

## INVITATION TO BID

CHARTER TOWNSHIP OF WATERFORD  
5200 CIVIC CENTER DRIVE  
WATERFORD, MI 48329

The Charter Township of Waterford is seeking sealed bids for “**WINDOW CLEANING**” for misc. Township buildings. Sealed bids are invited and will be received at the Township Hall, Clerks Office, 5200 Civic Center Drive, Waterford, MI. 48329 on or before, but not later than 2:00 PM, local time on Tuesday, February 22, 2011. All bids to be clearly marked on outside of envelope (WINDOW CLEANING BID, with your Company name). All bids received will be publicly opened and total prices read aloud immediately following in the auditorium.

### A. SCOPE OF WORK

The project shall include all materials, labor, equipment and insurance by the Vendor, in accordance with these entitled specifications. See bid pack for full specifications.

The schedule calls for (2) two cleanings per year for a (3) three year period. (2011, 2012, 2013)

**MANDATORY PRE-BID WALK-THROUGH is scheduled for Tuesday February 15, 2011 @ 9:00am**, in the lobby of our Town Hall Building, 5200 Civic Center Drive for all interested vendors. We will walk through all buildings and answer any questions at that time.

**Bid bond of 5% of total contract sum or certified check/funds is required with all bids.**  
(check's will be returned within 10 days of award of the contract)

### B. OBTAINING CONTRACT DOCUMENTS

Copies of all contract documents are on file and available for review and/or pickup at the Charter Township of Waterford Clerk's Office, 5200 Civic Center Dr., Waterford, MI. 48329. Bid packs will be available February 2, 2011. (free of charge)

Please contact Dave Papke, Facilities & Operations Superintendent @ 248-618-7452 or Michael Shaw, Purchasing Agent @ 248-674-6212, if you have any questions.

**WATERFORD TOWNSHIP RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE ANY IRREGULARITIES.**

BETTY FORTINO, CLERK