

SECTION I
INVITATION TO BID

Separate sealed Bids for **CONTRACT #P2020-06 JANITORIAL SERVICES** will be received by the Delaware County Regional Water Quality Control Authority (DELCORA), Robert J. Willert, Executive Director, 100 East Fifth Street, P.O. Box 999, Chester, Pennsylvania 19016-0999, until **3:30 P.M. local time** on, **Tuesday, October 13, 2020** at which time all bids will be publicly opened and read aloud.

A mandatory pre-bid meeting will be held at 10:30 A.M. on Friday, October 2, 2020 at the DELCORA Administration Building, 100 E. 5th Street, Chester, PA 19013. All state requirements and DELCORA's Safety Procedures involving COVID-19 regulations will be followed. Masks are mandatory and temperature checks area required.

The Bidding Documents may be obtained starting on **Thursday, September 24, 2020** by submitting an e-mail request and a copy of the mailed check to: bidquestions@delcora.org at the following location: DELCORA, 100 East Fifth Street, Chester, Pennsylvania. A complete electronic copy will be forwarded directly from DELCORA's Procurement Office. The fee for a set of bidding documents is \$10.00. The fee is non-refundable and shall be mailed to DELAWARE COUNTY REGIONAL WATER QUALITY CONTROL AUTHORITY, 100 East Fifth Street, P.O. Box 999, Chester, PA 19013-0999. Bidding Documents may not be obtained from any other source.

ALL BIDDERS SHOULD BE AWARE THAT ALL OF THE TERMS AND CONDITIONS SET OUT IN THE BIDDING DOCUMENTS MUST BE STRICTLY ADHERED TO AND ARE NOT SUBJECT TO NEGOTIATION AFTER THE BID IS AWARDED. ALL QUESTIONS CONCERNING COMPLIANCE WITH THE TERMS AND CONDITIONS MUST BE RAISED PRIOR TO SUBMISSION OF THE BID AND SUBMISSION OF THE BID SHALL CONSTITUTE THE BIDDER'S EXPRESS AGREEMENT TO COMPLY WITH THE TERMS AND CONDITIONS SET OUT IN THE BIDDING DOCUMENTS. ALL BIDS, EXPERIENCE STATEMENTS, BONDS AND INSURANCE CERTIFICATES MUST BE EXECUTED ON THE FORMS, WHICH ARE PROVIDED IN THE BIDDING DOCUMENTS. FAILURE TO COMPLY WITH THESE REQUIREMENTS SHALL BE CAUSE FOR REJECTION AND ANY POTENTIAL BIDDERS THAT ARE NOT PREPARED TO COMPLY WITH THESE REQUIREMENTS SHOULD NOT SUBMIT A BID.

Each Bid must be enclosed in a securely sealed envelope and endorsed "**JANITORIAL SERVICES, CONTRACT #P2020-06,**" addressed to the Delaware County Regional Water Quality Control Authority, 100 East Fifth Street, P.O. Box 999, Chester, Pennsylvania 19016-0999, with the name of the bidder clearly marked on the envelope. All Bids must be accompanied by a Bid Bond or certified check in the amount of 10% of the total bid proposal and made payable to Delaware County Regional Water Quality Control Authority (DELCORA).

Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.

DELCORA hereby reserves the right, which is understood and agreed to by all Bidders, to reject any and all Bids and to waive any omissions, errors, mistakes, defects or irregularities in any Bid. All Bids shall remain open for sixty (60) days after the day of the Bid opening.

All questions concerning Contract **#P2020-06** shall be directed to, **PAMELA CAULK, PROCUREMENT COORDINATOR**, in writing no less than five (5) working days before the Bid opening date.

Executive Director, DELCORA

Robert J. Willert