



**REQUEST FOR PROPOSALS/QUOTES FOR JANITORIAL SERVICE FOR THE
GARRETT CITY HALL
AND THE GARRETT POLICE/FIRE DEPARTMENT**

The Garrett Board of Public Works and Safety hereby Request Proposals/Quotes to Provide Janitorial Service for the Garrett City Hall and the Garrett Police Department. Those proposals shall be submitted in writing and in a sealed envelope marked City Hall Janitorial Proposal/Quotes or words similar to that. The proposals/Quotes are to be submitted to the Garrett Board of Public Works and Safety on or before January 21, 2019 at 8:30am. The proposals/quotes will be opened and read aloud at that meeting and then taken under advisement.

The specifications for the work that needs to be done are available at the office of Marcie Conkle, Clerk-Treasurer located in City Hall at 130 South Randolph Street, Garrett, Indiana 46738. The successful bidder will be required to sign a written Contract with the City of Garrett requiring, among other things, a detailed description of the services that are to be provided, E-verify Certification and proof of insurance in companies and amounts approved by the City.

The successful bidder will be required to carry personal injury and property liability insurance in a combined single limit of at least \$1,000,000.00. The successful bidder will be an Independent Contractor and not an employee.

Any questions shall be directed to Marcie Conkle, Clerk-Treasurer at City Hall 130 South Randolph Street, Garrett, Indiana 46738, phone 260-357-4151.

Marcie Conkle, Clerk-Treasurer
City of Garrett