

INVITATION FOR BIDS (IFB)

Janitorial Services Douglas, WY 82633

PROJECT DESCRIPTION: The Converse County Joint Justice Center Joint Powers Board, (Owner), is seeking the services of a qualified and experienced vendor to provide janitorial services for the new Converse County Joint Justice Center, located in Douglas, WY. Areas for services include the Police and Sheriff's Offices, Communications Center, Fitness Center, conference rooms and all common areas. The Detention Center and Firing Range are not included.

A **mandatory walk-through** of the building for all prospective bidders will be held on **April 20, 2018 at 10:00 a.m. at the Joint Justice Center**, 1201 Mesa Dr., Douglas, WY. No individual site tours will be provided. Attendance will be verified by the Owner at the walk-through.

A two-year contract is preferred by the Owner. Anticipated start date for the commencement of services is May 7, 2018.

The selection process will include providing a **response to the IFB** and a statement of qualifications, sealed in an opaque envelope and **delivered by 3:00 p.m., April 30, 2018** to the Converse County Courthouse, County Clerk's Office, 107 N. 5th St., Suite 114, Douglas, WY 82633-2448. Responses and Statements of Qualifications shall be mailed or hand delivered. Faxed or electronically transmitted documents will not be considered. **Bids** will be **opened on April 30, 2018 at 3:00 p.m.**, or as soon as possible thereafter, in the Commissioners' Chambers of the County Courthouse. Selection of the successful vendor will be determined by the Owner and shall be based on bids, qualifications, references or any combination thereof. Preference will be given to Converse County contractors. Interviews with short-listed prospective vendors may be performed. The **award** of the janitorial contract will be **considered on May 3, 2018 at 9:00 a.m.** in the Commissioners' Chambers of the County Courthouse.

Submitted responses shall constitute acknowledgement of all IFB General Specifications and Schedule of Tasks.

A listing of the General Specifications and Schedule of Tasks required for the IFB response may be obtained at the following address: **ccjc-janitorial** or by contacting the Special Projects Office at holly.richardson@conversecountywy.gov.

The Converse County Joint Justice Center Joint Powers Board reserves the right to reject any and all IFB responses submitted that are not in the best interest of the Owner.

Converse County is an equal opportunity employer. Discrimination on the basis of race, color, sex or gender, sexual orientation, gender identity/expression, national origin, religion, physical or mental disability, age, political affiliation, or genetic information with respect to the terms and conditions of employment, including but not limited to recruitment, selection, hiring, compensation and benefits, and termination is prohibited, except where specific requirements constitute bona fide occupational qualifications necessary to proper and effective job performance.