



CITY OF ELMHURST
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**NOTICE TO BIDDERS AND INVITATION FOR BIDS FOR THE
2019 – 2022 PROVISION OF CUSTODIAL SERVICES
FOR THE CITY OF ELMHURST
DUPAGE COUNTY, ILLINOIS**

RECEIPT OF BIDS

Sealed bids for the provision of custodial services will be received by the City of Elmhurst, DuPage County, Illinois until **10:00 a.m.**, (Central Standard Time) **on Tuesday, June 4, 2019**. Thereafter, or soon thereafter as practicable, all bids received will be publicly opened and the bid prices read aloud. Sealed envelopes or packages containing bids shall be addressed to the Office of the City Clerk, Elmhurst City Hall, 209 N. York Street, Elmhurst, Illinois 60126, and shall be marked **“Sealed Bid – Provision of Custodial Services 2019 – 2021 for the City of Elmhurst.”**

PRE-BID MEETING

All contractors intending to submit a bid are requested to attend the Pre-Bid Meeting. The Pre-Bid Meeting will be held on **Wednesday, May 29, 2019, at 10:00 a.m.** in Conference Room 2 at Elmhurst City Hall, 209 N. York Street, Elmhurst, Illinois.

CONTRACT DOCUMENTS

This work shall be performed in accordance with the contract documents, copies of which are on file for review, and available at the Elmhurst Department of Public Works, 209 N. York Street, Elmhurst, Illinois 60126 for a non-refundable cost of \$5.00 per set of bidding documents (plus \$5.00 mailing charge if required). All proposals must be submitted on the forms provided and in compliance with the Instructions to Bidders. Submission of a bid shall be conclusive assurance and warranty that the bidder has examined the plans, the site of the work and the local conditions affecting the contract and understands all of the requirements for performance of the work. The bidder will be responsible for all errors in its proposal resulting from failure or neglect to conduct an in-depth examination. The City of Elmhurst will in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder. The bidder shall not take advantage of any errors or omission in the plans or proposal.

BID SECURITY

Each bid shall be accompanied by a proposal guaranty in the form of a bid bond, executed by a corporate surety company, a bank cashier's check or a certified check payable to the City of Elmhurst for not less than five percent (5%) of the amount bid.

The proposal guaranty checks of all, except the two lowest responsible bidders, will be returned after the proposals have been checked and tabulated. The proposal guaranty checks of the two lowest responsible bidders will be returned after the contract and the contract bond of the successful bidder have been properly executed and approved. Bid bonds will not be returned.

RIGHT TO REJECT BIDS

The City of Elmhurst reserves the right to waive technicalities and to reject any and all proposals for any reason deemed in the best interest of the City of Elmhurst.

AWARD OF CONTRACT

Unless all bids are rejected, the contract award will be made to the lowest responsive responsible bidder. In determining who the lowest responsive responsible bidder is, the City of Elmhurst will consider all factors which it, in its discretion, deems relevant in determining who the lowest responsive responsible bidder is. Bidders who are awarded a contract shall be required to provide a Performance Bond in the total amount of the contract sum upon execution of the contract.

Dated: This 24th day of May, 2019.

CITY OF ELMHURST

Steven M. Morley, Mayor Patty Spencer, City Clerk