



## CITY OF TORRINGTON REQUEST FOR QUOTATION - INQUIRY ONLY

This is NOT an order

**DATE:** June 5, 2013

**FROM: CITY OF TORRINGTON**  
Pennie Zucco  
140 Main Street, Room 206  
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: WCH619 EXTERIOR WINDOW CLEANING AT CITY HALL BUILDING**

**To receive consideration your quotation must be received by: June 19, 2013 11:00 AM**

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

**Quote price delivered City Hall, 140 Main Street, Torrington, CT 06790 for the following:**

**Exterior window Cleaning services at City Hall Building, 140 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.**

- **All employees for the Contractor shall wear a company uniform and carry identifications at all times**
- **Contractor is responsible for all cleaning products.**
- **Contractors are encouraged to visit the site to observe window location, accessibility and degree of cleaning required.**
- **The successful Contractor will be responsible for cleaning the exterior windows during normal business hours of 8:30 a.m. to 4:00 p.m. Monday through Wednesday; Thursday, 8:30 am to 6:30 pm and Friday 8:30 am till 12:30 pm as detailed in the attached specifications.**
  - a. **Each window should be washed with hot water and approved cleaning**

- products for exterior windows
  - 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. All windows shall be spot free
  - e. All cleaners used shall be environmentally friendly
  - f. All vehicles, outdoor plants and shrubbery shall be protected from all cleaning products and ladders
- All cleaning approved products must comply with OSHA standards. Vendor to supply MSDS sheets on products that will be used to clean windows with proposal.
- 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. References to be submitted with proposal.
  - 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 Contractor'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.

Vendor to supply two separate costs:

- a) Wash exterior windows referenced on Exhibit A & B. **(NOTE: Windows have Masonry water proofing spots that need to be removed)**
- b) Wash all exterior windows on City Hall Building, Exhibit C & D.

Questions regarding the quote specifications and requirements should be directed to: Jerry Rollett, Public Works Director, 860-498-2234; email [jerry\\_rollett@torringtonct.org](mailto:jerry_rollett@torringtonct.org).

Cost to clean exterior windows referenced in Exhibit A & B \_\_\_\_\_

Cost to clean all exterior windows on City Hall Building Exhibit C & D \_\_\_\_\_

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.

EXHIBIT A  
CITY HALL  
WINDOW WASHING

WEST ELEVATION

SIDE

EAST ELEVATION

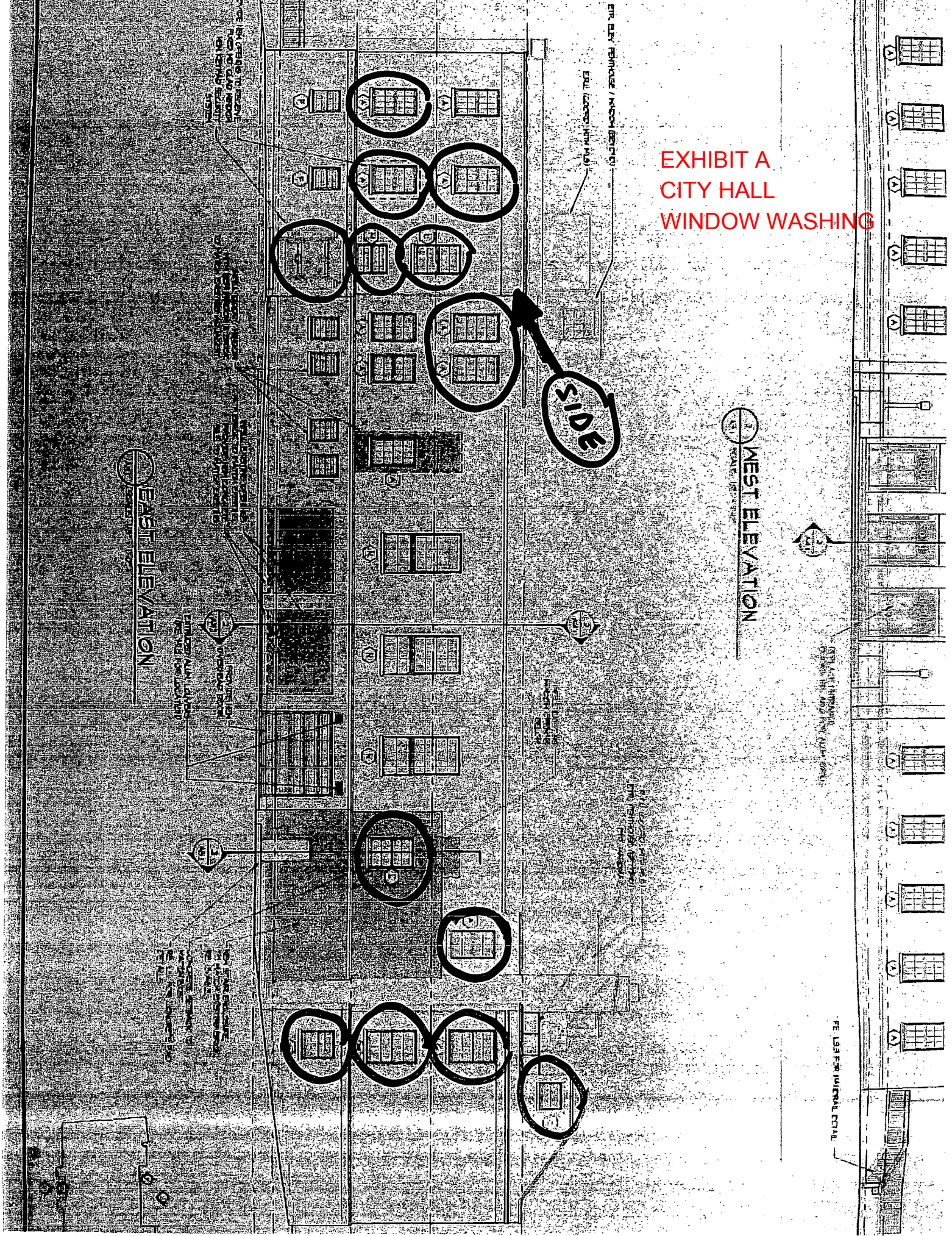


EXHIBIT B  
CITY HALL  
WINDOW WASHING

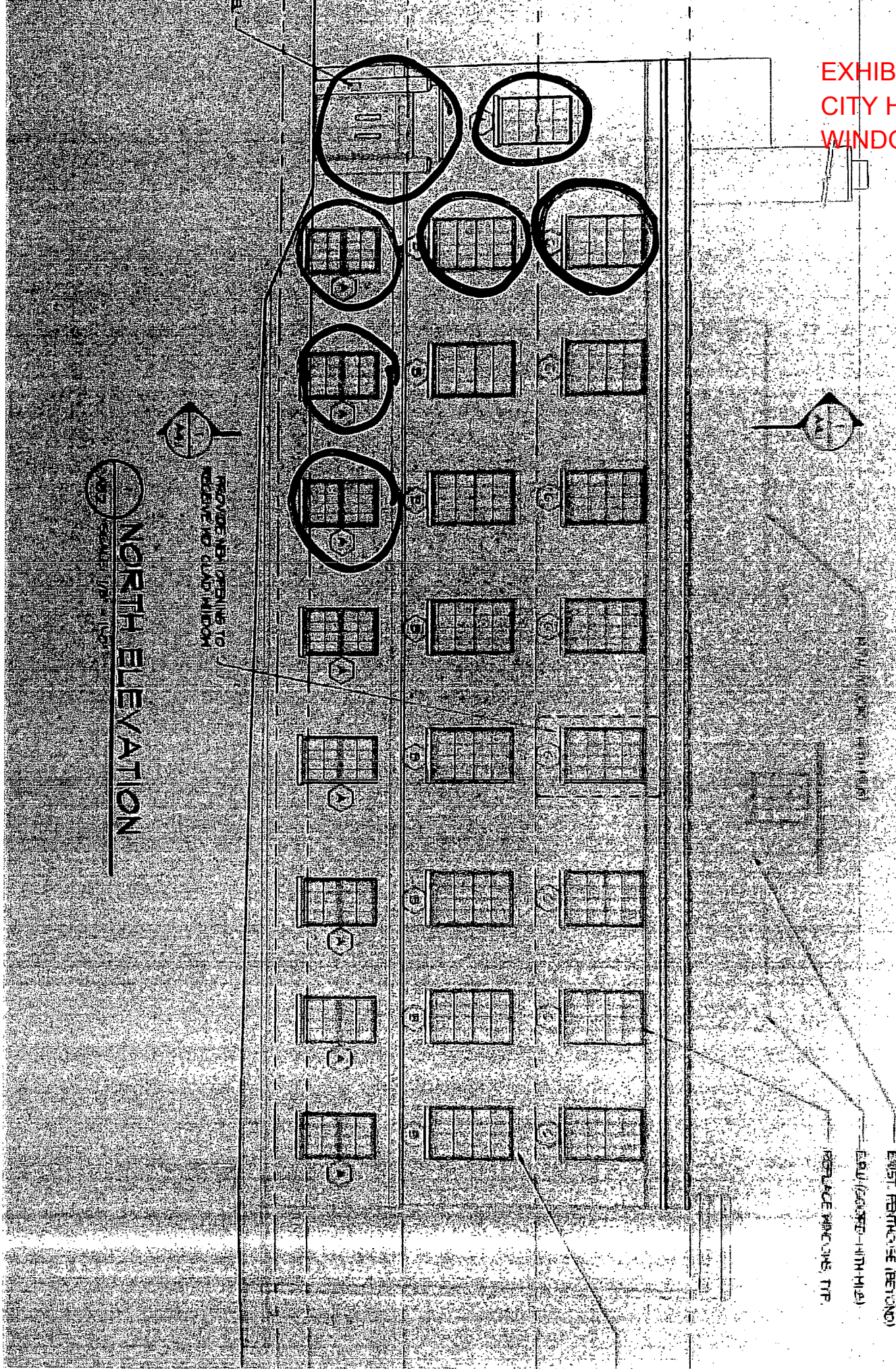
NORTH ELEVATION

PROVIDE NEW OPENINGS TO  
MODERNIZE EXISTING WINDOW

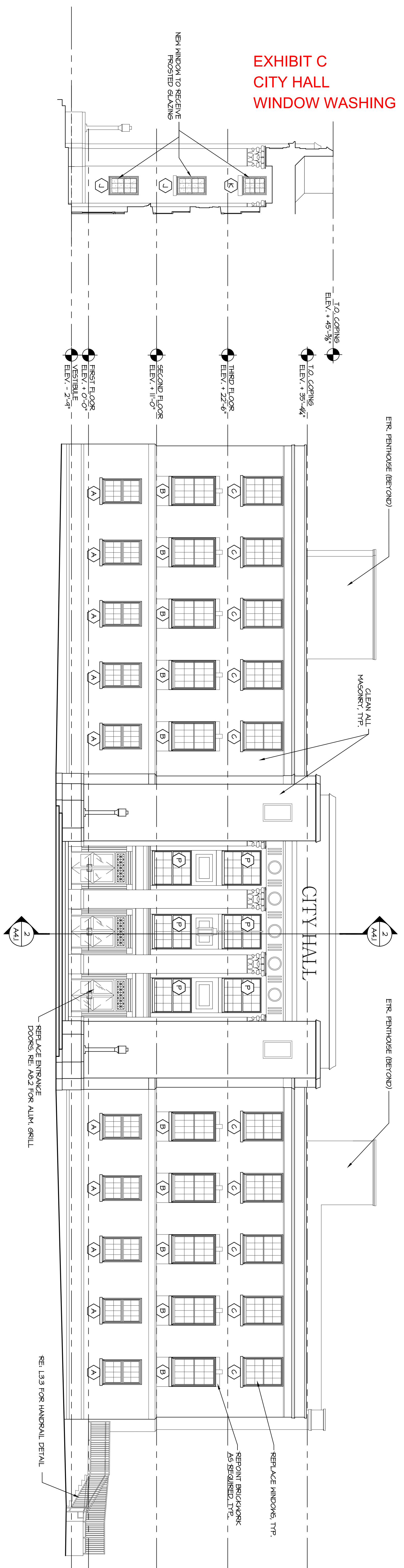
EXIST. BRICKWORK (REPAIR)

EXIST. BRICKWORK (REPAIR)

REPLACE BRICKWORK, TYP.

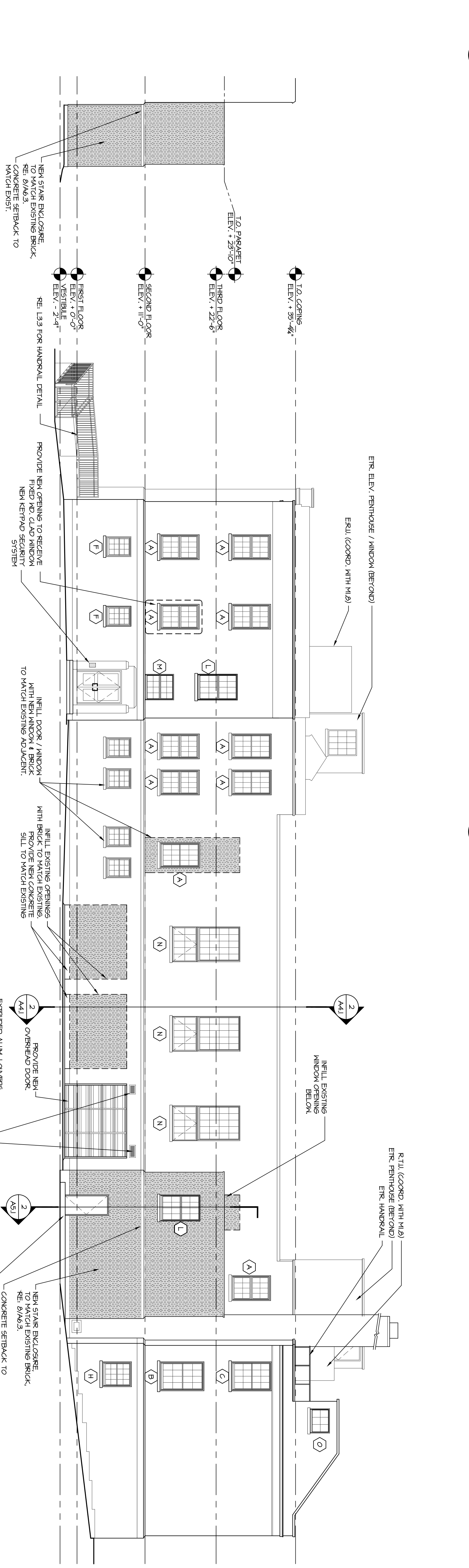


**EXHIBIT C  
CITY HALL  
WINDOW WASHING**



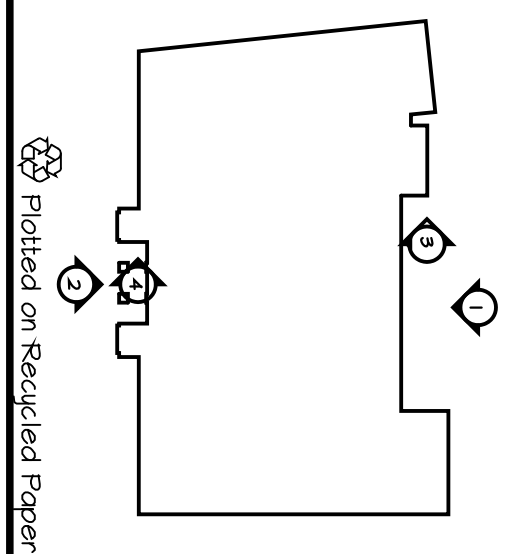
**4 MAIN ENTRANCE  
NORTH / SOUTH ELEVATIONS**  
A3.1 SCALE: 1/8" = 1'-0"

**2 WEST ELEVATION**  
A3.1 SCALE: 1/8" = 1'-0"



**3 STAIR D  
EAST ELEVATION**  
A3.1 SCALE: 1/8" = 1'-0"

**1 EAST ELEVATION**  
A3.1 SCALE: 1/8" = 1'-0"



DATE: 10-08-09  
DRAWN BY: BES  
SCALE: 1/8" = 1'-0"  
REVIEWED BY: RMR  
PROJECT NO. 27016  
exterior elevations

| REVISIONS |          |   |
|-----------|----------|---|
| NO.       | DATE     | DESCRIPTION                             |
| 01        | 08.4.08  | DD SUBMISSION                           |
| 02        | 10.31.08 | 95% COMPLETION                          |
| 03        | 01.30.09 | ISSUED FOR CONST.                       |
| 04        | 07.11.09 | REISSUED FOR CORR. LAYOUT               |
| 05        | 08.25.09 | LIGHTING LAYOUT                         |
| 06        | 09.16.09 | PENDANT FIXTURES<br>CELLING CHAIR STOR. |

**EXTERIOR  
ELEVATIONS**

ADDITIONS AND RENOVATIONS  
**TORRINGTON CITY HALL**  
140 MAIN STREET  
TORRINGTON, CT

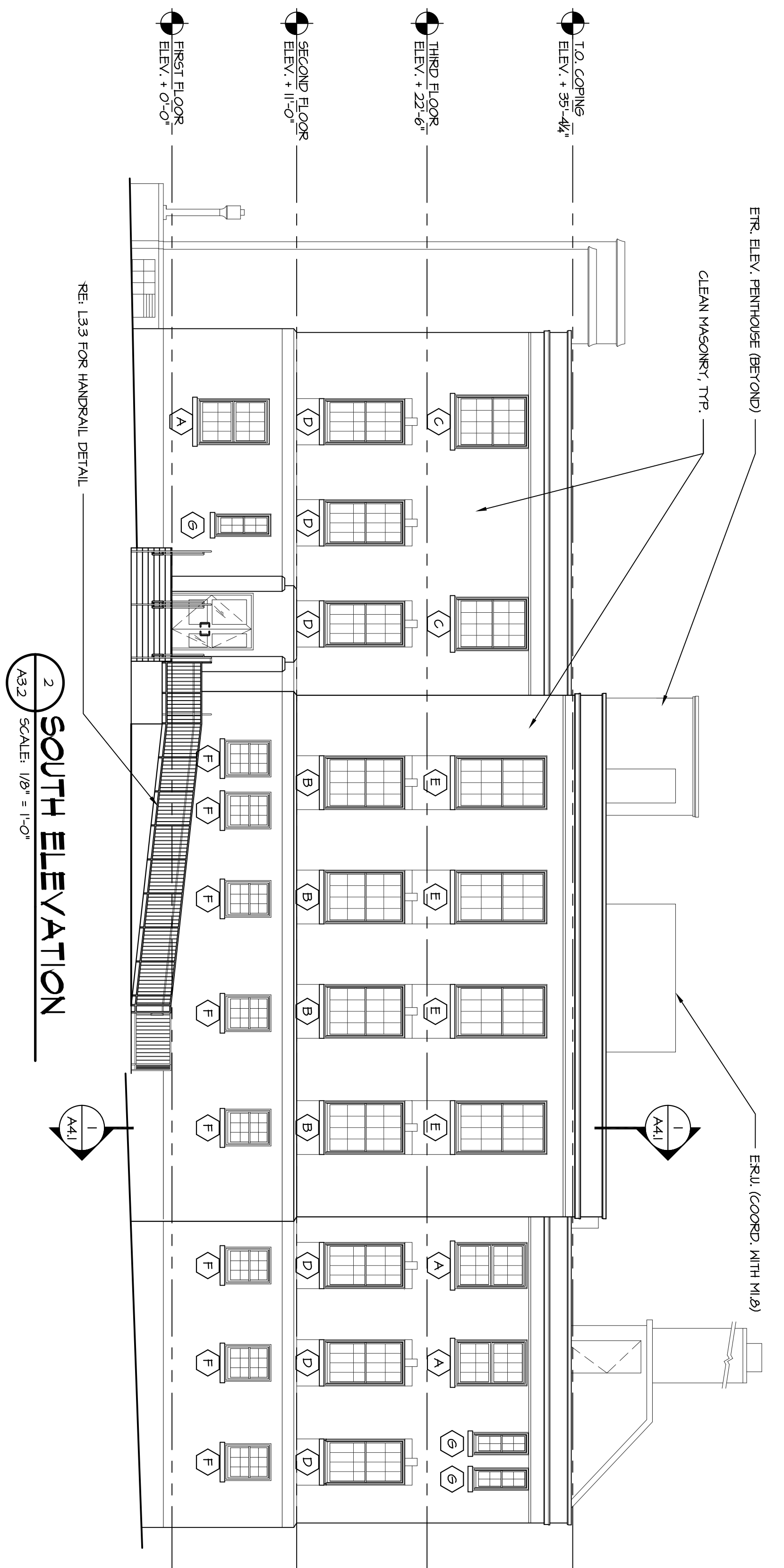
ARCHITECT'S SEAL

**FRIAR ASSOCIATES INC.**  
281 Farmington Avenue  
Farmington, CT, 06032

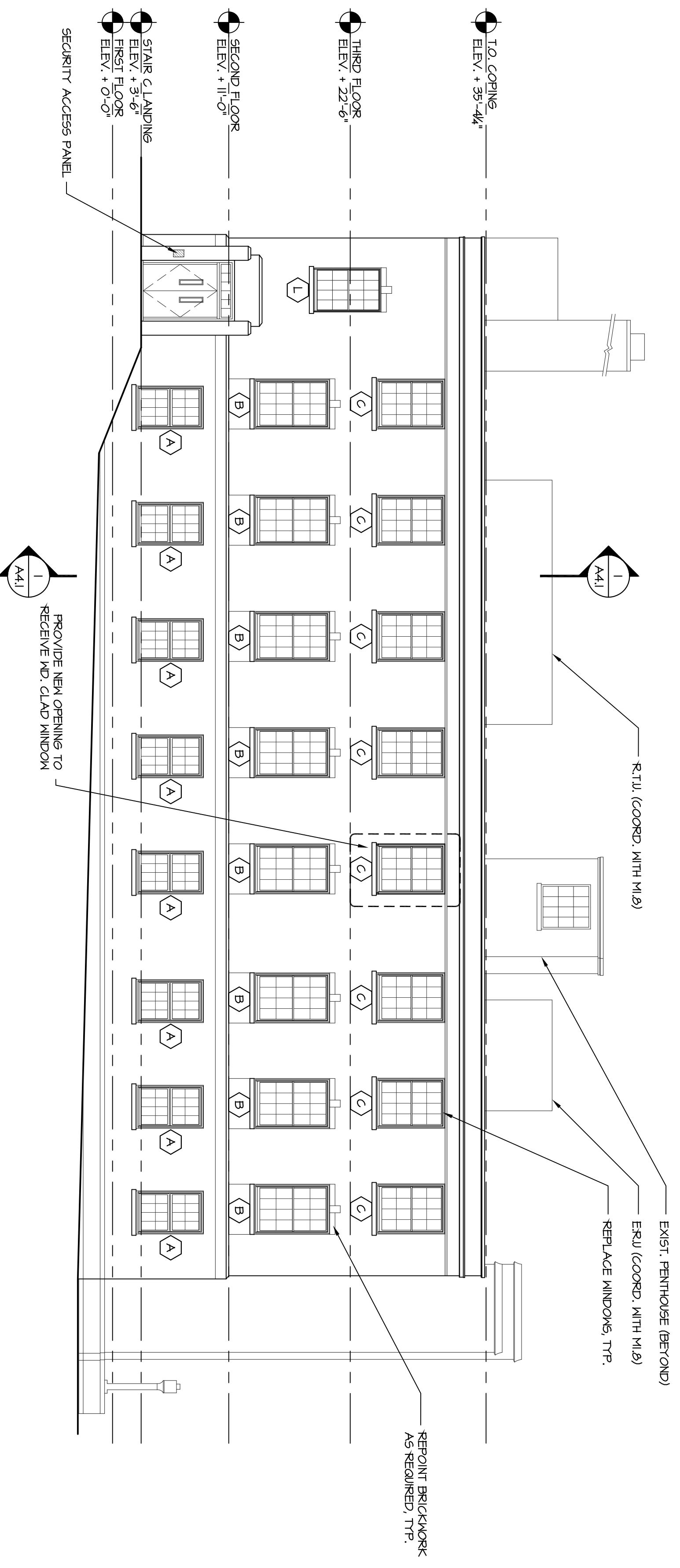
SHEET NO. **A3.1**

Printed on Recycled Paper

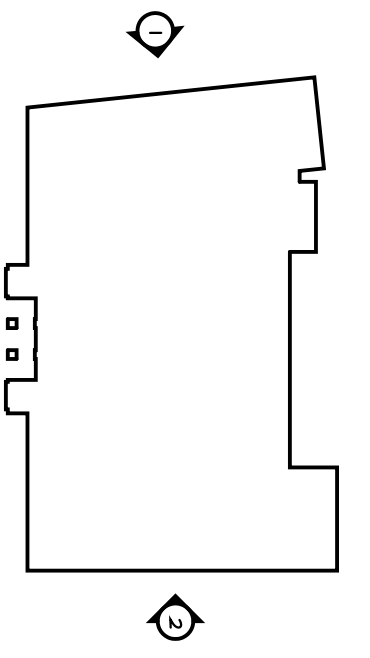
EXHIBIT D  
CITY HALL WINDOW WASHING



2 SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"



1 NORTH ELEVATION  
SCALE: 1/8" = 1'-0"



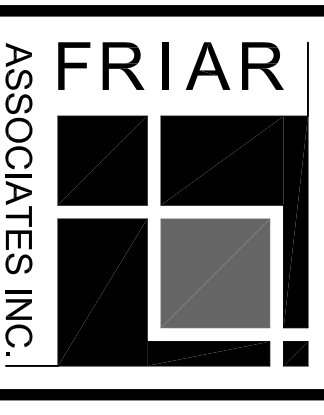
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exterior elevations

# EXTERIOR ELEVATIONS

ADDITIONS AND RENOVATIONS  
**TORRINGTON CITY HALL**  
140 MAIN STREET  
TORRINGTON, CT

ARCHITECT'S SEAL



281 Farmington Avenue  
Farmington, CT, 06032

SHEET NO.  
**A3.2**