

# **Borough of Jefferson Hills**

## **Allegheny County, Pennsylvania**

### **Request for Bids for Janitorial Services (Services Contract November 2023 – October 2026)**

#### **Notice to Janitorial Services Contractors**

Sealed bids will be received for Janitorial Services for a three (3) year service contract with a two (2) year option for the cleaning of the two (2) Borough owned buildings located at 925 Old Clairton Road, Jefferson Hills, PA 15025 and the one (1) Borough owned building at 1255 Gill Hall Road, Jefferson Hills, PA 15025. Notice is hereby given that specification and proposal forms are available from 8:00 a.m. to 4:00 p.m., weekdays at the Borough of Jefferson Hills Borough Municipal Building located at 925 Old Clairton Road, Jefferson Hills, PA 15025. The Borough will furnish copies of the bid specifications and forms to prospective bidders upon payment of a fifteen (\$15.00) Dollar fee. Proposals must be submitted on the Official Bid Form. All blank spaces must be completed and no other markings are to be made thereon. All Bids must be signed. Completed Bid Proposals (hard copy) must be received in-person or via mail by the Acting Borough Manager at the Borough of Jefferson Hills Municipal building, 925 Old Clairton Road, Jefferson Hills, PA 15025, by 12:00 p.m., Monday, October 30, 2023. Bids will be opened publicly at the Municipal Building on Monday, October 30, 2023 at 12:00 p.m. A **MANDATORY** Pre-bid Conference is scheduled for Tuesday, October 24, 2023, at 10:00 a.m. in the Borough of Jefferson Hills Building located 925 Old Clairton Road, Jefferson Hills, PA 15025. The Borough Council will consider awarding the bid at their public meeting on Monday, November 13, 2023 at 7:00 p.m. at the Municipal Building. Borough Council explicitly reserves the right to reject any and all bids in whole or in part and waive any formalities. Each bid shall remain firm for a period of ninety (90) days. Bids must be accompanied by a Bid Bond or a Certified Check made payable without conditions, in the name Borough of Jefferson Hills in the amount no less than ten (10%) percent of the first annual contract amount. All bids must be sealed, identified with the name and address of the bidder and clearly marked in the lower left corner of the envelope, Bid for Janitorial Services. Detailed specifications provided hereafter, are and shall be considered a part of the contract. It is the bidder's responsibility to make a complete inspection of the Borough of Jefferson Hills in order to be familiar with all conditions under the bid, and to assure the Borough said contractor will be able to fulfill the contract upon signing.

Michael S. Glister, Acting  
Borough Manager