



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, Parks and Recreation Department, 500 Lincoln Ave. Delaware, Ohio, 43015 until September 7, 2023, at 10:00 a.m. local time through the Bidding Website and opened immediately thereafter, for the following:

<u>CONTRACT</u>	<u>ESTIMATE OF COST</u>
Project Name: 2024 City of Delaware Custodial Services	Base Bid: None
Bid No.: 13-23 2024 City of Delaware Custodial Services	

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

This project consists of cleaning public facilities at five locations within the City from January 1, 2024-December 31, 2024. 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 Parks and Recreation Department, 500 E. Lincoln Ave. 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 meeting for the Project will be held on Monday, August 28, 2023 at 10:00 a.m. starting at Public Works 440 East William Street Delaware, Oh 43015. The meeting will continue to the other buildings being cleaned.

Prospective Bidders may address inquiries to Ryan Fought through the Bidding Website. All inquiries must be submitted no later than Friday September 1, 2023, at 3:00p.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: Thursday, August 3, 2023