

## **NOTICE OF REQUEST FOR PROPOSALS**

### **FOR THE PROVISION OF CUSTODIAL SERVICES**

#### **RECEIPT OF PROPOSALS**

Proposals for the Provision of Custodial Services will be received by the City of Elmhurst, DuPage County, Illinois, until **10:00 a.m., Local Time, Monday, March 21, 2022.** Sealed envelopes or packages containing two (2) hard copies of proposals shall be addressed to: Office of the City Clerk, Elmhurst City Hall, 209 N. York Street, Elmhurst, IL, 60126, and shall be marked **“Proposal: PROVISION OF CUSTODIAL SERVICES, Project# 22-07.”** There will not be a public opening of proposals. Proposals will be evaluated and results published on the City of Elmhurst website when they are available.

#### **CONTRACT DOCUMENTS**

Printed copies of the Request for Proposal documents, consisting of the requirements and specifications, are on file at the Office of the City Clerk, Elmhurst, Illinois, upon payment of a non-refundable charge of Five Dollars (\$5.00) (plus \$5.00 mailing charge if required) per set of bidding documents. An electronic version of the Request for Proposal documents is available free of charge by contacting the City of Elmhurst via email at: [larry.p@elmhurst.org](mailto:larry.p@elmhurst.org) with the subject, “PROVISION OF CUSTODIAL SERVICES, Project# 22-07”. All proposals must be submitted in hard-copy on the forms provided and in compliance with the Instructions to Proposers. Submission of a proposal shall be conclusive assurance and warranty that the proposer has examined the specifications, the site of the work and the local conditions affecting the contract and understands all of the requirements for performance of the work. The proposer will be responsible for all errors in its proposal resulting from failure or neglect to conduct an in-depth examination. The City of Elmhurst will in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the proposer. The proposer shall not take advantage of any errors or omission in the plans or proposal.

There will be a tour of the facilities starting at 8AM on Monday, March 14, 2022. To register for the tour or to submit questions, contact Larry Paruszkiewicz, Superintendent Facilities Management, at [larry.p@elmhurst.org](mailto:larry.p@elmhurst.org). Questions must be submitted by Wednesday, March 16, 2022 at 12PM.

**RIGHT TO REJECT PROPOSALS**

The City of Elmhurst reserves the right to waive technicalities and to reject any and all proposals for any reason deemed in the best interest of the City of Elmhurst.

**AWARD OF CONTRACT**

Proposals will be evaluated by the City of Elmhurst using the criteria listed in the Request for Proposals and considering all factors which it, in its discretion, deems relevant in determining who best meets the City's requirements and needs. Proposers who are awarded a contract shall be required to provide a Labor and Material Payment Bond and a Performance Bond, each in the total amount of the contract sum upon execution of the contract.

**PAYMENT OF PREVAILING WAGES**

The general prevailing rate of wages in DuPage County for each craft or type of worker or mechanic needed to execute the contract or perform the work, also the general prevailing rate for legal holiday and overtime work, as ascertained by the Illinois Department of Labor, shall be paid for each craft or type of worker needed to execute the contract or to perform the work.

Dated: This 3rd Day of March, 2022

City of Elmhurst

Scott M Levin, Mayor

James A. Grabowski, City Manager