

## INVITATION TO BID

**The City of St Marys** solicits sealed bids from suppliers for the **Janitorial Services Contract** for various facilities in the City. Sealed bids will be received in the office of Amy Peeples, City of St. Marys Finance Department, 418 Osborne Street, St. Marys, Georgia 31558, until 2:00 pm, on February 27, 2018 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 No bid may be withdrawn after the closing time for the receipt of bids for a period of sixty (60) days.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. Bids shall be submitted in a sealed container/envelope with the bidders name and address clearly marked on the front of the package.

### **Scope of Work:**

Janitorial Services for the following locations:

St. Marys City Hall  
Water Department  
City Manager/Mayor/Human Resources (Executive Offices)  
St. Marys Planning, Building & Information Technology Offices  
St. Marys Main Street Office  
Orange Hall Museum Restrooms  
St. Marys Public Library  
St. Marys Senior Citizens Center  
St. Marys Public Works Department  
St. Marys Police Department  
U. S. Coast Guard Building

Site inspection is recommended for each location. These inspections can begin any time after February 8, 2018. To Schedule a site inspection, all interested bidders must contact Amy Peeples at 912-510-4044 before February 23, 2018. Written questions concerning the bid requirement or specifications must be submitted up to and until February 23, 2018 to Amy Peeples at 418 Osborne Street, St. Marys, GA 31558 or via email at [amy.peeples@stmarysga.gov](mailto:amy.peeples@stmarysga.gov).

**One (1) original and two (2) copies of these bid documents must be submitted in a sealed envelope marked “JANITORIAL SERVICES CONTRACT”.** The bid package must be clearly labeled with the following information:

City of St. Marys – Finance Dept.

Attn: Amy Peeples

**JANITORIAL SERVICES CONTRACT**

418 Osborne Street

St. Marys, GA 31558

Bids may be withdrawn by written request only if the request is received prior to the time and date set for the opening bids. Negligence on the part of the bidders in preparing his bid confers no right of withdrawal or modification of his bid after bid has been opened.

The Contractor shall provide the necessary labor, construction equipment, fuel, materials, and etc. required for the successful completion of the project. All Work shall conform to the Project Specifications and all applicable local, state and federal codes and regulations.

Copies of the complete bid package including project specifications may be obtained from Amy Peeples in the City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia, 31558. Copies may also be requested via phone at 912-510-4044 or email at amy.peeples@stmarysga.gov. A street address, contact person, phone and fax number must be provided to ensure prompt delivery and notification of addenda.

All required Contract Documents and proof of meeting the City's Insurance Requirements must be fully completed and executed by the Contractor and his/her Surety, and submitted to the Owner on or before the issuance of Notice to Proceed.

The City of St. Marys will select the bid that, in its sole discretion is the most responsive and responsible to the City. The City is not liable for any cost incurred by vendors in the preparation of this bid.

Unauthorized contact regarding this invitation to bid with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of St. Marys. Vendors should rely only on written statements.

The City of St. Marys, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

The Owner reserves the right to reject any or all bids, to waive informalities and to re-advertise, pursuant to federal and state law.