



## NOTICE TO BIDDERS

### General Notice

Pursuant to Article XV Sections 73-75 of the Delaware Charter, sealed bids will be received by the City of Delaware, Ohio at the Public Works Department, 440 East William Street, Delaware, Ohio, 43015 through the Bidding Website until **Wednesday, September 16, 2020 at 11:00 a.m.** and opened immediately thereafter, for the following:

<u>CONTRACT</u>	<u>ESTIMATE OF COST</u>
<b>Project Name:</b> 2021 City of Delaware Custodial Services <b>Bid No.:</b> 12-20	<b>Base Bid:</b> None

In accordance with the plans and specifications prepared by and/or for the City of Delaware and on file at the Public Works Department, the Project includes the following Work:

This project consists of cleaning public facilities at four locations within the City from January 1, 2021 –December 31, 2021. The agreement may be extended for a total of two (2) additional one (1) year periods following the first year, upon written agreement of both the City and Vendor.

### Obtaining the Bidding Documents

The Issuing Office for the Bidding Documents is the City of Delaware Public Works Department, 440 E. William St. Delaware, OH 43015. The Issuing Office will only provide copies of the Bidding Documents to prospective Bidders electronically using the Bidding Website “Bid Express” at <https://www.bidexpress.com>

Bids will be received by the City of Delaware electronically through the Bidding Website, only. All Bidders must register as a plan holder through the Bidding Website. As such, Bidders must register for an account through the Bidding Website, which requires the creation of a digital ID used to digitally sign Bids. It can take up to seven (7) business days for the Bidding Website to process a digital ID and it is highly recommended that a digital ID be enabled 48 hours in advance of submitting a Bid, so plan accordingly. All official notifications, addenda, and other Bidding Documents will be offered only through the designated Bidding Website. Neither Owner nor Engineer will be responsible for Bidding Documents, including addenda, if any, obtained from sources other than the designated Bidding Website.

Each Bid must be accompanied by a Bid Guaranty meeting the requirements 153.54 to 153.57 of the Ohio Revised Code and as required by the Bidding Documents.

### Pre-bid Conference

A non-mandatory pre-bid conference for the Project will be held on **Wednesday, September 9, 2020 at 10:00 a.m.** through the Webex online platform. The teleconference will include a video and audio component. The video component will include screen sharing by the City project representative. All participants should log in and register to the Webex meeting using the following information. Participants can choose to utilize audio through their computer or by dialing in to the conference call through their telephone. Instructions and prompts should be followed through the following URL link at the time of the meeting. Participants will be able to join up to 15 minutes

before the scheduled time. For their convenience, registered plan holders will receive an email invitation to the meeting which will include the Webex teleconference information.

- Date & Time: Wednesday, September 9, 2020, 10:00 a.m.
- Webex URL to join meeting:  
<https://delawareohio.webex.com/delawareohio/j.php?MTID=mc2578d00a51d70379b1e56db2b421404>
- Meeting Number (access code): 172 057 4312
- Meeting Password: Clean\_21
- Join Audio By Phone: 1-415-655-0003

Prospective Bidders may address inquiries to Charles Dukes at (740) 203-1804, [cdukes@delawareohio.net](mailto:cdukes@delawareohio.net), or through the Bidding Website. All inquiries must be submitted no later than Thursday, September 10, 2020 at 4:00 p.m. local time.

No Bidder may withdraw his/her Bid within sixty (60) days after the actual date of the opening thereof. The City of Delaware reserves the right to reject any or all Bids, to waive any informality and to award the Bid or Bids to the lowest responsive and responsible Bidder as deemed to be in the best interest of the City, as determined by the City Manager.

**This Notice to Bidders posted on the City's Website and the Bidding Website is issued by:**

Owner: City of Delaware

By: R. Thomas Homan

Title: City Manager

Date: Wednesday, August 26, 2020