

GLENDALE UNIFIED SCHOOL DISTRICT
Notice Calling for Requests for Proposals

PROJECT IDENTIFICATION: **Kitchen Hood Cleaning Services**

PROJECT NUMBER: **RFP Number P-66-17/18**

PROPOSALS DUE BY: **July 28, 2017; 11:00 AM**

SUBMIT PROPOSALS TO:

Glendale Unified School District

223 N. Jackson Street, Room 305

Glendale, California 91206

RFP DOCUMENTS AVAILABLE: <http://www.gusd.net/Page/662>

NOTICE IS HEREBY GIVEN that Glendale Unified School District, acting by and through its Board of Education, hereinafter the "District" will receive up to, but not later than the above stated date and time, sealed Proposals for the Contract for the Work generally described as: **RFP #P-66-17/18 – Kitchen Hood Cleaning Services**. All bids shall be made and presented only on the forms presented by the District. Bids shall be received in the office of the Glendale Unified School District, Procurement & Contract Services Department at 223 N Jackson Street, Room 305, Glendale, CA 91206, and there will be no formal bid opening. It is each bidder's sole responsibility to ensure that their proposal is delivered on time and received at the location specified above. Any proposal received after the time specified above or after any extensions due to material changes shall be returned to the bidder unopened.

Bid Proposal Security. Each Bid Proposal shall be accompanied by Bid Security in an amount FIVE HUNDRED DOLLARS (\$500.00). Failure of any Bid Proposal to be accompanied by Bid Security in the form and in the amount required shall render such Bid Proposal to be non-responsive and rejected by the District.

No Withdrawal of Proposals. No Bidder shall withdraw its Proposal for a period of **ninety (90) days** after the award of the Contract by the District's Board of Education. During this time, all Bidders shall guarantee prices quoted in their respective Proposals.

Waiver of Irregularities. The District reserves the right to reject any or all Proposals or to waive any irregularities or informalities in any Proposal or in the bidding.

Award of Contract. The Contract for the Work, if awarded, will be by action of the District's Board of Education to the Bidder that meets the qualifications established by the RFP documents.

Inquiries and Clarifications. The RFP document is for informational purposes and shall not relieve the Bidder of the requirements to fully become familiarized with all the factors affecting the Project and Proposal. The Bidder is advised that all inquiries and clarifications about the RFP documents, specifications, etc., shall be submitted to the District in writing no later than **July 18, 2017, 8:00 AM**. The District will respond at its earliest possible opportunity. Verbal communication by either party with regard to this matter is invalid. Inquiries shall be made in writing to: Gioconda Padilla, Director, Procurement & Contract Services, 223 N. Jackson Street, Room 305, Glendale, CA 91206; or via Email at: gpadilla@gusd.net; or via facsimile at 818.247.8254.

Gioconda Padilla
Director, Procurement & Contract Services
GLENDALE UNIFIED SCHOOL DISTRICT
Los Angeles County, State of California
FOR: The Board of Education