

## 1. Notice Inviting Bids

### **FURNISH LABOR AND MATERIALS FOR JANITORIAL SERVICES**

**DEPARTMENT: PUBLIC WORKS DEPARTMENT, BSFMD**

## 1. Delivery Instructions

Bids will be received electronically through Planet Bids ([www.planetbids.com](http://www.planetbids.com)). A bid received after the time set for the bid opening shall not be considered. Bidders are required to submit (upload) all items listed in the BIDDER'S CHECKLIST including acknowledgement of all addendums. Bids will be received prior to **3:00 pm Wednesday, November 30, 2022**, and will be opened online at that time.

Copies of the Specifications may be obtained by mail or in person from the Purchasing Division, 100 N. Garfield Ave., Room S-348, Pasadena, CA 91109, Telephone No. (626) 744-6755.

Refer to the Specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

## 2. Mandatory Pre-bid Conference

A **mandatory pre-bid conference** will be held at which time each bidder will have the opportunity to clarify and ask questions regarding the Specifications. The pre-bid conference will be held at **11:00 am Wednesday, November 16, 2022** in the **City Hall 100 N. Garfield Avenue - Follow Directional Signage Posted in Rotunda, accessible from Garfield Avenue Pasadena, CA 91101**.

## 3. Bid Security

Electronic Bid bond is required. Bidders must submit all required information for the city to verify the bond with their bid (as a PDF file). The bond must meet the following requirements and characteristics: A bid security in the amount of five percent (5%) of the total bid price in the form of a redeemable or callable electronic surety bond, meeting City requirements, must accompany all bids.

## 4. Required Licenses

Bidders must possess and provide the following licenses or certifications to be deemed qualified to perform the work specified:

Vendor shall hold a current ISSA Cleaning Industry Management Standard-Green Building (CIMS-GB), verified by ISSA or an official dated CIMS-GB Certificate. Contractor to submit documentation upon City's request after bid submission.

## 5. Performance Bonds, and Labor & Materials Bonds

Performance Bonds Required: 100%

Labor & Materials Bonds Required: 50%

## 6. Release Date:

**Release Dated: Thursday, November 10, 2022**

MIGUEL MÁRQUEZ  
City Manager