

ATTENTION BIDDERS

If you download this Request For Proposal from this website, **it is your responsibility to advise WOU's Planning Office** that you have done so. This will allow us to add you to the Respondent's List, and advise you of any addenda issued for this project.

Failure to do so may cause your submittal to be rejected as non-responsive.

To add your company to the Respondent's List, simply email or fax a signed copy of your firm's letterhead to Donna Litchfield at:

litchfid@wou.edu

Or

Fax: 503 838-8081

Be sure to clearly identify the name and email address of a contact person within your firm.

Western Oregon University Window and Gutter Cleaning - 2013

Request for Proposal (RFP)

General Information:

This Request for Proposal is for the provision of Window and Gutter Cleaning Services to the Western Oregon University (WOU) Auxiliary, Residence Hall, Dining Hall and Education and General (E&G) Buildings, located on the campus in Monmouth, Oregon.

Contract Period: E & G and Auxiliary Buildings August 19 to September 20, 2013
Resident and Dining Hall Buildings August 19 to August 30, 2013

Project Manager: Tony Kment; Phone: 503-838-8974, email: kmentt@wou.edu

Project Description:

The intent of this project is to have all windows and gutters specified cleaned in a professional manner and in the time frame outlined as described in the attached Scope of Work. Security and safety are key components in completing this work. This work will include, at times, working around students, faculty, staff, general public and other Contractors. The Contractor for this work shall be responsible for all equipment and supplies needed to accomplish the needed work. This would include ladder/scaffolding and/or motorized lifts. This is intended to be a turnkey project.

Contractor Qualifications:

Contractor shall have a minimum of five (5) years experience in the Window/Gutter cleaning profession. Contractor shall have successfully completed a minimum of two (2) comparably sized projects within the last two years.

Safety:

Safety precautions are a high priority. Successful respondent shall protect the building structure, occupants, and nearby pedestrians. Successful respondent shall take all precautions to protect employees who complete the work, as required by law, statute, or regulation.

Site Visit:

Contractor is **required** to visit the project site prior to submitting their Proposal. Contact the Project Manager or his designee to schedule a walkthrough of the buildings prior to the Proposal closing date. Failure to do so may result in bid rejection.

Instructions to Contractors:

Contractor shall quote a price for all individual buildings noted on the attached Proposal Form. Because of construction/building remodel and possible funding issues, Western Oregon University reserves the right to seek a "credit" utilizing the individual prices quoted for portions of this work not completed because of the above noted possible issues.

Each Contractor must read and comply with the following instructions. Failure to do so may result in Proposal rejection.

Proposal Closing Date: Proposals must be received, by 3:00 PM, Tuesday, April 23, 2013. No Proposal received after Proposal closing time will be considered.

Return proposals to:

Western Oregon University Physical Plant
Attn. Donna Litchfield
345 N Monmouth Ave
Monmouth, Oregon 97361.

Proposals may be emailed* to litchfid@wou.edu . No oral or faxed Proposals will be accepted.

***Note: Emailed Proposals will be accepted provided originals are received within five (5) days of the Proposal closing.**

Proposal Format and Submission:

- A. Submit Proposal Form, Proposer Disclosure Form and Certificate of Compliance of Tax Laws along with:
 - a. A statement of their qualifications, to perform the services outlined in the Scope of Work and contract. This should include a description of the Contractor's experience with projects of this type, including any work done within the Oregon University System, as well as resources at its disposal to execute the project. University reserves the right to request that prior to awarding this contract that the successful respondent supply a certified copy of its financial statement for review. This includes the responsibilities and relevant experience of the person(s) who will be actively engaged in the window and gutter cleaning service.
 - b. Provide a list of five (5) references of clients whom are being provided the same, similar type of services. The reference list shall include current clients which services have been provided with the past three (3) years and shall provide a contact person and telephone number. The University reserves the right to contact clients for reference checks.

Award Procedures:

- A. Proposals will be evaluated by a committee consisting of representatives of the requesting University department, and when applicable, other users.
- B. Proposals will be evaluated for completeness and compliance with the requirements of this RFP.
- C. Those Proposals which are incomplete, which do not meet all requirements of the RFP, or otherwise deemed by University to be "non-responsive" will be rejected

- D. Proposals considered complete, or "responsive", will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFP. If the Proposal is unclear, respondents may be asked to provide written clarification.
- E. At the option of the University, the respondent may be required to demonstrate the proposed product or service.
- F. The University committee will evaluate each Proposal received; rating each based on the selection criteria as follows:

Selection Criteria:

1. Cost to Perform Services	100 points
2. Experience	25 points
3. References	<u>25 points</u>
	Total 150 points

- a. Cost to Perform Services – Lowest responsive Proposal shall receive all 100 points. Next higher Proposal shall receive 90 points, and each successively higher Proposal shall receive 10 points less.
- b. Experience – Respondents that meet minimum qualifications as stated above, and who submit written documentation of such experience shall be eligible to receive all 25 points in this category. Names, titles and qualifications of individuals assigned must be included to receive all 25 points.
- c. References – University reserves the right to use any methods available to verify the ability of respondents to perform the services as specified within this RFP. It is possible for all respondents to receive 25 points in this category if reference checks are positive. However, negative responses from reference checks or lack of response from a reference check may cause a reduction in the total assignment of points in this category.

- G. Award Notice: Upon approval of the University's evaluation committee's recommendation, a Contract as a Result of Request for Proposal will be drawn which will include by reference this RFP, the respondents Proposal, and any additional contractual language as may be required by University or by law.

Attachments:

- Standard Terms and Conditions
- WOU Window and Gutter Cleaning 2013 Scope of Work
- WOU Window and Gutter Cleaning 2013 Proposal Form
- WOU Window and Gutter Cleaning 2013 Proposer Disclosure Form
- WOU Window and Gutter Cleaning 2013 Certificate of Tax Laws

**WESTERN OREGON UNIVERSITY
STANDARD TERMS AND CONDITIONS FOR GOODS AND SERVICES CONTRACTS**

1. DEFINITIONS:

"Contract" means the entire written agreement between the parties, including but not limited to the Invitation to Bid (ITB) or Request for Proposal (RFP) and its specifications, terms and conditions; instructions to bidders; change notices, if any; the accepted bid; and the purchase order or contract document;

"Contractor" means the person or organization by whom the service or services will be performed under this contract. The term "Contractor" and "Seller" as used in the Uniform Commercial Code (ORS chapter 72) are synonymous;

"ORS" means the Oregon Revised Statutes;

"WOU" - means the State of Oregon acting by and through the State Board of Higher Education on behalf of Western Oregon University and is synonymous with "Buyer" as used in ORS chapter 72.

2. ACCESS TO RECORDS: Contractor shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all cost of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this contract. The State of Oregon and its agencies, the federal government and their duly authorized representatives shall have access to books, documents, papers and records of Contractor which are directly pertinent to this contract for the purpose of making audit, examination, excerpts and transcripts. Contractor shall maintain such books and records for three years from the date of contract expiration unless a shorter period is authorized in writing. Contractor is responsible for any audit discrepancies involving deviation from the terms of the contract and for any commitments or expenditures in excess of amounts authorized by WOU.

3. AMENDMENTS: The terms of this contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever without prior written approval of WOU.

4. APPROVALS: No work shall commence under this agreement until the agreement has been approved and signed by all parties.

5. ASSIGNMENT/SUBCONTRACT: Contractor shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of WOU. No such written approval shall relieve Contractor of any obligations of this contract, and any transferee or subcontractor shall be considered the agent of Contractor. Contractor shall remain liable to WOU under this contract as if no such assignment had occurred.

6. ATTORNEY FEES: In the event a lawsuit of any kind is instituted on behalf of WOU to collect any payment due or to obtain performance of any kind under this contract, Contractor shall pay such additional sums as the court may adjudge for reasonable attorney fees plus all costs and disbursements at trial and on any appeal.

7. AVAILABILITY OF FUNDS: WOU certifies that sufficient funds are available and authorized for expenditure to finance the cost of this contract within its current biennial appropriation or expenditure limitation.

8. AWARD TO FOREIGN CONTRACTOR: If the amount of this contract exceeds \$10,000 and if Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue all information required by that Department relative to this contract. WOU shall withhold final payment under this contract until Contractor has met this requirement.

9. BREACH OF CONTRACT: Should Contractor breach any of the provisions of this contract, WOU reserves the right to cancel this contract upon written notice to Contractor. Contractor shall be liable for any and all damages suffered by WOU as the result of Contractor's breach of contract, including but not limited to incidental and consequential damages, as provided in ORS 72.7110 to 72.7170. In the event of repeated breach of public and/or private contracts, Contractor shall be subject to disqualification on WOU contracts.

10. CASH DISCOUNT: If WOU is entitled to a cash discount, the period of computation shall commence on the date the entire order is delivered or the date the invoice is received, whichever is later.

11. COMPLIANCE WITH APPLICABLE LAW: Contractor shall comply with all federal, state and local laws, codes, regulations and ordinances applicable to the work performed under this contract. Contractor specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, ORS 659.425, and all regulations and administrative rules established pursuant to those laws. Failure to comply with such requirements shall constitute a breach of contract and shall be grounds for contract cancellation. Damages or costs resulting from noncompliance shall be the sole responsibility of Contractor.

12. CONFIDENTIALITY: This Contract is subject to the limitations and conditions of the Oregon Public Record Laws, OR 192.410-195.5050

13. DELIVERY: All deliveries shall be F.O.B. destination with all transportation and handling charges paid by Contractor, unless specified otherwise in the bid documents. Responsibility and liability for loss or damage shall remain with Contractor until final inspection and acceptance when responsibility shall pass to WOU except as to latent defects, fraud and Contractor's warranty obligations.

14. EXPORT CONTROL: Contractor acknowledges that WOU has students and faculty who are foreign nationals who may work with the services, product or technology received from Contractor pursuant to this Contract. Contractor represents that it has informed WOU in writing, prior to executing this Contract if it is providing WOU any product or technology subject to the US Export Administration Act of 1979, the Export Administration Regulations and the International Traffic in Arms Regulations, and if so, under what Commerce Control List numbers(s) or US Munitions List number(s) it is controlled.

15. DUAL PAYMENT: Contractor shall not be compensated for work performed under this contract from any state agency other than the agency which is a party to this contract.

16. FORCE MAJEURE: Neither party of this contract shall be held responsible for delay or default caused by fire, riot, acts of God, sovereign, public enemy, and/or war which are beyond that party's control. WOU may terminate this contract upon written notice after determining such delay or default shall reasonably prevent successful performance of the contract.

17. GOVERNING LAW: This contract shall be governed and construed in accordance with the laws of the State of Oregon. Any claim, suit, or action arising out of this contract shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. Any claim, suit, or action that must be brought in federal forum shall be brought and conducted solely and exclusively within the United States

District Court for the District of Oregon. Contractor hereby consents to the in persona jurisdiction of said courts.

18. GOVERNMENT EMPLOYMENT STATUS: A. If this payment is to be charged against federal funds, Contractor certifies that it is not currently employed by the federal government. B. Contractor certifies it is not an employee of the State of Oregon.

19. INDEMNITY, RESPONSIBILITY FOR DAMAGES: Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by or result from the conduct of work under this contract, or from any act, omission, or neglect of Contractor, its subcontractors, or employees. Contractor shall indemnify, defend and hold harmless the State of Oregon, the State Board of Higher Education, WOU, and its officers, divisions, agents, employees, and members, from all claims, suits or actions of any nature arising out of or related to the activities of Contractor, its officers, subcontractors, agents or employees acting under this contract.

20. INDEPENDENT CONTRACTOR STATUS: The service or services to be rendered under this contract are those of an independent contractor. Contractor is not an officer, employee or agent of the State of Oregon as those terms are used in ORS 30.265.

21. INSURANCE: Contractor shall secure at its own expense and keep in effect during the term of this Contract General Liability and Professional Liability insurance as deemed applicable by WOU with limits of not less than \$1,000,000 aggregate, unless otherwise specified in writing by WOU. Insurance policies are to be issued by an insurance company authorized to do business in the State of Oregon. Statements must be received by Western Oregon University Physical Plant Purchasing/Stores Office within ten (10) business days of notification of award. Failure to present the required documents within ten (10) business days may be grounds for bid rejection.

22. INSPECTIONS: Goods furnished under this contract shall be subject to inspection and test by WOU at times and places determined by WOU. If WOU finds goods furnished to be incomplete or not in compliance with bid specifications, WOU may reject the goods and require Contractor to either correct them without charge or to deliver them at a reduced price, whichever is equitable under the circumstances. If Contractor is unable or unwilling to correct such goods within a time reasonable to WOU, WOU may reject the goods and cancel the order in whole or in part. Nothing in this paragraph is to in any way affect or limit WOU's rights as a buyer, including the rights and remedies relating to rejection under OR 72.6020 and revocation of acceptance under ORS 72.6080.

23. MATERIAL SAFETY DATA SHEET: As required by Oregon OSHA Hazard Communication Rules (OAR chapter 437), Contractor shall provide WOU with a Material Safety Data Sheet for any goods provided under this contract which may release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use. In addition, Contractor must label, tag, or mark such goods.

24. NONDISCRIMINATION/ SEXUAL HARASSMENT: WOU will not knowingly contract with or procure goods or services from any Entity that discriminates on the basis of age, disability, national origin, race, marital status, religion, sex or sexual orientation.

Bidders and Proposers will certify, as part of the Bids or Proposals that such Bidder or Proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

All Contractors are hereby notified that the Board has adopted policies applicable to Contractors that prohibit sexual harassment and the Contractor's company and employees are

required to adhere to the Institution's policy prohibiting sexual harassment in their interactions with members of the Institution's community.

25. NOTICES: Any notice pursuant to this contract shall be given in writing and delivered or mailed, postage prepaid, to the parties at their respective places of business.

26. PAYMENT OF CONTRACTOR'S OBLIGATIONS: Contractor agrees to make payment promptly, as due, to all persons furnishing services, equipment or supplies to Contractor for the performance of work under this contract; pay all contributions or amounts due the industrial accident insurance provider from such Contractor incurred in the performance of this Contract, not permit any lien or claim to be filed or prosecuted against WOU on account of any labor or material furnished; pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. If Contractor fails, neglects or refuses to pay such claims as they become due, the proper officer(s) representing WOU, after ascertaining that the claims are just, due and payable, may pay the claims and charge the amount of the payment against funds due or to become due Contractor under this contract. The payment of claims in this manner shall not relieve Contractor or Contractor's surety of obligation with respect to any unpaid claims.

27. RECYCLABLE PRODUCTS: Contractors shall use recyclable products to the maximum extent economically feasible in the performance of this contract. Contractor shall specify the minimum percentage of recycled product in the goods provided.

28. RETIREMENT SYSTEM STATUS: Contractor is not a contributing member of the Public Employees' Retirement System and will be responsible for any federal or state taxes applicable to payment under this contract. Contractor will not be eligible for any benefits from these contract payments of federal Social Security, employment insurance, workers' compensation or the Public Employees' Retirement System, except as a self-employed individual.

29. SAFETY AND HEALTH REQUIREMENTS: Goods and services supplied under this contract shall comply with all federal Occupational Safety and Health Administration (OSHA) requirements and with all Oregon safety and health requirements.

30. SEVERABILITY: If any provision of this contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

31. STANDARD AND SUPPLEMENTARY TERMS AND CONDITIONS: The terms and conditions printed on this page are standard to WOU service contracts. There may also be supplementary terms and conditions elsewhere in the Invitation to Bid or Request for Proposal which apply only to this contract. In the event of a conflict between the standard and supplementary terms and conditions, the latter take precedence.

32. SUCCESSORS IN INTEREST: The provisions of this contract shall be binding upon and shall inure to the benefit of the parties to the contract and their respective successors and assigns.

33. TAX COMPLIANCE CERTIFICATION: Contractor hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Contractor and that Contractor is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by OR 401.792 to 401.816 and OR chapters 118,314,318,320 and 323; the elderly rental assistance program under OR 310.630 to 310.706; and local

taxes administered by the Depart of Revenue under ORS 305.620

34. TERMINATION: This contract may be terminated by mutual consent of both parties or by WOU at its discretion. WOU may cancel an order for goods at any time with written notice to Contractor, stating the extent and effective date of termination. Upon receipt of this written notice, Contractor shall stop performance under this contract as directed by WOU. If this contract is so terminated, Contractor shall be paid in accordance with the terms of the contract for goods delivered and accepted if Contractor's damages arising out of return of the goods cannot be mitigated by the resale as provided in the Uniform Commercial Code (ORS 72.7060).

35. TERMINATION DUE TO NONAPPROPRIATION: If sufficient funds are not provided in future legislatively approved budgets of WOU to permit WOU in the exercise of its reasonable administrative discretion to continue this contract, or if WOU or the program for which this contract was executed is abolished, WOU may terminate this contract without further liability by giving Contractor not less than 30 days prior notice. In determining the availability of funds for this contract, WOU may use the budget adopted for it by the Joint Ways and Means Committee of the Oregon Legislative Assembly.

36. WAIVER: Failure of WOU to enforce any provision of this contract shall not constitute a waiver or relinquishment by WOU of its right to such performance in the future nor of the right to enforce any other provision of this contract.

37. WARRANTIES: Unless otherwise stated, all equipment shall be new and current model and shall carry full manufacturer warranties. Contractor warrants all goods delivered to be free from defects in labor, material and manufacture and to be in compliance with bid specifications. All implied or expressed warranty provisions of the Uniform Commercial Code (ORS chapter 72) are incorporated in this contract. All warranties shall run to WOU.

38. WORKERS' COMPENSATION: The Contractor, its subcontractors, if any, and all employers providing work, labor or materials under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide Oregon workers' compensation coverage that satisfies Oregon law for all their subject workers

39. MERGER: THIS CONTRACT CONSTITUTES THE ENTIRE CONTRACT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. CONTRACTOR, BY THE SIGNATURE HERETO OF ITS AUTHORIZED REPRESENTATIVE, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THE CONTRACT AND CONTRACTOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

(rev 4/2013)

Western Oregon University Window Washing/Gutter Cleaning 2013

SCOPE OF WORK

Contractor shall be responsible to furnish all supplies and equipment needed to clean the windows and gutters specified in this scope of work.

Contractor will insure that all windows shall be left clean, shiny, and free of all dirt, streaks, water spots and stains. Cleaning shall include interior (where noted), exterior windows, all frameworks around windows, all panels below windows, and removal of all foreign substances such as food, tape, decals, etc. Tucker Poles (or similar equipment) are NOT allowed for this project. All exterior and interior work shall be washed with a T-Washer and squeegee dried.

Contractor shall pay special attention to possible water intrusion into buildings while work is being performed and notify the University in the case of any problems that might arise.

The Contractor shall be responsible for removing, cleaning and replacing all screens. There is an exception for a few areas identified as "non-accessible-secured" rooms (located in the Administrative building only). These rooms have screen removal from inside the building and are secure in nature. University personnel will remove these screens for cleaning by the Contractor.

Contractor shall clean the gutters on specified buildings. Cleaning shall include the removal of debris, moss in the gutters and if screens are used to prevent debris from clogging down spouts, these also shall be removed, cleaned and replaced. Contractor shall take precautions needed to prevent water intrusion in the building or water "over-pressurization in preventing damage to the gutter system.

Contractor shall supply the University with all MSDS for cleaning products used in this project before any work can begin.

The Contractor shall schedule with the University all work in advance and must be able to meet the "pre scheduled" portions of the project for the Auxiliary buildings.

Contractor shall have a minimum of one (1) supervisor and a sufficient number of employees on the job site at all scheduled times to ensure the work is completed on schedule and in a professional manner.

Work shall be confined to normal office hours of 8AM to 4PM daily, excluding weekends and holidays. Any exception to these work hours must be approved in advance by the Project Manager.

Contractor shall have a supervisor "on site" that has a minimum of five (5) years experience in this type of work and will be available via phone to communicate with University personnel in the case of an emergency, unforeseen issue, and other types of communication needs that might occur during the course of work.

Contractor shall take all precautions necessary to safeguard all public and private property surrounding the work area. Contractor will utilize appropriate safety barriers and procedures to sufficiently protect building structures, occupants, and nearby

pedestrians. Any damage noted to grounds, building structures or other property be it University or privately owned will be brought to the Project Manager's attention immediately.

Contractor shall clean up all work site debris daily and remove from the premises any salvages, materials or scraps at the close of each day. Failure to do so will require the University's employees to perform clean-up and invoice the Contractor for the direct cost associated to such clean-up.

Contractor shall be responsible for any repair and / or replacement cost due to damage of the building or surrounding areas caused in the performance of contract services.

Prior to the start of any work on campus, the Contractor shall provide a schedule of all work to be performed and the estimated time to complete each area of responsibility.

Contractor shall not assign, sell, transfer, sublet or subcontract its interest in this contract, in whole or in part, without the prior written consent of the Universities project manager.

Clean all **exterior** unless noted otherwise windows on the following buildings:

General (E&G) Buildings: work dates **August 18th to September 20th, 2013** unless otherwise noted:

- Academic Programs and Support Services (APSC)
- Bellamy Hall (HSS)
- Campbell Hall
- Education Building
- Hamersly Library
- Health & Wellness Center-Academic side only
- Health & Wellness Center-Recreation side only. **Interior & Skylights**
- Health & Wellness Center-Recreation side only. **Exterior**
- ITC North and South Buildings only, not the Main Building
- Jensen Arctic Museum
- Lieuallen Administration Building
- Maaske Hall
- Maple Hall
- Modular Classrooms
- Natural Science Building
- New Physical Education
- Old Physical Education
- Physical Plant
- Rice Auditorium
- Smith Music Hall
- Terry House
- The Cottage
- Todd Hall
- University House (President's Residence located off campus) **Exterior & Interior**
- University Park Conference Center

- Watson House
- West House
- Winter's Building (Math and Nursing)

Gutter Cleaning E & G Buildings:

- Campbell Hall
- Todd Hall
- Hamersly Library

Auxiliary Buildings:

- Student Health Services –**Interior and Exterior**
- Werner University Center -**Interior and Exterior**

Resident & Dining Hall Buildings:

All **exterior** windows to be cleaned on the following buildings:

- Ackerman Hall
- Alder View Townhouse Units 1 through 10
- Arbor Park Apartments-Spruce, Noble and Cedar Hall
- Barnum Hall
- Butler Hall
- Gentle Hall
- Heritage Hall
- Landers Hall
- Sequoia Commons
- Valsetz Dining Hall

Interior windows that need to be cleaned:

- Ackerman Hall, 1st floor all lobby windows, entry doors and surrounding glass
- Ackerman Hall, south/east main staircase; all four (4) floors
- Barnum Hall, upper and lower lounge entry doors and surrounding glass
- Butler Hall, upper and lower lounge entry doors and surrounding glass
- Gentle Hall, upper and lower lounge entry doors and surrounding glass
- Heritage Hall, first floor six entry doors and surrounding glass
- Heritage Hall, 1st floor and 3rd floor lobbies (high windows on the 2nd and 4th floors)
- Heritage Hall, 4th floor ball room windows
- Landers Hall, upper and lower lounge entry doors and surrounding glass
- Residential Service Center (north 1st floor Valsetz Dining Hall)
- Sequoia Commons, high windows
- South Sister Annex (South 1st floor Valsetz Dining Hall)

The window-washing may begin August 19, 2013 in all Residence Halls and must be completed by August 30, 2013. Due to the Summer Conferences Scheduling, Arbor Park apartments need to be clean in the beginning of this time frame.

Alder View Townhouses to be scheduled a specific time so advance notice can be given to residents. Contact Val Branets 503-838-8451, or Schuyler Asman 503-838-8474

Windows will be washed with **T-Washer** and squeegee dry; windowsills, frames and ledges shall be wiped clean of all cobwebs, debris, water spills and spots. All window screens shall be removed and cleaned with damp cloth (while windows are being washed) and shall be latched securely back with hooks pointed in (not out) after cleaning is done. All windows shall be left clean and shiny, free of all dirt, streaks, water spots, marks and stains.

Some windows can be reached with an extension ladder, while others with only stepladder. Certain areas may require a power lift. **DO NOT USE TUCKER POLE**

Contractor shall notify the Project Coordinators, Val Branets or Tony Kment when the cleaning crew is on campus and which buildings are scheduled for cleaning on that day. Val can be contacted at 503-838-8451 and Tony 503-838-8974. Progress reports are required daily.

The University personnel, if required, will provide any access inside the buildings.

Keys will be supplied, if required, on a sign-out basis. Keys must never leave the University campus at any time.

Proposal Form
Western Oregon University Window and Gutter Cleaning- 2013

Please provide a cost per Building, and an aggregate total for each section:

RESIDENT HALL, DINING BUILDINGS:

- ACKERMAN HALL **EXTERIOR** \$ _____
 - **INTERIOR** 1ST FLOOR LOBBY WINDOWS, ENTRY DOOR, SURROUNDING GLASS \$ _____
 - **INTERIOR** S.E MAIN STAIRCASE, ALL 4 FLOORS \$ _____
 - ALDER VIEW TOWNHOUSES **EXTERIOR** \$ _____
 - ARBOR PARK APARTMENTS **EXTERIOR** \$ _____
 - BARNUM HALL COMPLEX **EXTERIOR** \$ _____
 - **INTERIOR** UPPER AND LOWER LOUNGE DOORS AND SURROUNDING GLASS \$ _____
 - BUTLER HALL COMPLEX **EXTERIOR** \$ _____
 - **INTERIOR** UPPER AND LOWER LOUNGE DOORS AND SURROUNDING GLASS \$ _____
 - GENTLE HALL COMPLEX **EXTERIOR** \$ _____
 - **INTERIOR** UPPER AND LOWER LOUNGE DOORS AND SURROUNDING GLASS \$ _____
 - HERITAGE HALL **EXTERIOR** \$ _____
 - **INTERIOR** 4TH FLOOR BALL ROOM WINDOWS \$ _____
 - **INTERIOR** 1st, 3rd FLOOR LOBBIES, 2nd, 4th FLOOR HIGH WINDOWS \$ _____
 - **INTERIOR** 1st FLOOR 6 ENTRY DOORS AND SURROUNDING GLASS \$ _____
 - LANDERS HALL COMPLEX **EXTERIOR** \$ _____
 - **INTERIOR** UPPER AND LOWER LOUNGE DOORS AND SURROUNDING GLASS \$ _____
 - SEQUOIA COMMONS **EXTERIOR** \$ _____
 - **INTERIOR** ALL HIGH WINDOWS \$ _____
 - VALSETZ DINING HALL **EXTERIOR** \$ _____
 - **INTERIOR** RESIDENT SERVICE CENTER ALL MAIN LOBBY WINDOW \$ _____
- AGGREGATE TOTAL FOR RESIDENT AND DINING HALL BUILDINGS: \$ _____**

E & G BUILDINGS-ALL EXTERIOR EXCEPT WHERE NOTED:

- ACADEMIC PROGRAMS, SUPPORT CENTER (APSC) \$ _____
- BELLAMY HALL (HSS) \$ _____
- CAMPBELL HALL \$ _____
- EDUCATION BLDG. \$ _____
- HAMERSLY LIBRARY \$ _____
- HWC ACADEMIC SIDE **EXTERIOR** (3 FLOORS) \$ _____
- HWC ACADEMIC SIDE **INTERIOR** (3 FLOORS) \$ _____
- HWC RECREATION SIDE **EXTERIOR** (2 FLOORS) EXCLUDING DOORS \$ _____
- HWC RECREATION SIDE **INTERIOR** (2 FLOORS) EXCLUDING DOORS \$ _____
- ITC SOUTH, NORTH \$ _____
- JENSEN ARCTIC MUSEUM \$ _____
- LIEUALLEN ADMINISTRATION BUILDING \$ _____
- MAASKE HALL \$ _____
- MAPLE HALL \$ _____
- MODULAR CLASSROOMS \$ _____
- NATURAL SCIENCE BUILDING \$ _____
- NEW PE \$ _____
- OLD PE \$ _____
- PHYSICAL PLANT \$ _____
- RICE AUDITORIUM \$ _____
- SMITH MUSIC HALL \$ _____
- TERRY HOUSE \$ _____
- THE COTTAGE \$ _____
- TODD HALL \$ _____
- UNIVERSITY HOUSE (PRESIDENT RESIDENCE) **EXTERIOR** \$ _____
- UNIVERSITY HOUSE (PRESIDENT RESIDENCE) **INTERIOR** \$ _____

Proposal Form
Western Oregon University Window and Gutter Cleaning- 2013

- UNIVERSITY PARK CLASSROOMS	\$ _____
- WATSON HOUSE	\$ _____
- WEST HOUSE	\$ _____
- WINTER'S BLDG. (MATH, NURSING)	\$ _____
AGGREGATE TOTAL FOR E & G BUILDINGS:	\$ _____

AUXILIARY BUILDINGS-EXTERIOR ONLY:

- STUDENT HEALTH CENTER	\$ _____
- WERNER UNIVERSITY CENTER	\$ _____
AGGREGATE TOTAL AUXILIARY BUILDINGS:	\$ _____

GUTTER CLEANING:

- CAMPBELL HALL	\$ _____
- TODD HALL	\$ _____
- HAMERSLY LIBRARY	\$ _____
AGGREGATE TOTAL FOR GUTTER CLEANING:	\$ _____

The individual signing this Request for Proposal warrants they have authority to bind the respondent by their signature:

Signature: _____ Dated: _____

Name: _____ Title: _____ Phone: _____

Firm: _____

Address: _____

City / State/ Zip: _____

PROPOSER DISCLOSURE FORM

Western Oregon University Window and Gutter Cleaning 2013

SIGNATURE ON PROPOSAL: Each contractor must read and comply with the following sections. Failure to do so may result in Proposal rejection. Signature on a Proposal certifies that the:

1. Contractor agrees to furnishing all material, equipment and labor, necessary to finish this project complete, except as may be noted elsewhere in the contract documents. The work shall be completed within the time stipulated and specified in the RFP Documents.
2. Proposal is made without connection with any person, firm or corporation making a Proposal for the same goods and/or services and is in all respects fair and without collusion or fraud.
3. (1) Proposal has been arrived at independently and is being submitted without collusion with and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Request for Quotation designed to limit independent quoting or competition; and (2) The contents of the Proposal have not been communicated by the Undersigned or its employees or agents to any person not an employee or agent of the Undersigned or its surety on any Bond furnished with the Proposal and will not be communicated to such person prior to the official opening of the Proposal.
4. The undersigned agrees, if awarded a contract, to comply with the provisions of ORS 279C.800 through ORS 279C.870 pertaining to the payment of the prevailing rates of wage.
5. Contactor, to the best of my knowledge as the duly authorized representative of the Contractor, is not in violation of any Oregon tax law.
6. The successful Contractor hereby certifies that, in compliance with the Worker's Compensation Law of the State of Oregon, Worker's Compensation Insurance will be provided by: _____
Policy No. _____
7. The Undersigned **HAS, HAS NOT** (circle applicable status) paid unemployment or income taxes in Oregon within the past 12 months and **HAS, HAS NOT** (circle applicable status) a business address in Oregon.
8. Certificates of Insurance. The Contractor shall furnish acceptable insurance certificates from insurance companies authorized to do business in the State of Oregon for proof of Auto, General Liability and Workers Compensation to the University prior to commencing the Work. The certificate will specify all of the parties who are Additional Insured's. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to the State. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.
9. Proposer has read and understands the Western Oregon University's Standard Terms and Conditions for Goods and Services.

Contractor Name/ Signature: _____ **Date:** _____

CERTIFICATE OF COMPLIANCE WITH TAX LAWS

PROJECT: WESTERN OREGON UNIVERSITY WINDOW AND GUTTER CLEANING 2013

The individual signing on behalf of the Contractor hereby certifies and swears under penalty of perjury:

- (a) The following taxpayer identification number is the Contractor's correct taxpayer identification.
Taxpayer Identification No. _____

- (b) Contractor is not subject to withholding because
 - (i) Contractor is exempt from backup withholding,
 - (ii) Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or
 - (iii) The IRS has notified the Contractor that Contract is no longer subject to backup withholding

- (c) S/he is authorized to act on behalf of Contractor, s/he has authority and knowledge regarding Contractor's payment of taxes, and to the best of her/his knowledge, Contractor is not in violation of any Oregon Tax laws, including, without limitation, the following pursuant to OAR 150-305.385(6)(B):

For purposes of this certificate, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under OR 310.630 to 31.0706; and local taxes administered by the Department of Revenue under OR 305.620.

- (d) The supplied Contractor data is true and accurate.

Business Designation (check one): Corporation Partnership Sole Partnership
 Governmental/ Non-Profit Limited Partnership Limited Liability Partnership
 Limited Liability Company

CONTRACTOR

By: _____

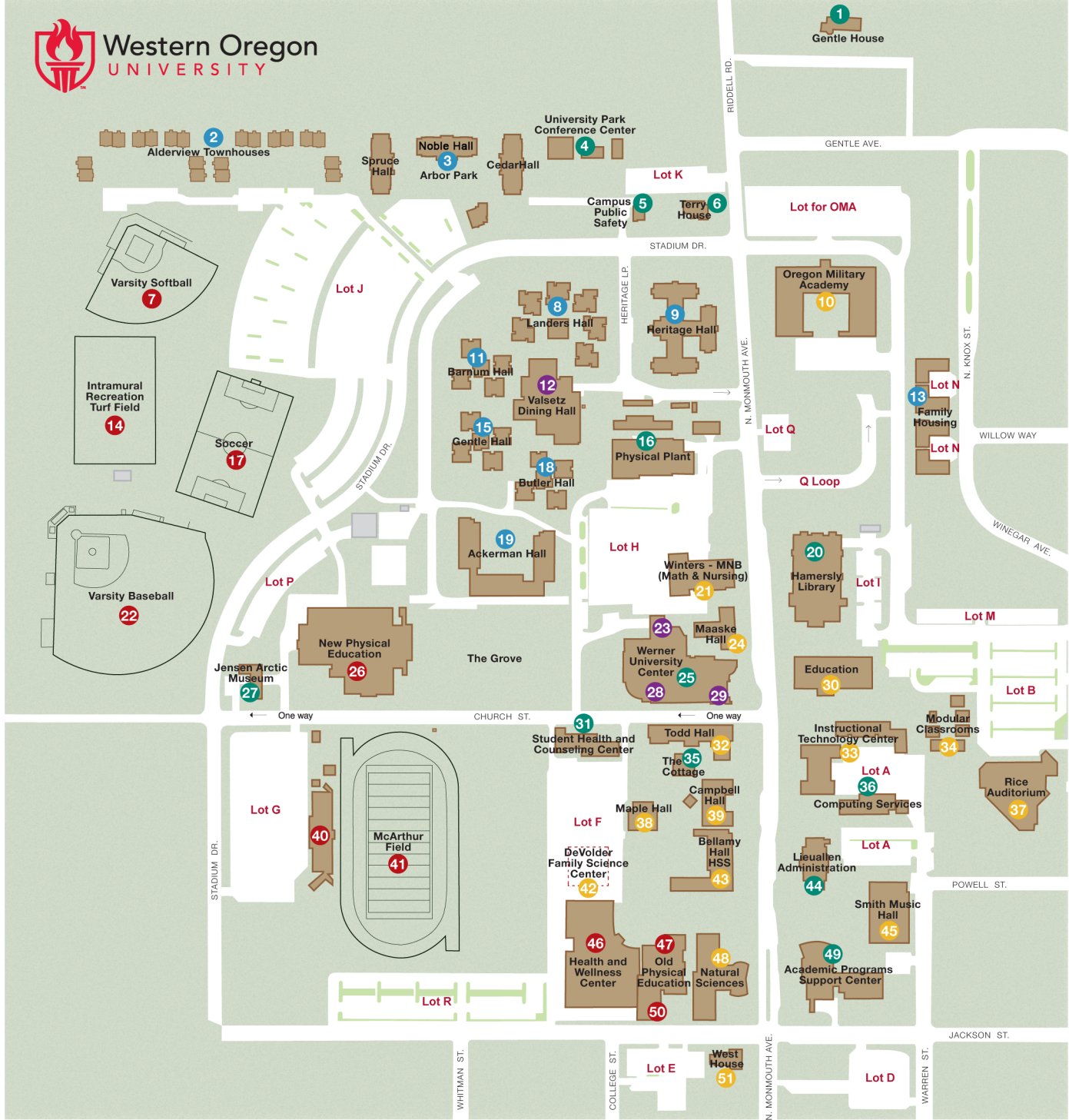
Title: _____

Date: _____

GENA7276



↑ Intramural Fields / Lacrosse and Rugby Fields
↓



Academic facilities

- 43 Bellamy Hall (humanities/ social sciences)
- 39 Campbell Hall
- 42 DeVolder Family Science Center (coming fall 2013)
- 30 Education
- 33 Instructional Technology Center
- 38 Maple Hall
- 24 Maaske Hall
- 34 Modular classrooms
- 48 Natural Sciences
- 10 Oregon Military Academy
- 37 Rice Auditorium
- 45 Smith Music Hall
- 32 Todd Hall
- 51 West House
- 21 Winters Building (math and nursing)

Administrative facilities

- 49 Academic Programs and Support
- 25 Bookstore
- 36 Computing Services
- 35 The Cottage
- 1 Gentle House
- 20 Hamersly Library
- 27 Jensen Arctic Museum
- 44 Lieuallen Administration Building
- 5/44 Parking Services
- 16 Physical Plant
- 5 Public Safety
- 31 Student Health/Counseling Center
- 6 Terry House
- 4 University Park Conf. Center
- 25 Werner University Center

Athletic facilities

- 50 Aquatic Center
- 22 Baseball field
- 41 Football/track
- 46 Health and Wellness Center
- 40 McArthur Stadium
- 26 New Physical Education
- 47 Old P.E.
- 17 Soccer field
- 7 Softball field

Dining services

- 29 Caffè Allegro
- 12 Valsetz Dining Hall
- 28 Wolf Express
- 23 Wolf Grill and Deli

Housing

- 19 Ackerman Hall
- 2 Alder View Townhouses
- 3 Arbor Park Apartments
- 11 Barnum Hall
- 18 Butler Hall
- 13 Family housing
- 15 Gentle Hall
- 9 Heritage Hall
- 8 Landers Hall