

# City Hall Window Replacement

## *Request for Bid*

Requested by: City of Boone

Contact: Ed Higgins, Building Official, 515-433-0633, Ext. 1112

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### I. INTENT OF CONTRACT

The City of Boone (AGENT/Owner) is requesting bids for Window replacement. AGENT is committed to a high standard of service. To ensure a high standard, AGENT operates with an aggressive, proactive philosophy. It is our goal to work with a contractor that will provide a high standard of service at a competitive rate. The award will be made to the lowest bid of a qualified, responsible contractor as directed.

### II. CONTRACT SCOPE

Contractor will serve as an independent contractor and provide all necessary labor, equipment and supplies to replace exterior Windows at the primary location of 923 8<sup>th</sup> Street, Boone, IA 50036 (City Hall). Specifications are outlined herein. Contractor will furnish such services for a deadline installation no later than June 15, 2018. (Contract deadline may be negotiable for extending, but AGENT shall not give consideration to extending the completion date beyond December, 31, 2018).

### III. GENERAL REQUIREMENTS

- A. Certificates of Insurance must be furnished to AGENT prior to commencement of services and be in effect for as long as contract remains in effect.
- B. Either AGENT or Contractor shall have the right to cancel this contract by giving 30 days written notice.
- C. Contractor represents that, prior to submitting a proposal for work, the contractor has examined all of the conditions relating to the work, visited the site, investigated the difficulties which may be encountered in performing the work, and assume full and complete responsibility and all risk connected with said work.

### IV. PROVISIONS

#### A. Invoicing and Payments

- 1. AGENT will pay Contractor for verifiable services tendered at completion of work.

#### B. Indemnification

1. The Contractor shall defend, hold harmless and indemnify AGENT and its employees against all loss or liability, demands, judgments, expenses (including attorney's fees), claims or actions based upon or arising out of damages or injury to persons or party (including property owned, leased or borrowed by the AGENT) incurred by or sustained in connection with the performance of this contract by reason of any and all acts or omissions or negligence by the Contractor, its subcontractors, or employees, or by conditions created thereby, or based upon any violation of any statute, ordinance, building code or regulation, whether injuries or damages arise out of or result from the concurrent negligence of the manager or otherwise.
2. Contractor shall also indemnify AGENT against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state and local taxes or contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to Contractor's employees engaged in performance of this contract.
3. The Contractor further agrees to indemnify AGENT in any actions brought against AGENT by Contractor's employees or family members seeking compensation for injuries while on the job or compensation for such injuries beyond Contractor's worker's compensation insurance.
4. The Contractor, all subcontractors and all their insurance carriers shall waive all rights of recovery against AGENT for any injuries to persons or damage to property in the execution of work performed under this contract.

### C. Insurance Requirements

The Contractor shall carry the insurance described below and require that any subcontractors carry the same as noted. The policies described below shall be primary over any that may be carried by the AGENT. Except the workers' compensation, the policies shall name AGENT as additionally insured. Policies must be with carriers licensed to do business where the contract work is done. The contractor shall submit to AGENT a Certificate of Insurance showing that all insurance requirements have been met. If any policy expires during the term of this contract, it shall be automatically renewed and a new Certificate of Insurance shall be sent to AGENT. If a policy is canceled, 30 days' notification shall be given to AGENT which shall have the right to determine what action is needed to comply with the insurance requirements.

Liability - \$1,000,000

## V. BIDDING INSTRUCTIONS

1. All bid packages shall be sealed and delivered, to the City of Boone building department, no later than 2 p.m. April 04, 2018. Bids will be opened at 2:05 p.m., April 04, 2018. The bid shall be awarded on or before, April 06, 2018.
2. Contractor shall make arrangements with the Building Official's office, during regular business hours of 8:00-5:00 PM, to schedule a time to review the proposed work at city hall.

## VI. SPECIFICATIONS

1. All items to meet current State and Local Codes.
2. Removal & disposal of old windows.
3. Removal and disposal of interior wood trim (if necessary).
4. Provide, deliver and install 15 exterior 24" x 48" (approximate size) windows, Bronze in color (match existing & recently installed windows).
5. Windows to be casement lower-fixed upper pane, upper section spandrel insulated unit to cover interior wall framed over opening.
6. Minimum window rating shall be equal to or less than 0.35 U-Factor.
7. Windows shall be clear insulated Low-E coated insulated glass, argon gas filled & interior screen.
8. Windows to have Thermal broken sub frame and sub sill.
9. Installation of vinyl sash, interior wood window trim, wood ledger (if necessary), with primed and painted finish to match existing recently installed (2008, 2009, 2010 & 2011) windows at City Hall.
10. Weather seal and apply caulking as required for a weather tight seal.

## VII. ADDITIONAL REQUIREMENTS

Leave all areas in a clean manner

Contractor will be responsible for repairs of all excessive or careless damage to the property caused by contractor. All damage must be repaired to the satisfaction of AGENT.

## VII. BID FORM

To include cost for all material, labor including installation.