

**ST. LOUIS COUNTY LIBRARY DISTRICT**

**INVITATION FOR BID: WINDOW CLEANING**

**DATE ISSUED: November 4**

**, 2024**

The Board of Trustees of the St. Louis County Library District (“Library District”) is accepting bids (“Bid” or “Bids”) pursuant to this Invitation for Bid from qualified businesses for the Window Cleaning (the “Project”) at all locations of the Library District including the following: Bridgeton Trails, Cliff Cave, Daniel Boone, Eureka Hills, Florissant Valley, Grand Glaize, Grant’s View, Clark Family, Parkview, Jamestown Bluffs, Lewis & Clark, The Lynn Beckwith, Jr. Administrative Building, Meramec Valley, Mid-County, Natural Bridge, Oak Bend, Prairie Commons, Rock Road, Samuel Sachs, Thornhill, and Weber Road (each a “Library District Location” and collectively the “Library District Locations”).

Please visit each Library District Location to take measurements and examine field conditions. Bidders are responsible for examination of all drawings, specifications, schedules and instructions for the Project. Addresses of the various branches may be found in the table on page 5 of this IFB.

All Bids are due no later than 1:30 P.M. C.T., on November 20, 2024.

Please deliver the completed Bid in accordance with this Invitation for Bid to The Lynn Beckwith, Jr. Administrative Building at 1412 South Spoeede Road, St. Louis Missouri, 63131, Attention: Kelli Reeves.

To protect the integrity of the Bid selection process, any questions concerning this Invitation for Bid, the Bid process or Bid specifications shall be e-mailed only to [kreeves@slcl.org](mailto:kreeves@slcl.org) in accordance with this Invitation for Bid.

A bidder shall complete the Bid as required in this Invitation for Bid and deliver the completed Bid in a sealed envelope marked “Bid for Window Cleaning Services, attn: Kelli Reeves.” Bidders must bid on all Library District Locations for the Project.

It is anticipated that the Bids will be considered by the Library District’s Board of Trustees at the December 16, 2024 meeting after consideration by the Selection Committee and recommendation to the Director.

The Library District reserves the right to reject any and all Bids and to waive formalities in the best interest of the Library District.

## **BACKGROUND**

The Library District is a political subdivision of the State of Missouri. The Board of Trustees (“Board of Trustees”) of the Library District is a body corporate with all the powers and rights of like or similar corporations serving more than 870,000 Library District residents. All management and control of the Library District is vested in a Board of Trustees consisting of five Trustees appointed by the County Executive of St. Louis County, Missouri. The Trustees serve staggered four-year terms.

The Board of Trustees appoints a qualified librarian who holds that office at the Board of Trustees’ pleasure as the chief executive and administrative officer (“Director”) of the Library District.

The Board of Trustees has the power to purchase grounds, erect appropriate buildings and improve existing buildings for the use of the Library District and its branches out of funds available or through the issuance of bonds or otherwise.

## **GENERAL REQUIREMENTS**

The Project is subject to all applicable laws of the State of Missouri governing the Library District including but not limited to the following:

- Missouri law prohibits all employers from employing aliens unlawfully present in the United States to perform work within the State of Missouri, including the Project and bidders must comply with the provisions relating thereto in Section 285.530 RSMo, as amended.
- Every transient employer must comply with Sections 285.230 through 285.234 RSMo, as amended, when applicable.
- Pursuant to Sections 34.070 and 34.073, the Library District prefers to purchase those materials, products and supplies which are produced, manufactured, compounded, made or grown, within the State of Missouri when they are found in marketable quantities and are a quality suited to the purpose intended, and can be secured without additional cost over out-of-state products. Quality and fitness of articles will be considered in making purchases or letting contracts. Similarly, in letting contracts for the performance of any job or services, the Library District prefers Missouri firms, corporations or individuals, or firms, corporations or individuals which maintain Missouri offices, when the quality of performance promised is equal and the price quoted is the same or less.

Applicable insurance coverage must be provided by the successful bidder before any work can be started on the Project.

The Library District will make every effort to target and utilize Minority/Women Business Enterprises (MBE/WBE) by using the Missouri Minority/Women Business Enterprise Program Directory as a source of identification of potential bidders. The Library District Policy provides that MBE/WBEs must be certified by the Office of Equal Opportunity (OEO), State of Missouri, and that such entities will be provided an equitable and fair opportunity to submit bids and proposals.

These general requirements, this Invitation to Bid, the Bid and the specifications, drawings, schedules and instructions of the Project shall be incorporated in the contract and/or purchase order signed by the parties should the bidder be awarded a contract under this Invitation for Bid.

## SCOPE OF WORK

The following Scope of Work provides an overview of the terms and conditions being sought by the Library District for the Project:

1. Provide inside and outside window cleaning services to all exterior windows, two times per year, at all twenty-one Library locations.
2. Provide inside and outside window cleaning services to all interior windows at both the Clark Family Branch and The Lynn Beckwith, Jr. Administrative Building two times per year.
3. Service at each Library location shall be completed in no more than two consecutive days.
4. Hours available for the work at each Library location is Monday-Friday, 6:00am – 5:00pm.
5. Selected bidder will coordinate and schedule their work with the Library's Manager of Custodial Services.
6. Provide rates for off-schedule service calls as necessary.

Branch locations are listed in the table on the following page.

Frequency of actual service may fluctuate from that listed in this IFB. Although prices are being requested for certain quantities of work, only work that is actually performed will be compensated.

For reference, a sample three-year contract is included as Exhibit A. This is the form the successful bidder will be asked to execute.

Branch Name	Address	Square Footage
Bridgeton Trails	3455 McKelvey Rd. Bridgeton, MO 63044	16,500
Clark Family	1640 S. Lindbergh Blvd. St. Louis, MO 63131	77,110
Cliff Cave	5430 Telegraph Rd. St. Louis, MO 63129	14,800
Daniel Boone	300 Clarkson Rd. Ellisville, MO 63011	38,100
Eureka Hills	500 Workman Rd. Eureka, MO 63025	15,600
Florissant Valley	195 New Florissant Rd., S. Florissant, MO 63031	34,500
Grand Glaize	1010 Meramec Station Rd. Manchester, MO 63021	26,600
Grant's View	9700 Musick Rd. St. Louis, MO 63123	35,300
Jamestown Bluffs	4153 N. Highway 67 Florissant, MO 63034	14,500
Lewis & Clark	9909 Lewis-Clark Blvd. St. Louis, MO 63136	20,000
Lynn Beckwith, Jr. Administrative Bldg	1412 S. Spoede Road St. Louis, MO 63131	75,000
Meramec Valley	1501 San Simeon Way St. Louis, MO 63026	19,000
Mid-County	7821 Maryland Ave. St. Louis, MO 63105	16,000
Natural Bridge	7606 Natural Bridge Rd. St. Louis, MO 63121	13,100
Oak Bend	842 S. Holmes Ave. St. Louis, MO 63122	15,100
Parkview	8400 Delport Dr. St. Louis, MO 63114	15,200
Prairie Commons	915 Utz Ln. Hazelwood, MO 63042	14,600
Rock Road	10267 St. Charles Rock Rd. St. Ann, MO 63074	19,700
Samuel Sachs	16400 Burkhardt Pl. Chesterfield, MO 63017	14,300
Thornhill	12863 Willowyck Dr. St. Louis, MO 63146	19,500
Weber Road	4444 Weber Rd. St. Louis, MO 63123	14,900

## BID REQUIREMENTS

1. The Bid must arrive no later than 1:30 P.M. C.T. on November 20, 2024. No Bid will be accepted after this time and any Bid arriving after this time will be returned unopened.
2. The Bid shall be addressed as follows and delivered to the following address:

Kelli Reeves, Manager, Facilities  
St. Louis County Library District  
1412 S. Spoeede Road  
St. Louis, Missouri 63131

3. The Bid shall bear the following legend:

Invitation for Bid  
Window Cleaning

4. Bids must be on eight-and-one-half inch (8 1/2”) by eleven inch (11”) white paper printed on one side. [Sheets containing graphic images may fold out to eleven inches (11”) by seventeen inches (17”).] The Bid must clearly and easily identify the individual or firm and contain the name, address, and a telephone number of its principal spokesperson, which may be released by the Library District as public information as required by applicable law and/or Library District policy. Colored and/or tabbed divider sheets may be used to delineate discrete sections.
5. Each bidder shall submit three complete and bound copies of each Bid and one unbound original, with original signatures, one electronic PDF copy, and one “public/press” copy of the Bid in which the individual or firm should redact any information which it deems confidential or proprietary. **Do not email the PDF copy prior to the bid due date / time.**
6. Any bidder desiring an explanation or interpretation of this Invitation for Bid must request it in writing no later than 2:00 P.M. C.T. on November 13, 2024, and such request shall be emailed only to kreeves@slcl.org. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a bidder concerning a solicitation will be furnished promptly to all other bidders as an amendment of this Invitation for Bid, if that information is necessary in submitting Bids or if the lack of it would be prejudicial to any other prospective bidders.
7. If this Invitation for Bid is amended, then all terms and conditions, which are not modified, remain unchanged. Bidders shall acknowledge receipt of any amendments to this Invitation for Bid by: (i) signing and returning the amendment; and (ii) identifying the amendment number and date in the space provided for this purpose. The Library District must receive the acknowledgement by the time specified for receipt of the Bid.

8. If this Invitation for Bid is amended, the Amendment will be posted on the Library's website at <https://www.slcl.org/bid-opportunities>. Please be sure to check for Amendments prior to submitting a bid.
9. No Bid shall be withdrawn for a period of 90 days subsequent to the opening of the Bid without prior written consent of the Library District.
10. The **COVER LETTER** must indicate that the signer is authorized to bind the bidder contractually and must identify the title or position of the signer. The COVER LETTER shall also contain the following:
  - (i) The name of the bidder, address, telephone number and email address;
  - (ii) A statement that (a) the bidder is willing and able to provide the goods and services required for a successful engagement; (b) the bidder has read and understands the Invitation for Bid; (c) the bidder has visited and examined each Library District Location; and (d) the Bid is made in accordance with the Invitation for Bid and is based upon the materials, products, systems and equipment required by the Invitation for Bid.
  - (iii) The name of the individual within the bidder, who will be the primary contact concerning this engagement;
  - (iv) Copies of all license(s) from applicable governing authority to do business at each Library District Location and certificate of good standing for the State of Missouri, as applicable; and
  - (v) Documentation and sworn affidavit with respect to employees working in connection with the Bid, affirming enrollment in a Federal Work Authorization Program.
11. An unsigned submission shall be rejected.
12. The Library District is not liable for any cost incurred by the bidder prior to issuance of a legally executed contract by the Library District and/or purchase order authorized by the Library District.

## **SELECTION PROCEDURES**

1. Bids shall be opened and Bid responses read at a Zoom meeting available to the public at 1:30 P.M. on November 20, 2024. Please use this link to join the meeting:<https://us04web.zoom.us/j/71125680927?pwd=bpWrQRlq09potaUZB0GExepNgxrz11.1>. The meeting ID is 711 2568 0927. If a passcode is requested, please use pk8Xxs. It is not required that Bidders be present for the bid opening.
2. Bids shall be referred to and reviewed by a Selection Committee composed of individuals selected by the Director.
3. If necessary or desirable, selected firms may be asked to an interview.
4. Bids that fail to adhere to the requirements of this Invitation for Bid may result in the Bid being disqualified as non-responsive.
5. The Bid will be used to measure the lowest and best bid. In determining the best bid, among other factors, the Library District may consider all factors in this Invitation for Bid including, but not limited to, the location of the bidder, MBE/WBE participation/interest in the business, and prior performance.
6. The Selection Committee will make a recommendation to the Director who will make a recommendation to the Board of Trustees.



## AWARD

1. The right is reserved by the Board of Trustees to cancel this Invitation for Bid or to reject any and all Bids and to waive formalities in the best interest of the Library District.
2. The Board of Trustees reserves the right to split awards, make multiple awards and to reject any and all Bids.
3. Subject to the rights reserved by the Library District, an award will be made by the Board of Trustees to the bidder determined to be the lowest and best bid.
4. All bidders will be notified of the Library District's selection as soon as possible.
5. The successful bidder will be issued a Notice of Award. Within five business days, the successful bidder shall provide the following minimum documentation:
  - (a) Proof of the appropriate insurance coverage:
    - (i) Worker's Compensation & Employers Liability—  
Statutory Amount (Mandatory);
    - (ii) Comprehensive Automobile Liability for vehicles used—  
\$1,000,000; and
    - (iii) Comprehensive General Liability—\$2,000,000;
  - (b) Federal Identification Number.
  - (c) Evidence that the bidder is authorized to do business in Missouri and at each Library District Location.

**BID FORM**

Company name and address

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Representative \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Commercial References including phone number (library or similar businesses preferred)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Qualifications**

1. How many years has your organization been in the window cleaning business under your present business name?

2. List projects managed within the last two years for libraries or similar facilities. Include references for each.

Branch Location	Annual Cost for two cleanings (interior/exterior of all exterior windows)	Annual Cost for two cleanings (interior/exterior of all interior windows)
Bridgeton Trails	\$	
Clark Family	\$	\$
Cliff Cave	\$	
Daniel Boone	\$	
Eureka Hills	\$	
Florissant Valley	\$	
Grand Glaize	\$	
Grant's View	\$	
Jamestown Bluffs	\$	
Lewis & Clark	\$	
Lynn Beckwith Admin Bldg	\$	\$
Meramec Valley	\$	
Mid-County	\$	
Natural Bridge	\$	
Oak Bend	\$	
Parkview	\$	
Prairie Commons	\$	
Rock Road	\$	
Samuel Sachs	\$	
Thornhill	\$	
Weber Road	\$	
<i>Total Annual Cost</i>		

Hourly rate for unscheduled service calls = \$\_\_\_\_\_

**End of Bid Form**

**Exhibit A**  
**(Sample Contract)**

**ST. LOUIS COUNTY LIBRARY DISTRICT**  
**SERVICES CONTRACT**

This SERVICES CONTRACT (“Contract”) is made and entered into as of the **[date]**, by and between the ST. LOUIS COUNTY LIBRARY DISTRICT (“Library District”) and COMPANY (“Contractor”).

**WITNESSETH:**

WHEREAS, the Library District issued an Invitation for Bid (IFB) for services at all twenty locations of the Library District including the following: Bridgeton Trails, Clark Family, Cliff Cave, Daniel Boone, Eureka Hills, Florissant Valley, Grand Glaize, Grant's View, Jamestown Bluffs, Lewis & Clark, The Lynn Beckwith Jr. Administrative Building, Meramec Valley, Mid-County, Natural Bridge, Oak Bend, Parkview, Prairie Commons, Rock Road, Samuel C. Sachs, Thornhill, and Weber Road (each a “Library District Location” and collectively the “Library District Locations”) (“Project”), a copy of which is attached hereto as Exhibit A, and made a part hereof (“IFB”);

WHEREAS, specifications of the IFB cover a scope of work for all Library District branches described in the IFB (collectively the “Library District Locations”);

WHEREAS, the Board of Trustees of the Library District awarded the contract to Contractor pursuant to Contractor’s Proposal for Services, a copy of which is attached hereto as Exhibit B, and made a part hereof (“Proposal”); and

WHEREAS, the Library District and Contractor desire to enter into this Contract setting forth the terms by which Contractor will perform Project services described herein on behalf of the Library District at the Library District Locations, subject to the terms and conditions set forth in this Contract;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

1. Scope of Work. Pursuant to this Contract, Contractor shall perform the scope of work (collectively the “Contractor Services”) described in the IFB and the Proposal. Contractor shall perform the Contractor Services and all duties incidental or necessary thereto diligently and completely, consistent with the professional skill and care ordinarily exercised by members of the profession practicing under the same or similar circumstances, and as expeditiously as is consistent with such professional skill and care. All Contractor Services shall be coordinated with the Library District’s Coordinator.

2. Term. This Contract shall commence on **[date]** and terminate **[three years hence]**, unless sooner terminated as provided in this Contract. The parties recognize that during the term of this contract some branches will be temporarily closed for renovation and that no services will be required during those times. A Preliminary schedule of closings is attached as Exhibit C. This schedule is tentative and subject to change.

3. Fiscal Funding. Notwithstanding any provision herein to the contrary, the term of this Contract is subject to and conditioned on, the appropriation, availability and budgeting of sufficient funds by Library District. For any fiscal year of Library District during the term hereof, in the event that sufficient funds are not available to Library District, are not able to be appropriated by Library District or cannot be budgeted by Library District for the services hereunder, Library District shall have the right to terminate this Contract upon thirty (30) days prior written notice to Contractor.

4. Payment. As consideration for the Contractor Services, the Library District shall pay Contractor fees at the rates set forth in Exhibit B, no later than thirty (30) days after receipt of Contractor's invoice.

5. Contractor Insurance. Copies of Contractor's certificates of insurance showing coverage during the term of this Contract as required in the IFB are attached on Exhibit D, and made a part hereof. The Library District shall be named as an additional insured on all of Contractor's insurance policies required herein, to the extent of Contractor's liability. By execution and performance of this Contract, the Library District does not intend to, nor shall it be deemed to have waived or relinquished any immunity or defense on behalf of the Library District, and the Library District's board members, officers, directors, servants, employees, agents, successors or assigns. All insurance policies of or on behalf of the Library District required in this Contract shall contain the following language: "This insurance policy does not apply to any claim or suit which is barred by the doctrines of sovereign immunity or official immunity but we will have the right and duty to defend any suit. No provision of this endorsement or of the policy, to which it is attached, shall constitute a waiver of our right, or the right of any of our employees in the course of their official duties, or the right of any insured, to assert a defense based on the doctrines of sovereign immunity or official immunity for any monetary amount whatsoever."

6. Independent Contractor. Contractor shall perform all Contractor Services as an independent contractor and not as an employee of the Library District. The Library District shall not assume any liability for the direct payment of any salary, wage, workers compensation, income tax withholding, or any other type of compensation to Contractor for the Contractor Services. Contractor shall obtain as necessary and pay for all permits, fees, licenses and taxes applicable to Contractor and the Contractor Services at the Library District Locations.

7. Compliance with Laws. In performing the Contractor Services, Contractor shall comply with all federal, state, county and local laws, ordinances, statutes, codes, rules, and regulations, zoning, building requirements and orders pertaining and

applicable to the Library District Locations, Contractor and/or the Library District, all general requirements and other bidding requirements contained in the IFB, and all policies and procedures of the Library District applicable to Contractor and the Library District Locations.

8. Indemnity. Contractor shall and hereby does indemnify, defend and hold the Library District and the Library District's board members, officers, directors, servants, employees, agents, successors or assigns harmless from and against any and all actions claims, demands, damages, losses, liabilities and expenses (including, without limitation, reasonable attorneys' fees and expenses) asserted against, imposed upon or incurred by the Library District to the extent caused by the negligence (active or passive) of Contractor in the performance of this Contract.

9. Breach and Termination. Contractor shall be in breach of this Contract at any time for failure to perform any of the terms, covenants, conditions or agreements of Contractor in this Contract for 10 days after written notice from the Library District and upon the occurrence of a breach by Contractor, the Library District may, at its option: (a) by written notice to Contractor, terminate this Contract; or (b) pursue any other right or remedy available at law or in equity. Notwithstanding any other provision of this Contract, the Library District may terminate this Contract for any reason by providing at least 30 days prior written notice to Contractor. Upon any termination hereunder Contractor shall be paid only those portions of the fees for Contractor Services which have been completed to the reasonable satisfaction of the Library District. Contractor may terminate this Contract for failure to receive timely payment if (1) Contractor has provided written notice to the Library District of such failure, and (2) the Library District has failed to pay Contractor within thirty (30) days of Contractor sending such written notice. Contractor may also terminate this Contract for any reason by providing at least 90 days prior written notice to the Library District.

10. No Waiver. No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof.

11. Severability. If any clause or provision of this Contract is illegal, invalid or unenforceable under present or future laws effective during the term of this Contract, then and in that event, it is the intention of the parties hereto that the remainder of this Contract shall not be affected thereby, and it is also the intention of the parties to this Contract that in lieu of each clause or provision of this Contract that is illegal, invalid or unenforceable, there be added as a part of this Contract a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and be legal, valid and enforceable to the extent same can be accomplished without distorting the intent of the parties.

12. Entire Agreement. This Contract and the Exhibits contain the entire understanding between the parties with respect to the subject matter herein. This Contract

shall not be amended, modified or supplemented without the written agreement of the parties.

13. Governing Law, Jurisdiction. This Contract shall be governed, construed and interpreted under Missouri law, and shall be deemed executed and performed in the County of St. Louis, Missouri. Any legal action arising out of, or relating to this Contract shall be governed by the laws of the State of Missouri, and the parties agree to the exclusive exercise of jurisdiction and venue over them by a court of competent jurisdiction located in the County of St. Louis, Missouri, or federal court located in the City of St. Louis, Missouri.

14. Captions. The captions herein are for convenience and identification purposes only, are not an integral part hereof, and are not to be considered in the interpretation of any part hereof.

15. Notices. All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given (a) when delivered if by personal delivery, (b) on the next business day if sent by overnight delivery, or (c) two business days after sent by certified mail or registered mail, return receipt requested, postage prepaid, addressed as follows: (i) to the St. Louis County Library District, 1640 South Lindbergh Blvd, St. Louis Missouri, 63131, Attention Steve Hunter, Assistant Director; (ii) to Contractor, Attention; and (iii) or to such other address as shall be furnished in writing by either party to the other party.

16. No Joint Venture. With respect to the matters set forth in this Contract, the Library District and Contractor are not and shall not be deemed to be, for any purpose, partners or joint venturers with each other.

17. Counterparts. This Contract may be executed in separate counterparts, each of which when so executed shall be an original, but all of such counterparts shall together constitute but one and the same instrument.

18. Assignment. This Contract shall not be assigned or otherwise transferred without the prior written consent of the Library District, in its sole discretion and judgment.

[Signature Page to Follow]

**End of Exhibit A**

**End of Invitation for Bid**