



INVITATION TO PROPOSER

Janitorial Services City of St. Charles

NOTICE IS HEREBY GIVEN that Request for Proposals (RFP) are invited by the City of St. Charles, Illinois, for specifications for **JANITORIAL SERVICES**.

The City of St. Charles is seeking qualified contractors with experience and interest to present their qualifications and capabilities to provide Janitorial Services for the City of St. Charles, Illinois.

Proposal forms and specifications are available for pick-up at the City of St. Charles, Public Works Facility located at 200 Devereaux Way, St. Charles, IL 60174

Proposals are Due and will be accepted until 2:00 P.M. on Tuesday, May 3, 2016, with the following provisions:

1. Submit Two (2) Complete Copies of RFP/ Qualifications
2. RFP/ Qualifications are to be contained in Sealed Envelopes marked with the RFP Title ("Janitorial Services"), Proposal Due Date and Time.
3. **PROPOSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED!**

Proposal shall be submitted to: **City of St. Charles, Public Works Facility
200 Devereaux Way
St. Charles, Illinois 60174
Attn: AJ Reineking, Public Works Manager**

Offers may not be withdrawn for a period of 90 days after proposal due date without the consent of the City of St. Charles.

Any Proposal submitted unsealed or unsigned, received via fax transmissions, electronically or received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter.

The City of St. Charles reserves the right to reject any and all proposals or parts thereof, to waive any irregularities or informalities in proposal procedures and to award the contract in a manner best serving the interest of the City.

Proposals will not be opened in a public forum.