

INVITATION TO BID
for
JANITORIAL SERVICES
Requested by the
PORT OF PALM BEACH DISTRICT
RIVIERA BEACH, FLORIDA

1. Sealed bids for Weekend Janitorial Services will be received by the Owner, Port of Palm Beach District until **2:00 p.m.**, local time, on **January 7, 2011** at One East 11th Street, Riviera Beach, Florida 33404, 6th floor. Bids received after this time will be returned unopened. Bids submitted will be opened publicly and read aloud thereafter.
2. The bid consists of supplying Weekend Janitorial Services at the Port of Palm Beach Cruise Terminal and Maritime Office Complex located at One East 11th Street, Riviera Beach, Florida 33404.
3. Bid Documents will be available on **December 21, 2010** at **10:00 a.m.** at One East 11th Street, 6th Floor, Riviera Beach, Florida 33404. Bidders may obtain complete sets of Bidding Documents from the Port of Palm Beach at One East 11th Street, Riviera Beach, 6th Floor. Bidding Documents may be examined at the Port of Palm Beach District, One East 11th Street, Suite 600, Riviera Beach, Florida 33404 (contact Tracy Carey, at 561/383-4191).
4. Bidders will be permitted to withdraw their bids at any time prior to the Bid opening.
5. The Port will not award a Contract to any Bidder who cannot prove to the satisfaction of the Port that they have a minimum of five (5) years of experience in the type of work called for in the Contract Documents and is financially able and organized to successfully carry out the Work covered by the Contract Documents in the required time. Bidder must have a valid contractor's license at time of Bid opening for the Work to be performed, in order for their Bid to be considered. A copy of the Bidder's license, in the name of the Bidder shown on the Bid Proposal Page, must be submitted with the Bid. Should Bidder's license and certification not be current as referenced in this paragraph, the Bid shall be rejected.
6. Sealed Bids shall be addressed to the Port of Palm Beach District and plainly marked "**Janitorial Services**" on the outside of the envelope and may be mailed or hand delivered. The Bidder's name and address shall also be included on the outside of the envelope.
7. The Bidder agrees that the Bid shall be good and may not be withdrawn for a period ending ninety (90) days thereafter, or the execution of the Contract between the successful Bidder and the Port.

8. The Port reserves the right to waive any technicalities/irregularities and/or to reject any and/or all Bids. The Port further reserves the right to award a contract to that Bidder whose submittal best serves the interest of the Port, in the sole discretion of the Port.

9. Bidders may attend a Pre-Bid Conference to be held at One East 11th Street, 6th Floor, Riviera Beach, Florida 33404, on **December 22, 2010 at 2:00 p.m.**

END OF INVITATION TO BID

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