CITY OF Federal Way

Door and Window Specialty Service– Quote Sheet

33325 8th Ave S., Federal Way, WA 98003-6325

Company Name: _____ Signature: _____

Address: _____ City/State/Zip: _____

Telephone: _____ E-mail: _____

PROJECT SUMMARY: The City of Federal Way Parks Department is requesting quotes for *"on call"* general contractor work, who specializes in commercial and residential door systems and window maintenance services:

1. Services shall include but not be limited to the following types of door systems, Commercial door systems, exit devices and trim, knowledge of proxy id secured doors, door openers and closers, latching, mullions, concealed vertical rods, cable devices.
2. Contractor shall perform maintenance and repair services to include but not be limited to, tune up and operation to ensure extended life and seamless operation of door and window systems.
3. Contractor and employees shall be trained and skilled to perform all related services, and have experience with all types of commercial and residential door systems and all work shall be performed per manufacturer's recommendation and/or per direction from Contract Administrator.
4. Contractor provided materials will be marked up at an agreed upon percentage rate above wholesale, per contract. All invoices shall be required to include wholesale cost.
5. City of Federal Way reserves the right to solicit quotes on any door/window and/or general contracting services that may exceed $5,000.
6. This is not a bid for locksmith services.

LOCATIONS: All City of Federal Way facilities within the City limits.

QUOTES: Please submit the following rates which will be the basis for invoicing door/window and/or general contracting services work. Rates should be based upon **prevailing wages**.

Hourly Rate Bid

Standard Hourly Rate ____$_____/hr Min. Rate per Service Call _$_____

Evening/Weekend Hourly Rate ____$_____/hr

Materials charged at _____% mark up above wholesale cost

Emergency Response Time (please check the one your company will commit to under a contract)

_____2-4 hrs _____ 4-6 hrs _ _____ 6-8 hrs _____ 24+ hrs

Same Day Emergency Response Hourly Rate _$_____/hr_____

SELECTION CRITERIA:

Responsiveness to quote – 25% Ability and history to complete this type of contract – 25% Price – 50%

All quotes must be received no later than 2:00 PM, November 15~~December 2nd~~, 2019. Questions may be referred to Autumn Gressett at (253) 835-6914 or autumn.gressett@cityoffederalway.com. All quotes must be received in paper copy and sent to Attn: Dana Almberg, Finance, please include 3 copies with your submission.