

Douglas County Board of Commissioners
Invitation to Bid
Janitorial Services - Douglas County Courthouse
Solicitation 18-022

October 23, 2018

Notice is hereby given that the Douglas County Board of Commissioners will accept sealed bids for the janitorial services within the Douglas County Courthouse. Bids should be submitted to the Douglas County Purchasing Office located on the third floor of the Douglas County Courthouse - 8700 Hospital Drive, Douglasville, Georgia 30134. Bids shall be due **no later than 2:00 p.m., Friday, November 16, 2018**. Bids shall be evaluated based on the price and the requirements and criteria set forth herein. The contract shall be awarded to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in this invitation for bid.

Bidding documents can be found on the Douglas County website, www.celebratedouglascounty.com, under the Purchasing Department.

A **Pre-bid Conference** will be held in the Purchasing Department conference room at 10:00 am on **Thursday, November 1, 2018** at the Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Ga 30134. A site tour will be conducted immediately following the pre-bid conference.

All **questions** concerning this Invitation to Bid must be submitted in writing, (email is preferred but fax and mail may also be used) to the Purchasing Director no later than **5:00 PM, November 6, 2018**. Phoned questions shall not be accepted. Responses shall be issued no later than **5:00 PM, November 9, 2018**.

Questions regarding this Invitation to Bid are to be delivered to:

Bill Peacock, Purchasing Director
Douglas County Board of Commissioners
8700 Hospital Drive
Douglasville, GA 30134
bpeacock@co.douglas.ga.us, Phone: 770-920-7247 or Fax: 770-920-7219

The Douglas County Board of Commissioners does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of these entities, related to this bid, should be directed to Bill Peacock, Purchasing Director. The written Bid Documents supersede any prior verbal or written communications between the parties.

You are invited to attend or submit your Bid prior to the deadline. Each response should be marked on the envelope with: **“SEALED BID FOR JANITORIAL SERVICES - DOUGLAS COUNTY COURTHOUSE Solicitation 18-022”**. Bids may be mailed or personally delivered to the Purchasing Department.

Douglas County reserves the right to waive any informality, to reject any and all Bids, to evaluate Bids, to accept portions or any Bids and to accept any Bid, which in its opinion may be in the best interest of the County. The County reserves the right to add or to delete from the contract after the contract has been awarded.

No bids may be withdrawn within ninety (90) days after the Bid opening and all Bids shall remain firm during this period.

Ad Dates: 10/23 & 10/25