



## INVITATION FOR BIDS

### **Janitorial Services for Town of Windsor Facilities**

Public notice is hereby given that the Town of Windsor, California will be receiving sealed bids for the **TOWN OF WINDSOR JANITORIAL SERVICES CONTRACT** at the office of the Town Clerk, Building 400, Windsor Civic Center, 9291 Old Redwood Highway, P.O. Box 100, Windsor, CA 95492-0100, on or before **11:00 a.m. on December 14, 2022**. Bids will be publicly opened, examined and declared on said day and hour. Bids shall be endorsed on the outside of the sealed containers as follows:

### **JANITORIAL SERVICES FOR TOWN OF WINDSOR FACILITIES**

By \_\_\_\_\_  
Bidder

Each bid shall conform and be responsive to this invitation and all other documents comprising the Contract Documents. Electronic copies of the Contract Documents are available at no charge beginning at 10:00am on Friday November 11, 2022, on the Town of Windsor website ([www.townofwindsor.com](http://www.townofwindsor.com)). Bidders will need to complete a short informational form in order to gain access to the Contract Documents.

Questions regarding this bid can be addressed to Olivia Lemen, Parks and Facilities Manager, at 707-838-5383 or [olemen@townofwindsor.com](mailto:olemen@townofwindsor.com). **The last day for questions is December 7, 2022.**

General Work Description: Provide janitorial services to the following Town of Windsor facilities: Windsor Community Center, Windsor Senior Center, Bluebird Center, Windsor Civic Center Buildings 200, 300 & 400, and Public Works/Corporation Yard Buildings 100, 300, 1500 & 2500. The successful bidder will be required to provide quality service with minimum service call backs. All services shall be performed in accordance with the terms, conditions and specifications of this Invitation for Bid. **Award resulting from this IFB will be a firm fixed price contract for the initial contract term of 15 months, April 1, 2023, thru June 30, 2024, with four (4) one-year (12 months) renewal options. A contract price increase of 3% per year will be considered for renewal options.**

A **mandatory pre-bid facilities site tour** is scheduled for **9:00 a.m. on Friday, December 2, 2022**, in the Council Chambers, Windsor Civic Center, 9291 Old Redwood Highway, Bldg. 400, Windsor CA. Attendance at the site tour is mandatory for all companies submitting bids so that any ambiguities or misconceptions regarding this bid may be avoided.

The successful bidder shall furnish and maintain through the duration of the contract, a janitorial service dishonesty bond in the amount of \$50,000.

In order to receive full consideration, bids must fully follow all specifications in this Invitation for Bids, and the Special and General Provisions.

The Town of Windsor Town Council reserves the right to reject any or all bids and to determine which proposal is the lowest bid of a responsible bidder. The Town Council also reserves the right to waive any informality not material to the cost of performance or in the said proposals or bids.

Bids are required for the entire work described herein. This contract is subject to State contract non-discrimination and compliance requirements pursuant to Government Code, Section 12990. No bidder may withdraw his/her bid for a period of sixty (60) days after the date set for the opening of bids.

DATED: November 10, 2022

TOWN OF WINDSOR

State of California

By the order of the Acting Parks and Recreation Director

As Advertised in the *Press Democrat* on *November 13 and November 20*

END INVITATION FOR BIDS