/equipment to be furnished, have examined the plans, specifications, scope of work, and related documents with this quote, and have satisfied myself/ourselves on all matters which relate to the work aforementioned, and hereby make the following proposal.

To furnish all material, do all work and to complete in all parts required by the Scope of Work to clean windows three (3) times per year.

<u>ITEM</u>	<u>LOCATION</u>	<u>COST PER CLEANING</u>	<u>TOTAL</u>
<u>Year 2019</u>			
1.	Municipal Building	\$_____ X3	\$_____
2.	Penn Hills Library	\$_____ X3	\$_____
3.	Senior Services Center	\$_____ X3	\$_____
<b>Total</b>			<b>\$_____</b>

The Municipality reserves the right to accept or reject any or all quotes. Municipality reserves the right to add an additional cleaning, based on need, based on the above pricing.

The Municipality reserves the right to terminate this contract with thirty (30) days written notice.

**PERIOD OF CONTRACT: January 1, 2019 through December 31, 2019 with option to renew for one (1) additional year.**

DATE \_\_\_\_\_, 2019 \_\_\_\_\_  
(Name of Bidder)

OFFICIAL ADDRESS: BY: \_\_\_\_\_

\_\_\_\_\_  
TITLE: \_\_\_\_\_

\_\_\_\_\_  
PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_