

**City of Kennesaw
Request For Proposals**

Notice is hereby given the City of Kennesaw will accept sealed bids for a year-to-year service agreement with a qualified Contractor to provide Janitorial Services for all City of Kennesaw facilities. Bidding documents may be obtained electronically from the City Clerk's Office (Issuing Office) through Lea Addington, City Clerk, at laddington@kennesaw-ga.gov. Only a bid submitted by a bidder on record with the City Clerk's Office as having received bidding documents from the Issuing Office will be opened. Sealed bids as received will be opened and read aloud at 3:00 PM, local time, on September 30, 2020 in the Training Room of Kennesaw City Hall, 2529 J.O. Stephenson Ave, Kennesaw, GA 30144. All mailed or hand delivered bids must be received by the Kennesaw City Clerk's Office, 2529 J.O. Stephenson Ave, Kennesaw, GA 30144, prior to the Bid Opening Date and Time. All bid envelopes must be clearly marked on the outside "Janitorial Services RFP." Bidder retains full responsibility for assuring that bids are received prior to the time stated for bid opening. From the date this Invitation to Bid is issued until a bidder is selected and the selection is announced, there will be no communication for any reason, except during the site visits, between a bidder and any City employee other than the contracting officer listed regarding this bid. The City reserves the right to reject any bid for violation of this provision. No questions other than those submitted in writing will be accepted, and only written responses will be binding upon the City. Site visits will be conducted by appointment through Robbie Balenger, Building and Facilities Manager, from September 21 – September 23, 2020. Questions concerning this bid and/or site visit must be submitted in writing to rbalenger@kennesaw-ga.gov. The City reserves the right to reject or accept any or all proposals and to waive technicalities, informalities and minor irregularities in the proposals received.