



**INVITATION TO BID
PROFESSIONAL CLEANING SERVICES
CITY OF LEWES, DELAWARE**

- The City of Lewes is seeking interested bidders for a janitorial provider to provide cleaning services for City buildings.
- Bids will be received by the City of Lewes, Delaware, until **3:00 p.m.** local time, **Tuesday September 6th, 2022** at City Hall at which time they will be opened and read aloud in Council Chambers.
- Performance specifications and the bid form can be downloaded from the city's website: www.ci.lewes.de.us under Bidding opportunities or are available at Lewes City Hall, 114 East Third St. Lewes, DE 19958.
- Bids must be submitted in hard copy as follows:
 - Hard copy bids must be submitted in a sealed envelope addressed to The City of Lewes, P. O. Box 227, Lewes, DE 19958. Each sealed bid envelope must be plainly marked on the outside as "BID FOR PROFESSIONAL CLEANING SERVICES," and the envelope should also bear the name and address of the bidder. If forwarded by mail, the sealed bid envelope must be enclosed in another envelope addressed to the City Manager, Ann Marie Townshend, The City of Lewes, P.O. Box 227, Lewes, DE 19958.
- **A MANDATORY pre-bid meeting will be held at 11:00 a.m.** local time on **Tuesday August 23, 2022** at City Hall Council Chambers, 114 East Third Street, Lewes, DE 19958.
- A Cashiers Check, Certified Check or Bid Bond payable to the City of Lewes must accompany each bid for 5% of the total amount of the bid. As soon as the bid has been awarded, the City of Lewes will return the checks or bonds of all unsuccessful bidders.
- The City of Lewes may waive any informalities or minor defects or reject any and all bids and accept the bid deemed to be in the best interest of the City.