

## CITY OF PASADENA

### Notice Inviting Bids

For

### Janitorial Services

Notice is hereby given that the City of Pasadena is calling for sealed bids for the Public Health Department and will receive sealed bids prior to 12:00 pm, Friday, December 8, 2023 and will electronically unseal and make them available online (<https://procurement.opengov.com/portal/pasadena>) for this solicitation named "Janitorial Services" Project ID: 2023-IFB-LM-878.

#### 1.1. Summary

The City of Pasadena Public Health Department (PPHD) seeks bids from qualified agencies for janitorial services at its satellite location, located at Bethel Missionary Baptist Church in Northwest Pasadena. Qualified bidders will be able to provide cleaning services for 11 office spaces, 2 common areas, 2 storage areas, 4 restroom facilities, and 1 kitchen, for a total of approximately 3,200 square feet.

#### 1.2. Delivery Instructions

Bids will be received via the City's [eProcurement Portal](https://procurement.opengov.com/portal/pasadena) (<https://procurement.opengov.com/portal/pasadena>). 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 [Submittals/Checklist](#). Bids will be received prior to 12:00 pm on Friday, December 8, 2023 and will be opened online at that time.

Copies of the Specifications and all required forms may be obtained for this solicitation online: <https://procurement.opengov.com/portal/pasadena/projects/66550>

Addenda shall be acknowledged via the City's [eProcurement Portal](#). 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.

#### 1.3. Pre-bid Conference

See the Timeline in the section named "[Instructions to Bidders](#)." If there is a Mandatory pre-bid meeting, bidders are required to attend at the time, date, and location included in the Timeline ([#Instructions to Bidders](#)) of this solicitation. If there is a Non-Mandatory pre-bid meeting, bidders not required to attend.

Each prospective bidder will have the opportunity to clarify and ask questions regarding these Specifications. The Pre-bid Meeting will be held at the time, date, and location in the Timeline of this solicitation.

#### 1.4. Deadline for Questions

The deadline to submit questions related to this solicitation is Thursday, November 30, 2023, prior to 5:00 pm.

Questions regarding this solicitation should be submitted directly through the City's [eProcurement Portal](#) Q&A function. Do not contact any other City employee or official regarding this solicitation. Any questions submitted after the date and time specified may not be considered.

#### 1.5. Release Date

Release Dated: Thursday, November 23, 2023

MIGUEL MÁRQUEZ  
City Manager