

City of Rehoboth Beach

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City Manager

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## ADVERTISEMENT FOR BIDS

The City of Rehoboth Beach is seeking bids from qualified individuals to secure a two-year contract for cleaning services for its Municipal Complex including City Hall, Police Department, Parking Department and the Communications Department.

The successful bidder will be obligated to provide all necessary equipment. Cleaning supplies and paper products will be furnished by the City. Cleaning services will be provided on regular business days, excluding holidays unless prior permission is granted, at times established by the City Manager and will include the following daily: dusting, vacuuming, trash and recycling disposal, sweeping and/or mopping, restroom cleaning and sterilization. Window cleaning shall be as directed. All services shall be conducted in an unobtrusive manner by individuals who are licensed and bonded, with proof of same included in the bid submittal. Subcontracting will not be permitted unless agreed upon by the City Manager. Interested parties should include a cleaning schedule which indicates the daily hours of the variant cleaning processes, and should include a cost breakdown as follows:

Monthly cost of cleaning the municipal complex

Annual cost of cleaning the municipal complex

A pre-bid conference and site visit will be held on **Thursday, July 13, 2017 at 2:00 p.m.** at the temporary office trailer of City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE, 19971 (enter from Lake Avenue and Third Street). Handouts will be provided at the pre-bid conference to denote the service frequency and extent of service at each facility. Following the conference, interested parties will be given a tour of the facilities to gain an understanding of the requirements.

Bids are to be submitted in a sealed envelope containing the words "Cleaning Services Bid" on the outside envelope. Sealed bids will be accepted at the City of Rehoboth Beach City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE 19971 until **2:00 p.m. on Thursday, July 27, 2017**. Bids will be opened publicly at City Hall, on July 27, 2017 at 2:01 p.m.

The successful bidder should be prepared to begin providing these services effective October 1, 2017. The City of Rehoboth Beach reserves the right to reject any and/or all proposals.

For further information, please contact: Sharon Lynn, City Manager, at 302-227-4641.