



**CITY OF PATASKALA, OHIO
MUNICIPAL FACILITIES MAINTENANCE & CLEANING SERVICE
REQUEST FOR PROPOSALS (RFP)**

The City of Pataskala, Ohio by the City Finance Director or designee, at the Pataskala City Hall, 621 West Broad Street, Suite 2F, Pataskala, Ohio 43062, will receive sealed proposals for the **MUNICIPAL FACILITIES MAINTENANCE AND CLEANING SERVICE CONTRACT** until 10:30 am on Friday, May 24, 2019. At that time, the Finance Director (or his designee) will open and read aloud all bids.

The City of Pataskala may choose to not award the bid for up to sixty (60) days after the bid opening. The City will consider all bids valid until 60 days after the opening date, despite not being accepted or rejected by the City. The work for which bids are invited consists of the furnishing of all labor, materials, and equipment required for **MUNICIPAL FACILITIES MAINTENANCE AND CLEANING SERVICE CONTRACT**.

Copies of the Contract Documents are on file in the Finance department offices, 621 West Broad Street, Suite 2F, Pataskala, Ohio 43062 where they are available for inspection by prospective bidders. Bidders may obtain electronic copies of the Contract Documents from the above office upon request.

Each bid shall contain the full name and address of each person or company interested in the same and shall be accompanied by either: (1) a combined Bid/Performance bond in accordance with division (B) of Ohio Revised Code Section 153.54 for the full amount of the bid; or (2) a certified check, cashier's check, or irrevocable letter of credit pursuant to Chapter 1305 of the Ohio Revised Code, in accordance with division (C) of Ohio Revised Code section 153.54, made payable to The City of Pataskala and conditioned that if the bid is accepted, a contract will be entered into within ten (10) days after notification of bid acceptance. Any bidders submitting a bid guaranty other than the combined Bid/Performance bond will be required, at the time of executing the contract, to provide the Performance bond required under Ohio Revised Code section 153.54(C).

The City reserves the right to award the purchase services for individual buildings under this Invitation to Bid to any combination of separate bids or bidders. Bidders should present questions concerning the bid process and procedures at least ten (10) calendar days before the bid opening and directed to: B.J. King, City Administrator, City of Pataskala, 621 West Broad Street, Suite 2B, Pataskala, Ohio 43062.

Bidders may not contact any other City employee or official concerning this Invitation to Bid. The bidder will be required to state in detail on the proposal its' experience in this class of work. Bids from Contractors inexperienced in the nature of the work to be performed may not be considered. Each bidder shall ensure that it does not discriminate against any employees and applicants for employment based on race, color, religion, sex, or national origin.

The bidder is required to fill out, and where required, execute each of the following Contract documents in their entirety:

- Non-Collusion Affidavit
- Delinquent Personal Property Tax Affidavit
- Bid Form
- Declaration of the Type of Bid Guaranty or Combined Bid Guaranty and Contract Bond
- Detailed Statement of Qualifications, including experience record/references.
- List of Sub-Contractors if applicable.

The City of Pataskala reserves the right to accept or reject any or all bids, to waive any informalities or irregularities in the bidding process and to enter into a contract with the bidder whom, in its opinion, offers the lowest and best bid.

James M. Nicholson
Finance Director