

**CITY OF ROMULUS INVITATION TO BID**  
**ITB 23/24-14 Semiannual Janitorial Services-City Facilities**

The City of Romulus Michigan is requesting proposals from qualified vendors to provide semiannual janitorial services for the following City of Romulus Facilities; Old Court, City Hall, DPW, Police Department, Library, and Senior Center. The successful bidder will be awarded a three (3) year contract, with a City option for up to two additional one-year renewals.

- (1) Qualified individuals and firms wishing to submit a bid must use the forms provided by the City. Official bid forms and specifications may be obtained from the MITN Purchasing Group page of BidNet Direct (<http://www.mitn.info/>). Bids may be rejected unless mad
- (2) Questions must be emailed to [Purchasing@romulusgov.com](mailto:Purchasing@romulusgov.com) and received no later than 12:00 PM Local Time, April 9, 2024.
- (3) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN Purchasing Group page of BidNet Direct. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the bid documents.
- (4) A total of two copies (one marked "Original" and one marked "Copy") of the bid must be submitted together in one sealed package/envelope and returned to the City Clerk's Office no later than 2:00 P.M., **Thursday, 4/11/2024**. Bids should be addressed using the bid package label provided in the solicitation documents or submitted electronically on the MITN Purchasing Group page of BidNet Direct.
- (5) At approximately 3:00 p.m., local time **4/11/2024**, all timely received bids will be publically opened and read.
- (6) The City reserves the right to postpone the opening without notification and also reserves the right to reject all bids and to waive any minor informality or irregularity in bids received and to award the bid in whole or in part. Ultimately, a contract may be awarded to the lowest most responsive and responsible company, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in its own best interest.
- (7) The successful Bidder will be required to submit proof of all bonds and insurance required by the solicitation documents and copies of all required endorsements.
- (8) For additional information contact Gary Harris, City of Romulus, Purchasing Director by calling (734) 955-4568 or by emailing [Purchasing@romulusgov.com](mailto:Purchasing@romulusgov.com).
- (9) The City of Romulus strictly prohibits the reproduction or publishing of any published document or solicitation without the express written consent of the City of Romulus. Unauthorized posting of any notice of these documents or reference to said documents or solicitations is strictly prohibited.

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