

Pittsburg State University



Request for Proposal

**** ADDENDUM ON PAGE 2 ****

RFQ Number	001660
Date Issued	June 29, 2022
Closing Date	July 14, 2022; 2:00 PM local time
Procurement Officer	Sean Burke; 620.235.4167; swburke@pittstate.edu
Item	Window Cleaning Services
Agency & Location	Pittsburg State University (PSU) in Pittsburg Kansas
Scope	Pittsburg State University is requesting proposals for one time window cleaning services.
Bid Submittal	Submit bid by e-mail to swburke@pittstate.edu

1. When communicating, always refer to the Proposal number above.
2. In order to receive consideration for award, one copy of this “Request for Proposal,” a properly completed and signed proposal, must be returned to Pittsburg State University no later than the specified closing time. The University is not responsible for late bids.
3. All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Prompt payment discounts will not be considered in determining the low bid.
5. Prices quoted shall be less Federal Excise and State Sales taxes.
6. The PSU Director of Purchasing reserves the right to accept or reject any part of this quotation.
7. Bid results will not be given to individuals over the phone. Written bid results may be obtained by written request from the procurement officer.
8. Contractual Provisions Attachment DA-146a applies to all bids.
9. It is hereby agreed that the bidder will, if required by law, comply with the Kansas Act Against Discrimination, K.S.A. 44-1030 et. Seq.
10. PSU reserves the right to award in the best interest of the university.

Vendor Name	
Lump Sum Quoted Price	
KS Tech. Center Quoted Price	
Bicknell Center Quoted Price	
Overman Stu. Center Quoted Price	
Plaster Center Quoted Price	
Axe Library Quoted Price	
Russ Hall Quoted Price	

For technical questions or to schedule a campus visit, please contact: Kevin Malle – kmalle@pittstate.edu or 620-235-4787.

For questions related to the bid process or required documents, please contact: Sean Burke – swburke@pittstate.edu or 620-235-4167.



Pittsburg State University is requesting proposals for one-time on campus window cleaning services to the below specified facilities.

Facilities to be serviced:

Kansas Technology Center – Exterior

Bicknell Family Center for the Arts – Exterior and lobby interior

Overman Student Center – Exterior

Plaster Center – Exterior and Interior

Axe Library – Exterior

Russ Hall - Exterior

All interested vendors should schedule a campus visit with Kevin Malle - kmalle@pittstate.edu or 620-235-4787.

Specifications:

- Indoor and exterior cleaning as specified above.
- Multi story cleaning required at most locations on campus.
- Proposals must include all charges to accompany services and provide an accurate representation of what will be invoiced upon completion of service.
- Proposals must show the price per facility and lump sum pricing.
- Vendors must communicate with PSU point of contact regarding usage of special equipment before bringing equipment on campus.
- Vendors must communicate with PSU point of contact in advance for approval to service.
- PSU reserves the right to award the bid partially or in full to one or multiple vendors.
- PSU reserves the right to award in the best interest of the university.

ADDENDUM #1 – 7/11/22

Pittsburg State University is amending the previously distributed RFP with the below.

1. Facilities to be serviced includes: Russ Hall - Exterior



General Provisions/Signature

Tax Clearance Certification: Bid submittals of \$25,000 or more shall include a copy of a Tax Clearance Certification. Tax Clearances may be obtained from the Kansas Dept. of Revenue (KDOR): <http://www.ksrevenue.org/taxclearance.html>

W9 Form: Vendors who are new to PSU should submit a copy of their W9 with bid response. The form can be downloaded at www.irs.gov/pub/irs-pdf/fw9.pdf

DA-146a Contractual Provisions: The bidder agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment which is incorporated into all contracts with the State <http://www.da.ks.gov/purch/DA-146a.pdf>

NEW MATERIALS, SUPPLIES, OR EQUIPMENT: Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, and unused in any regard. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

COMPARABLE PRODUCTS: Bids on comparable products are invited. Indicate appropriate items, brands, model numbers, and specifications. Minor deviations in size and operational characteristics from those set forth in the specification will be considered when such deviations do not alter nor deter Pittsburg State University from accomplishing its intended usage or function. **Each bidder must clearly indicate in writing where (if any) their product characteristics deviate from these specifications and explain how their product accomplishes the desired function even though product characteristics may be different.**

ACCEPTANCE OR REJECTION: PSU reserves the right to accept or reject any or all bids or part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; and unless otherwise specified, to accept any item in the bid.

PAYMENT: Payment will be made upon receipt of shipment by PSU.

FREIGHT COST INFORMATION: FOB Destination, Freight Prepaid, and Allowed.

The undersigned certifies that he does not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

- Legal Name of Person, Firm or Corporation:
- Payment Terms:
- Telephone Number:
- E-mail Address:

- **Signature:** _____
- **Date:** _____