

INVITATION TO BID

The City of St Marys solicits sealed bids from **Janitorial/Cleaning Companies** for janitorial services at various facilities in the City. Sealed bids will be received in the office of Amy Peeples in the Finance Department at City Hall, 418 Osborne Street, St. Marys, Georgia 31558, until 2:00 pm, on February 21, 2013 and shall be publicly opened at that time in St. Marys City Hall Council Chamber at 418 Osborne Street, St. Marys Georgia 31558. Bids received after the required time or in any other location will not be accepted. No bid may be withdrawn after the closing time for the receipt of bids for a period of sixty (60) days. Faxed or emailed bids will not be accepted.

Work to be done:

Provide quality cleaning of the City facilities
Furnish products and equipment associated with cleaning and sanitizing

There will be a mandatory walk-through of all service locations.

The bid package may be obtained from Amy Peeples in the City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia 31558. Street address, contact person, phone, email and fax number must be provided to ensure prompt delivery and notification of addenda.

Four (4) copies must be submitted in a sealed envelope/package. Each package shall contain the full name and address of each person/company submitting the bid and **“Invitation to Bid – Janitorial Services”** on the outside of the sealed submittal envelope.

Vendors submitting bid packages certify that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended. Vendors submitting bid packages must provide information to indicate compliance with the Georgia Security and Immigration Compliance Act as stated in O.C.G.A. 13-10-91.

Due to the nature of the areas to be cleaned, all contract service employees must submit to a background check and verification through the City of St. Marys Police Department.

The City has the authority to reject all bids or proposals or any bid or proposal that is nonresponsive or not responsible and to waive technicalities and informalities.

All expenses involved with the preparation and submission of the Invitation to Bid to the City of St. Marys, or any work performed in connection therewith is the responsibility of the vendor(s). Any Responders that contact elected officials or staff directly or indirectly for the purpose of influencing the selection process prior to a contract award shall be immediately disqualified and removed from consideration.

The City of St. Marys does not discriminate on the basis of race, religion, color, sex, national origin, age or disability.