The

 State Board of Higher Education acting by and through the

 UNIVERSITY OF OREGON

(“University”)

 **REQUEST FOR QUOTATION (“RFQ”)**

 **RFQ # HOU-051412**

**Exterior Window Cleaning Services**

**Residence Hall Buildings**

Quotation Responses Due No Later Than: June 19, 2012 at 5:00 p.m.

 at Issuing Office.

 Postmarks will not be considered.

Issuing Office: Housing Purchasing Department

 1595 East 15th Avenue (physical address)

 1220 University of Oregon (US Postal address)

 Eugene, Oregon 97403

Please refer requests for additional information or clarification of requirements to the following:

Technical / Scope of Work: Bonnie Damewood (541) 346-4301

Quote Process Questions: Andre Moran (541) 346-4299

 **Information Regarding Request for Quotations**

**1. General Information:**

* 1. Purpose: University Housing is issuing this RFQ to solicit quotes from qualified respondents for professional exterior window cleaning services for the residence hall and family housing buildings.
	2. Pre-Qualifications: Contractor shall have a minimum of five (5) years’ experience in the window cleaning profession. Contractor shall have successfully completed a minimum of two comparably sized projects within the last two years.
	3. Site Visits: Contractors interested in viewing the buildings prior to submitting their quotation should contact Bonnie Damewood, Housing Facilities Services Manager (Custodial Division) at (541) 346-4301 to schedule a walkthrough of the Residence Hall Buildings.
	4. Agreement Term: The term of the awarded agreement will be for 3 months beginning July 1, 2012 and ending September 30, 2012.
	5. Quote Pricing: Pricing to perform required services shall be provided on the Pricing Submittal Sheet, attached to this RFQ as **Exhibit A**. Respondents shall indicate the cost to perform required services for each building and a total aggregate cost for all buildings shall also be provided.
	6. Form of Agreement: The award of this agreement to the successful respondent will be pursuant to a Trade Services Agreement in the form of the Sample Agreement, attached to this RFQ as **Exhibit B**. Additional terms and conditions submitted by respondents may be evaluated or considered at the sole discretion of University. Questions or comments regarding the Sample Agreement, **Exhibit B**, must be submitted with responses to this RFQ.
	7. Invoicing: Contractor shall submit invoices for work that has been completed by individual building, or upon completion of the entire project a single invoice may be submitted. Invoices must clearly indicate the building location and the date the service was performed. Invoices shall be submitted to the Housing Accounting Department at the following address: 1220 University of Oregon, Eugene, OR 97403. Contractor’s name and contract number must be included on all documents.

**2. Scope of Services Required:**

 The following services are to be provided by the selected Contractor:

* 1. Contractor shall furnish all necessary labor, equipment and materials to perform window cleaning services on the exterior sides of all perimeter windows of the University of Oregon Housing Residence Hall buildings. Cleaning shall include all exterior windows, all frameworks around windows, all panels below windows, and removal of all foreign substances such as food, tape, decals, etc. All services will be performed from the exterior of the building, with no access into the buildings. **Tucker Poles (or similar equipment) are NOT allowed for this project.** The cleaning of windows will be performed primarily during the summer months, with work beginning in July 2012 and ending in September 2012.
	2. The required services will include the following buildings located on Campus and in the immediate surrounding area (Family Housing buildings) in Eugene, OR 97403:
1. Walton Complex 1595 E 15th Avenue
2. Living Learning Center North 1475 E 15th Avenue
3. Living Learning Center South 1455 East 15th Avenue
4. Bean Complex 1416 Columbia Street
5. Hamilton Complex 1650 E 13th Avenue
6. Carson Complex 1450 E 13th Avenue
7. H.P. Barnhart Complex 1000 Patterson Street
8. Riley Hall Complex 650 E 11th Avenue
9. Graduate Village 1420 Villard Street
10. Graduate Village 1455 Moss Street
	1. 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 required services are completed on schedule.
	2. Contractor shall provide services during normal office hours of 8:00am to 4:00pm daily, excluding weekends and holidays. Any exception to these work hours must be approved in advance by the Housing Facilities Services Manager (Custodial Division).
	3. Contractors shall not assign, sell, transfer, sublet or subcontract the required services, without prior written consent of the University. In addition, it shall be mandatory for the selected Contractor to act as the prime contractor for the purpose of providing the required services. The Contractor shall be considered the sole point of contact with regard to contractual stipulations, to include payment of any and all charges resulting from the purchase of subcontractor(s) services or goods necessary to provide required services, and the selected Contractor shall be responsible for meeting all other contractual requirements.
	4. Safety precautions are a high priority. Contractor shall safeguard all public and private property surrounding work areas. Contractor will utilize appropriate safety barriers and processes to sufficiently protect building structures, occupants, and nearby pedestrians.
	5. Contractor shall be responsible to protect the grounds surrounding the buildings. One-inch thick plywood shall be placed under the wheels of any vehicle when working on grass or non-paved areas. This includes placing one-inch thick plywood sheets on the ground anywhere that Contractor’s work vehicle(s) may drive, so as to continuously protect the grounds from damage caused by the vehicle tires or equipment.

* 1. Contractor shall use all reasonable means to control the noise level of the equipment in use to prevent disturbances in the nearby buildings/halls.
	2. Contractor shall notify the Housing Facilities Services Manager (Custodial division) prior to using any product containing hazardous chemicals to which University employees or the general public may be exposed to. Products containing hazardous chemicals, as defined by Oregon Administrative Rules Chapter 437, must be labeled, tagged or marked with the following information:
1. Identity of the hazardous chemical.
2. Appropriate hazard and warning, and
3. Name and address of the chemical manufacturer, importer or other responsible party.
4. Current MSDS must be on the job site at all times.
	1. Contractor shall provide a material safety data sheet for any item required to perform required services which contains hazardous chemicals. This information shall be provided with Contractor’s response to this RFQ and also provided to the Housing Facilities Services Manager (Custodial division) prior to the start of work or prior to use of any new chemical. Additionally, Contractor shall make sure the MSDS for any chemical, while in use, on University property is readily accessible at each site location it is being used at.
	2. If during the course of providing services the Contractor observes or suspects the evidence of asbestos or lead in the structure or components of the building, the Contractor shall immediately stop work in the immediate area and notify the Housing Facilities Services Manager (Custodial division), who will under separate contract, arrange removal or encapsulation of the asbestos or lead containing materials.
	3. Contractor shall clean up all work site debris daily and remove from the premises any salvage materials or scraps at the close of each day. Failure to do so will require University employees to perform necessary clean up and invoice the Contractor for the direct cost associated to such clean up.
	4. Contractor will ensure that rooms/areas are left exactly as they were prior to preforming required services in each room/area. Windows may never be left open. Failure to comply with this request may result in direct costs from the University for labor required to correct such problems.
	5. Contractor shall immediately notify Housing Facilities Services Manager (Custodial division) of any damage done by the Contractor to the building(s), grounds or surrounding area(s).
	6. Contractor shall be responsible for any repair and/or replacement cost due to damage of building or surrounding areas caused in the performance of required services.
5. **RFQ Submittals:**

Responses to this RFQ must include the following submittals:

* 1. Respondent business name, address, and telephone number.
	2. Cover letter summarizing the response to this RFQ.
	3. Qualifications of the respondent to perform the required services including any licenses or certifications, as well as resources at its disposal to execute the project. Respondents must identify in their response any subcontracted services, including any goods necessary to provide the subcontracted services.
	4. Description of the respondent’s experience with projects similar to the required services. Respondent must provide a minimum of two example projects that were performed within the last two years, and are of similar size and scope to the required services. Include the following example project information:
1. Project Dates
2. Size and scope of work performed
3. Dollar value and Duration of contract
4. Name, address and phone number of each client for University verification.
	1. Three current business references including name, address and phone number of each client for University verification.
	2. A description of how respondent would approach this project, fully addressing all required services identified in Section 2, Scope of Services Required.
	3. A completed “Quote Pricing Submittal Form”, attached as **Exhibit A**.

**Exhibit A**

**Quote Pricing Submittal Form**

**2012 Residence Hall Exterior Window Cleaning Services**

Cleaning schedule dates are still being determined at this time. Final schedule shall be confirmed with Bonnie Damewood, Housing Facilities Services Manager (Custodial Division),upon agreement award. While we make every attempt to confirm these dates as early as possible, we do reserve the right to modify this schedule as necessary. Any changes will be submitted to successful respondent with as much advance notice as possible.

Please provide a cost per complex, and an aggregate total at the bottom of this page.

**H.P. BARNHART COMPLEX $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RILEY HALL COMPLEX $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CARSON HALL COMPLEX $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EARL HALL COMPLEX $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WALTON HALL COMPLEX $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HAMILTON HALL COMPLEX $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BEAN HALL COMPLEX $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***GRAD VILLAGE – Moss St. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***GRAD VILLAGE - Villard St. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***LIVING LEARNING CENTER NORTH $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***LIVING LEARNING CENTER SOUTH $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Aggregate Total of all Buildings $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: ( \_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_