

**TOWN OF BAY HARBOR ISLANDS, FLORIDA ADVERTISEMENT FOR BIDS
BHI-198 CUSTODIAL SERVICES FOR PUBLIC BUILDINGS 2019**

The Town of Bay Harbor Islands is seeking a qualified contractor(s) to provide custodial services for public buildings. Sealed bids will be received at the Office of the Town Clerk, Bay Harbor Islands until **3:00 P.M. (EST) on Friday, February 15, 2019**, at which time bids will be publicly opened and read aloud.

The nature and scope of this project are as follows:

Furnish all labor, materials, accessories, equipment, tools, transportation, services, technical competence, and supervision necessary to provide custodial services at the following facilities;

Town Hall; 1st floor administrative offices, 2nd-floor building department offices, staff kitchen/breakroom, Town Council Chambers, 1st and 2nd-floor interior restrooms, outside access public restrooms, 1st and 2nd-floor outdoor elevator lobbies and stairway, elevator cab interiors and outside elevator cladding on each level; Annex (inclusive of; public works administrative offices, human resources office, accounting office, finance director's office, IT offices, field staff kitchen/break room, restroom, locker room, showers and shower area). **Services to occur Monday through Friday of each week, excluding Town-recognized holidays.**

Police Department; Secured administrative offices, jail cell, telecommunications center, roll call room, kitchen/break room, locker areas, and restrooms. **Services to occur seven days per week, including Town-recognized holidays.**

A **Mandatory** Pre-Bid Meeting will be held on **Monday, February 4, 2019, at 10:00 AM** at the Bay Harbor Islands Town Hall, 9665 Bay Harbor Terrace, Bay Harbor Islands, Florida 33154. **Failure to attend this meeting shall disqualify any bidder.**

The Invitation for Bids will be received and opened at:

**Office of the Town Clerk
Bay Harbor Islands Town Hall
9665 Bay Harbor Terrace
Bay Harbor Islands, FL 33154**

Submittals must be received at the above address no later than 3:00 P.M. (EST) on Friday, February 15, 2019, and clearly marked on the outside of the envelope "BID #BHI-198: CUSTODIAL SERVICES FOR PUBLIC BUILDINGS 2019." Late Submittals will not be accepted and shall be returned unopened.

Contract Bid Documents are open to public inspection during office hours at the Office of the Town Clerk, Town of Bay Harbor Islands, 9665 Bay Harbor Terrace, Bay Harbor Islands, FL 33154, and **may also be obtained from the Town's website: www.bayharborislands-fl.gov.**

The Town of Bay Harbor Islands reserves the right to request clarification of information submitted and to request additional information. The Town also reserves the right to reject any and all proposals with or without cause and to waive any or all irregularities with regards to the specifications.

Town of Bay Harbor Islands, Florida
Marlene Siegel, Town Clerk