THE DISTRICT BOARD OF TRUSTEES

OF FLORIDA GATEWAY COLLEGE

WILL RECEIVE BIDS FOR THE FOLLOWING:

**CUSTODIAL SERVICES**

**FLORIDA GATEWAY COLLEGE**

**LAKE CITY, FL**

**FGC BID NUMBER: ITB# CS-2024-01-07**

Date & Time for

Receiving Bids: July 23, 2024 at 3:00 P.M.

Date, Time and Place for

Pre-Bid Conference: All vendors who are interested in bidding on this project are required to attend the Mandatory Pre-Bid Conference to be held at 10:00 A.M. local time on Tuesday, July 2, 2024 at the Administration Building (Bldg. 1) Florida Gateway College, 149 SE College Place, Lake City, FL 32025.

Place for Receiving Bids: Bids will be received electronically via FGC Dropbox with instructions provided in the bid documents.

All bids must be electronically submitted to the FGC Dropbox prior to the specified bid opening date/time. The College will not be responsible for delays that cause a bid to arrive at Florida Gateway College after the designated bid opening date/time. Bids are for “ITB# CS-2024-01-07, Custodial Services”

Scheduled Zoom meeting

Invitation: Topic: ITB# CS-2024-01-07 Custodial Services Bid Opening

Time and Date: July 23, 2024 @ 3:00 PM Eastern Time (US and Canada)

Join Zoom

Meeting: <https://us05web.zoom.us/j/85137666938?pwd=k9wZ6YMJajMy8HnXMXH7tZjjTN1PJx.1> **Meeting Id# 581 3766 6938**

**Passcode: TEV3HJ**

**Bid Documents Available From:**

Kathrine Harris

Director of Procurement and Contracts

Florida Gateway College

149 SE College Place

Lake City, FL 32025

(386) 754-4381

[kathrine.harris@fgc.edu](mailto:kathrine.harris@fgc.edu)

**Project Description:**

Services are expected to include but are not limited to cleaning services such as vacuuming, sweeping, mopping, wiping, dusting, sanitizing, emptying, spraying, moving, polishing, buffing and unloading as well as all other types of custodial services typically rendered in a school setting. These services include removing trash and replacing trash bags, as well as replacing paper products (paper towels, toilet paper, etc.), soap, and cleaning supplies as appropriate. Other cleaning services include all floors of FGC space, including classrooms, offices, gymnasiums, libraries, stairwells, landings, corridors and halls, windows, interior and exterior doors, fixtures, glass, mirrors, shades, desks and other furniture, instructional and non-instructional equipment, restrooms and related lavatory units.

**Right to Waive Irregularities and Technicalities:**

Florida Gateway College reserves the right to waive minor irregularities and/or technicalities associated with this solicitation. The Coordinator of Procurement & Contracts of Florida Gateway College shall be the final authority regarding waivers of irregularities and technicalities.