

**VILLAGE OF BROOKFIELD, ILLINOIS**

**NOTICE TO BIDDERS AND INVITATION FOR BIDS FOR CUSTODIAL SERVICES  
FOR THE VILLAGE OF BROOKFIELD, ILLINOIS**

**ISSUED:  
October 21, 2020**

**BIDS DUE:  
11:00 O'CLOCK A.M. CENTRAL DAYLIGHT SAVINGS TIME  
Thursday, November 5, 2020**

**VILLAGE OF BROOKFIELD, ILLINOIS  
8820 BROOKFIELD AVENUE  
BROOKFIELD, ILLINOIS 60513**

**NOTICE TO BIDDERS AND INVITATION FOR BIDS FOR CUSTODIAL SERVICES  
FOR THE VILLAGE OF BROOKFIELD, ILLINOIS**

**RECEIPT OF BIDS**

The Village of Brookfield, Illinois, will receive sealed bids for custodial services to commence January 1, 2021, and ending December 31, 2021, with the option of renewal of the custodial services agreement for each of the subsequent two calendar years subject to an annual review by the Village's Board of Trustees. The sealed bids will be received at the Village Manager's office at the Brookfield Village Hall located at 8820 Brookfield Avenue, Brookfield, Illinois 60513, until 11:00 o'clock a.m. Central Daylight Savings Time on Thursday, November 5, 2020 immediately after which time bids will be opened and publicly read aloud. Any bid unsealed or received after the deadline for submitting bids will not be accepted. Bids must be submitted on the forms provided. Submission of a bid shall be conclusive assurance and warranty that the proposer has examined the proposed work and understands all of the requirements for performance of the work. The proposer will be responsible for all errors in its bid resulting from failure or neglect to conduct an in-depth examination. Sealed envelopes or packages containing a bid shall be addressed to Mr. George Issakoo, Assistant Village Manager and plainly marked "BID FOR CUSTODIAL SERVICES FOR THE VILLAGE OF BROOKFIELD, ILLINOIS" on the outside of the envelope.

**CONTRACT DOCUMENTS**

Specifications and bid forms may be obtained from the Office of the Village Manager at 8820 Brookfield Avenue, Brookfield, Illinois 60513. No bidding documents will be issued after 4:30 P.M. on Thursday, October 29, 2020. Any questions must be made in writing and shall be addressed to Mr. George Issakoo, Assistant Village Manager, 8820 Brookfield Avenue, Brookfield, Illinois 60513 or electronically mailed to the Assistant Village Manager at [gissakoo@brookfieldil.gov](mailto:gissakoo@brookfieldil.gov). The written questions, along with the Village's responses, shall be circulated to all known prospective proposers without identifying the party submitting the questions. The cut-off for receipt of additional questions shall be 2:00 o'clock p.m. Central Daylight Savings Time on Friday, October 30, 2020, in order to facilitate preparation of any addenda. No inquiry received after that time will be given consideration. Replies and/or addenda will be electronically mailed to all known prospective proposers by 4:00 o'clock p.m. Central Daylight Savings Time on Monday November 2, 2020. Receipt of any addenda must be acknowledged in writing as part of the proposer's bid. Bidders shall be responsible for ensuring that they have received any and all addenda. The Village of Brookfield shall not assume responsibility for the receipt by the proposer of any addenda. There is no expressed or implied obligation for the Village of Brookfield to reimburse responding firms for any expenses incurred in preparing a bid in response to this invitation.

**BID SECURITY**

Each bid shall be accompanied by a bid guaranty in the form of a bid bond, executed by a corporate surety company, a bank cashier's check or a certified check payable to the "Village of Brookfield" for not less than five percent (5%) of the amount of the bid. The bid guaranty checks of all, except the two responsive, responsible bidders which the Village determines in its sole discretion to be the bidders with whom the village desires to commence negotiations for a contract, will be returned after the proposals have been checked and tabulated. The bid guaranty checks of the two responsive, responsible bidders will be returned after the contract and the contract bond of the successful bidder have been properly executed and approved. Bid bonds will not be returned.

**RIGHT TO REJECT BIDS**

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

**AWARD OF CONTRACT**

Unless all bids are rejected, the contract award will be made to the lowest responsive, responsible bidder that the Village of Brookfield in its sole discretion determines to be in the best interest of the village. In determining who the lowest responsive, responsible bidder is, the Village of Brookfield will consider all factors that it, in its discretion, deems relevant.

October 21, 2020  
Village of Brookfield  
George Issakoo, Assistant Village Manager

Doug Cooper, Director of Finance