



Commerce Township Community Library

180 E. Commerce Rd.
Commerce Township, Michigan 48382
Phone: 248-669-8108 / Fax: 248-859-0015
Internet: www.commercelibrary.info

Request for bids
Window and Glass Cleaning, both interior and exterior

The Commerce Township Community Library is accepting bids for the cleaning of the glass at the Library. This includes all interior and exterior glass, including the atrium windows.

Bid responses are due at the Township Clerk's office, 2009 Township Dr. Commerce Township, MI 48390, at 2 p.m. on May 22. Make sure your envelope is clearly marked "Window cleaning bid".

Include with your bid a list of three recent jobs completed with contact information.

You must include an insurance certificate with your bid which proves you hold the required insurance listed below.

The Contractor will be required to furnish all necessary labor, equipment, tools and materials for cleaning all windows and glass in the Library building. Washing shall be both inside and outside and shall be left clean. Glass is clean when all window surfaces are without streaks, film, deposits and stain and have a uniform bright appearance. Windows shall be cleaned in such a manner as to cause a minimum amount of inconvenience and/or disturbance to building occupants.

The Contractor will be required to complete all interior work involving ladders prior to library opening at 10 a.m. The Library can provide regular access at 7:30 a.m. and earlier access by arrangement. Exterior work near the Youth Area should not take place during the weekly Sunshine Storytime or any outside programs. A calendar will be provided. The library can also provide access whenever closed for legal holidays.

You may view the library during regular library hours. M-TH 9 to 9, F, Sat 9 to 5, Sun 1-5. For access to back offices and work areas you may also visit during maintenance staff hours, 7:30 a.m. to 12:30 p.m. on week days. The receiving door is around the right side of the building and has a doorbell to call maintenance staff.

Contact for additional information: Connie Jo Ozinga, Library Director, 248 669-8108 x101, cjozinga@gmail.com.

The successful bidder must provide proof of insurance and must be able to complete the insurance rider as follows:

INSURANCE REQUIREMENTS

Charter Township of Commerce

Mandatory Insurance and Indemnification Rider

WHEREAS, the Charter Township of Commerce, a Michigan municipal corporation (“Township”), and _____, a _____, (“Contractor”/“Licensee”), have entered into an agreement for the _____ (the “Agreement”); and

WHEREAS, the Contractor/Licensee has agreed, as a principal inducement to the Township to enter into the Agreement, to provide certain insurance coverage for the Township with respect to any claims, liabilities, actions, or losses incurred by, or asserted against, the Township related to or arising from the Agreement; and

WHEREAS, the Contractor/Licensee has agreed, as a principal inducement to the Township to enter into the Agreement, to indemnify the Township, its Trustees, officers, agents and employees, for and against any claims, liabilities, actions, or losses incurred by, or asserted against, the Township related to or arising from the Agreement;

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, and in the Agreement to which this Rider is attached, the parties agree as follows:

I. Insurance Certificate. The Contractor/Licensee shall provide, prior to execution of the Agreement to which this Rider is attached, a certificate of insurance issued directly to the Township by an insurer with an A.M. Best rating of “A” or better, and evidencing the following:

a. Coverage of the Township, its trustees, officers, agents and employees as additional insureds;

b. That the insurance certified thereunder shall be primary insurance and that any insurance carried by the Township shall be excess and not contributing.

c. A requirement that the insurer provide that at least thirty (30) day prior notice of cancellation or material change to the coverage be provided to the Township;

d. Coverage in the following amounts:

i. Worker’s Compensation and Employers Liability coverage covering the statutory requirements of the State of Michigan and insuring the contractor or user with an Employer’s Liability limit of at least \$500,000;

ii. Occurrence based Commercial General Liability coverage covering liability arising out of the operations of the contractor, with an endorsement applying the policy’s aggregate limits by location or project, and having minimum liability limits of \$1,000,000 combined single limit per occurrence, a general aggregate limit of at least \$2,000,000 and a products completed operations aggregate of at least \$2,000,000;

e. For all Agreements involving or related to products provided by or installed by, or operations completed by the Contractor - products and completed operations insurance, which shall be maintained for at least three years after final payment on the Agreement; and

f. Coverage of all contractual liability assumed by the Contractor/Licensee pursuant to the Agreement to Defend, Indemnify and Hold Harmless.

II. Agreement to Defend, Indemnify and Hold Harmless

The contractor/licensee hereby covenants and agrees to defend, indemnify and hold harmless the Charter Township of Commerce from all liability, claims, actions, causes of action, lawsuits and demands including attorneys fees and costs, fines and/or penalties for personal injury, bodily injury or death (including personal injury, bodily injury or death of the contractor's/licensee's own employees or the employees of any independent contractor) and/or property damage arising out of or in any way related to the contractor's/licensee's work or operations on or about the Township's property, or for or on behalf of the Charter Township of Commerce about or away from the Township's property, or associated with the breach of the agreement or arising out of the contractor's/licensee's work or work of subcontractors employed by the contractor.

III. Conflicts. In the event, and to the extent, of a conflict between the provisions of this Rider, and the contract or agreement to which it is attached or appended, the terms of this Rider supersede and control any inconsistent provisions contained in the contract or agreement.

Contractor/Licensee:

_____ Dated: _____

By:

Its:

The Charter Township of Commerce:

_____ Dated: _____

By:

Its:

