

METROPOLITAN COMMUNITY COLLEGE
3200 BROADWAY -- KANSAS CITY, MISSOURI 64111

(816) 604-1100

Purchases of Supplies and Services
INQUIRY FOR PRICE -- NOT AN ORDER

An Equal Opportunity Employer

BID NUMBER
6833
February 1, 2012
DATE

Quotations are requested on the following list of materials, articles or services for delivery to College or Department designated, subject to the conditions of the inquiry.

1. Submit one copy of proposal in a sealed envelope marked in the lower left-hand corner "Quotation on Bid Number (As Shown)."
2. Prices must be stated in units of quantity specified and extended in total column.
3. Proposals, to receive consideration, must be received prior to time designated in this inquiry, and none will be accepted thereafter.
4. The Board of Trustees reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposals as may be deemed to its interest, and to award by item, combination of items or lot.
5. MO SALES AND USE TAX Not applicable to any purchase. Exemption certificate furnished as required.
6. Any bid may be withdrawn at any time prior to that specified herein for the opening of bids, but no bid may be withdrawn for a period of sixty (60) days thereafter.
7. Instructions, manufacturer's catalog numbers, etc., where shown herein, are for descriptive purposes to guide the bidder in interpreting the standard of quality, design and performance required, and shall not be construed to exclude proposals based on furnishing other types of materials or service. However, any substitution or departure proposed by bidder must be clearly noted and described and must meet the prescribed specifications as to standard of quality, general design and performance required.
8. Samples requested, if any, must be furnished free of expense, prior to opening of bids, and if not destroyed or required in connection with the award or delivery will, upon request, be returned at the bidder's expense. Right is reserved to mutilate or destroy any samples if considered necessary for testing purposes.
9. Prices quoted, unless otherwise stated by bidder, are to include any packing, crates, containers, etc., necessary to complete delivery as designated herein.
10. It is to be understood the bidder, if awarded an order or contract agrees to protect, defend and save harmless the Board of Trustees from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the Board of Trustees from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by, or from any of the acts of the contractor, his servants or agents.
Insofar as Workman's Compensation Act is concerned, the bidder or contractor agrees to furnish an official certificate or receipt of the Industrial Commission of MO, showing that he has paid into the State Insurance Fund the necessary premiums, whenever in the opinion of the Board of Trustees certificates are deemed necessary.
11. A 5% preference shall be granted to all firms, corporations, or individuals doing business as a Missouri firm, corporation or individual on all contracts other than new construction, provided the additional cost to the District does not exceed \$500.
12. Information pertaining to any item of this request may be obtained by contacting the Director of Purchasing as shown.

DIRECTOR OF PURCHASING
 3200 BROADWAY, KANSAS CITY, MO 64111

Closing time of bids: 11:00AM February 15, 2012

Director of Purchasing

MATERIAL, ARTICLES OR SERVICE	UNIT PRICE	TOTAL
<p align="center">FEDERAL EXCISE TAX NOT APPLICABLE TO ANY PURCHASE. Exemption certificates will be furnished where necessary</p> <p>SEALED BID FOR Window Cleaning as per attached specifications.</p> <p>BIDS ARE TO BE CONTAINED IN SEALED ENVELOPES MARKED SEALED BID NO. 6833 Window Cleaning And addressed to the:</p> <p align="center">DIRECTOR OF PURCHASING METROPOLITAN COMMUNITY COLLEGE 3200 BROADWAY KANSAS CITY, MISSOURI 64111</p> <p>Above Prices Are to be Quoted F.O.B. College or Department Designated</p>		
<p>TERMS: _____% cash discount if paid within _____ days from delivery and acceptance of goods.</p>		

THIS CERTIFICATE MUST BE EXECUTED BY BIDDER

In compliance with the above invitation for bids, and subject to all the conditions thereof, the undersigned agrees, if this bid be accepted within the time stipulated above in paragraph 6, to furnish any or all of the items upon which prices are quoted in accordance with the specifications applying at the price set opposite each item.

Delivery, to destination as shown above, of any or all of the items, to be completed within _____ days from receipt or order. ←

IMPORTANT → As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

_____ Company Mailing Address	_____ Typed/Printed Name of Company
_____ City, State, Zip	_____ Signature
	_____ Typed/Printed Name and Title
	_____ Phone Number / Fax Number

Scope of Work

Furnish labor and materials to clean exterior windows/doors at the following locations.

MCC-Longview
500 SW Longview Road
Lee's Summit, MO 64081-2105

MCC-Facility Services Building
1601 Prospect Avenue
Kansas City, MO 64127

MCC-Maple Woods
2601 NE Barry Road
Kansas City, MO 64156-1299

MCC-Penn Valley
3200 Pennsylvania
Kansas City, MO 64111-2764

MCC-Administrative Center
3200 Broadway
Kansas City, MO 64111-2429

MCC-Pioneer Campus
2700 East 18th Street
Kansas City, MO 64127

MCC-Broadway Plaza Building
3217 Broadway
Kansas City, MO 64111

MCC-Blue River
20301 East 78 Highway
Independence, MO 64057

MCC-Business and Technology
1775 Universal Avenue
Kansas City, MO 64120

MCC-Health Sciences Institute
3444 Broadway
Kansas City, MO 64111

1. All foreign material shall be removed from glass surfaces. Acid shall be used when necessary to remove lime and/or calcium deposits.
2. When complete, glass shall be free of any streaks, brush marks, or squeegee marks including corners.
3. All excess water shall be wiped from window/door frames. Building exterior surrounding and below windows will be protected or cleaned to prevent staining of building exterior by window cleaning chemicals.
4. Quality of work shall be approved by the Facility Services Superintendent prior to work being deemed complete. If work requires more than one day to complete, the superintendent shall inspect work on a daily basis.
5. Building parapets shall not be used to secure support equipment. Equipment used to secure a boatswains chair, running board, etc. shall not cause damage to roofs, flashing, etc. Window cleaning contractor shall be liable for any damage to the roof, flashing system and/or building exteriors due to work performed.
6. Bid amount shall reflect a per "visit" cost and be valid for period of twelve months. Bids are to be awarded on a location basis.
7. Prices, per visit, shall be firm for the period of April 1, 2012 through March 31, 2013.
8. Contractor is required to give a 24-hour notice prior to the day of cleaning by contacting the Superintendent for each location. Contact and phone # are listed in the Pre-Bid Contacts section.

Pre-Bid Contacts

Steve Greife - Longview - 816/604-2221
Jeff Allen - Maple Woods - 816/604-3063
Bob Shrauner - Blue River - 816/604-6538
Tom Hulett - Business and Technology - 816/604-5465
Richard Hill - Facility Services Building, Facility Services Annex
& Pioneer - 816/604-1126
Jon Hopkins - Penn Valley, Administrative Center, Broadway Plaza
& Health Sciences Institute - 816/604-4062

Proposal

All exterior window/door glass will be cleaned in the following buildings. Both sets of windows/doors to be included in air lock areas.

Location #1

MCC-Longview

Liberal Arts Building	_____
Science Technology Building	_____
Business Building	_____
Campus Center Building	_____
High Technology Building	_____
Learning Resources Building	_____
Recreation Center Building	_____
Education Center Building	_____
Facilities Building	_____
Cultural Arts Center	_____
Total	_____

Location #2

MCC-Maple Woods

Administration Building	_____
Student Center	_____
Humanities Building	_____
Math Science Building	_____
Computing Business Building	_____
Campus Center Building	_____
Learning Resources Building	_____
Veterinary Technology Building	_____
Northland Human Services Building	_____
Facilities Building	_____
Total	_____

Location #3

MCC-Blue River

Education Center	_____
Public Safety Institute	_____
Arts & Science Building	_____
Campus Center	_____
Total	_____

Location #4

MCC-Pioneer Campus

No work allowed from roof - ladders only	_____
Cleaning of Skylights (Three (3) Separate Skylights)	_____

Location #5

MCC-Penn Valley

Learning Resources Building	_____
Humanities Building	_____
Science Technology Building	_____
Campus Center Building (Lobby only)	_____
Campus Center Building (excluding Lobby)	_____
Physical Education Building (all Windows)	_____
Carter Art Center	_____
Education Center	_____
Total	_____

Location #6

MCC-Administrative Center

No work allowed from roof - ladders only	_____
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Location #7

MCC-Broadway Plaza Building

Location #8

MCC-Business & Technology

CC, TC & Exhibit Hall Building	_____
Conference Annex Building	_____
North Annex Building	_____
Total	_____

Location #9

MCC-Facility Services

Facility Services Building	_____
Facility Services Annex Building	_____
Total	_____

Location #10

MCC-Health Sciences Institute

Insurance

Contractor must submit to the Owner evidence of insurance, prior to starting work, as follows.

- A. Workers' Compensation Insurance: In accordance with requirements of the State of Missouri
- B. Comprehensive General Liability Insurance
 - 1. Bodily Injury \$500,000 - \$1,000,000
 - 2. Property Damage Liability \$500,000 - \$1,000,000
- C. Automobile Liability Insurance
 - 1. Bodily Injury \$500,000 - \$1,000,000
 - 2. Property Damage Liability \$500,000 - \$1,000,000

Evaluation

Unit price will prevail if error is made by bidder in extension.

Equal Opportunity

Metropolitan Community College is firmly committed to the policy of equal opportunity in employment to all persons irrespective of race, creed, color, national origin or sex, and will contract only with persons and firms subscribing to such policy. In signing this bid document in connection with furnishing of supplies, equipment or performance of work, the contractor agrees to comply with the Fair Labor Standards Act, Civil Rights Act of 1964 as amended, Executive Order No. 11246, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State laws, Federal Executive Orders and Municipal Ordinances.

5% Preference

5% preference shall be granted to all firms, corporations, or individuals doing business as a Missouri firm, corporation, or individual provided the additional cost to the District does not exceed \$500.

Tobacco Free

Metropolitan Community College is committed to providing a safe and healthy environment for all students, employees, contractors and visitors. As a result of this commitment, the use of tobacco and tobacco substitute products on all campus premises, leased property and in college-owned vehicles is prohibited. This policy applies to all students, employees, contractors and visitors.

Minority & Women Business Enterprise Participation

It is the practice of Metropolitan Community College (MCC) to ensure full and equitable economic opportunities to persons and businesses that compete for business with the College, including Minority and Women Business Enterprises (M/WBEs).

MCC encourages M/WBE participation in contracts for goods and services by firms that are certified. This may either be by the primary supplier/contractor being a certified M/WBE or by the utilization of qualified subcontractors, suppliers, joint ventures or other arrangements that afford meaningful opportunities for M/WBE participation. Work performed by M/WBEs must provide a commercially useful function related to the delivery of the service/product required herein. Second tier participation where suppliers generally provide supplies to a corporation but that are not directly related to this contract does not qualify as meaningful participation. MCC will consider certifications from agencies not located in Missouri for M/WBEs not located in Missouri with the approval of the Director of Purchasing.

M/WBE means a business that is a sole proprietorship, partnership, joint venture or corporation in which at least fifty-one percent (51%) of the ownership interest is held by minorities or women and the management and daily business operations of which are controlled by one or more minorities or women who own it. Minority is defined as belonging to one of the following racial minority groups: African Americans, Native Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos, Aleuts and other groups that may be recognized by the Office of Advocacy, United States Small Business Administration.

Bidders must indicate their MBE and WBE participation levels committed to this project on the "M/WBE Participation Form" included in this document. The names and percent participation of each MBE and WBE should also be provided on this form.

The contractor/supplier shall provide annual reports (or more frequently if requested) of the financial participation of M/WBEs. The report shall include the name(s) and address(es) of the certified M/WBEs, products or services provided and the total dollar amount or percentage of utilization. The annual report shall also include, separately, all second tier participation the contractor/supplier may have. MCC will monitor the contractor/supplier's compliance in meeting the M/WBE participation levels committed to in the awarded proposal. If the contractor/supplier's payments to participating M/WBEs are less than the amount committed to in the contract, MCC may cancel the contract or suspend or debar the contractor/supplier from participating in future contracts.

If a participating M/WBE fails to retain their certification or is unable to satisfactorily perform, the contractor/supplier must obtain other certified M/WBEs to fulfill the M/WBE participation requirements committed to in the awarded proposal. The contractor/supplier must obtain the written approval of the Director of Purchasing for any new M/WBE participants. This approval shall not be arbitrarily withheld. If the contractor/supplier cannot obtain an M/WBE replacement, the contractor/supplier must submit documentation to the Director of Purchasing detailing all efforts made to secure an M/WBE replacement. The Director of Purchasing shall have sole discretion in determining if the actions taken by the contractor/supplier constitute a good faith effort to secure the participation of M/WBEs and whether the contract will be amended to change the M/WBE participation commitment.

ACKNOWLEDGEMENT OF RECEIPT

**This Form Must be Completed and Faxed Upon
Receiving the Request for Proposal**

6833 – Window Cleaning

Please fill in the requested information below and return by fax, as acknowledgement that you have received the Request for Proposal noted above.

Metropolitan Community College
Purchasing Department
Fax: 816-759-1221

**By doing this, we will be able to provide notification of any
addenda to the RFP.**

Name of Firm: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Name: (Print) _____

Title: _____

Email address: _____

Signature: _____ Date: _____

_____ Yes, our company does have an interest in responding.

_____ No, our company does NOT have an interest in responding.

Fax this to MCC prior to **NOON on February 13, 2012.**