



CITY OF TORRINGTON REQUEST FOR QUOTATION - INQUIRY ONLY

This is NOT an order

DATE: June 19, 2012

FROM: CITY OF TORRINGTON

Pennie Zucco
140 Main Street
Torrington, CT 06790

PHONE: (860)489-2225

FAX : (860)489-2547

E-Mail: pennie_zucco@torringtonct.org

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

**INQUIRY NUMBER: RFQ #WCP626 INTERIOR AND EXTERIOR WINDOW CLEANING AT
TORRINGTON POLICE DEPARTMENT**

To receive consideration your quotation must be received by: June 26, 2012, 11:00 am

Contact name _____ Phone # _____
Company name _____ Fax # _____
Address _____ Address email _____
City, State, Zip _____

Quote price delivered to 140 Main Street, Torrington, CT 06790 for the following:

**Interior & Exterior window Cleaning services at the Torrington Police Department, 576
Main Street, Torrington, CT**

**The project consists of providing all labor, materials, equipment and all else necessary for
Window Cleaning as detailed in the attached specifications.**

- **Contractor is responsible for all cleaning products.**
- **The successful Contractor will be responsible for cleaning the interior and exterior of windows during normal business hours of 7:00 AM to 5:00 PM Monday through Friday as detailed in the attached specifications. With the exterior window cleaning, work can also be completed on the weekend between the hours 7:00 AM to 5:00 PM.**
 - a) **Each window should be opened and washed with hot water and approved cleaning products from the interior and exterior.**
 - b) **All windows with sills and tracks shall be wiped down.**
 - c) **Ladders and/or aerial lifts shall be used to wash exterior windows (contractor must supply).**
 - d) **Removable mullions shall be removed prior to cleaning windows.**

- e) All windows shall be spot free.
- f) All cleaners used shall be environmentally friendly.
- g) All outdoor plants and shrubbery shall be protected from all cleaning products and ladders.

- All cleaning approved products must comply with OSHA standards.
- Prospective bidders are encouraged to inspect the existing conditions from the exterior to ascertain the project scope.
- Removal of all materials and final cleanup.
- Contractor must be licensed and insured and required to supply at least three (3) references with contact information.
 - a. The successful bidder will be required to furnish a Certificate of Insurance naming the City of Torrington as the additional insured. The insurance is to be suitable Contactor's Liability and Worker's Compensation, thereby making the City of Torrington harmless from all eventualities that may occur relative to this quote and the resulting purchase order or contract.
- It is the Bidder's sole responsibility to monitor the City for all posted addenda.

Questions regarding the quote specifications and requirements should be directed to:
Lt. Wayne Newkirk, Torrington Police Department: 860-489-2071; email
wayne_newkirk@torringtonct.org.

Cost for completed project _____

The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, to award the contract to a bidder other than the lowest bid, and to award the contract as it feels will best serve the public interest.