

**LEGAL NOTICE
CITY OF UNIVERSITY HEIGHTS**

Sealed bids will be received by the Clerk of Council for the City of University Heights, at City Hall, 2300 Warrensville Center Road, University Heights, Ohio, 44118, until **12:00 noon on Friday, March 3, 2017** for:

**PROPOSALS TO PROVIDE PROFESSIONAL JANITORIAL SERVICES TO THE CITY OF
UNIVERSITY HEIGHTS**

which will be publicly opened and read immediately thereafter in accordance with specifications prepared by the Service Director on file in the office of the Clerk. Questions should be directed to the Service Director at (216) 932-7800.

The City of University Heights is an equal opportunity employer and Minority Business Enterprises (MBE), Woman Business Enterprises (F/WBE), Disadvantaged Business Enterprises (DBE) and Small Business Enterprises (SBE) are encouraged to participate and bid on City projects.

The City of University Heights supports diversity and inclusion in its procurement awards, and encourages the utilization of Minority Business Enterprises, Female/Woman Business Enterprises, Disadvantaged Business Enterprises and Small Business Enterprises as prime and subcontractors, and the utilization of women and minority workers on construction projects. In the absence of any other definition, such enterprises shall be defined according to applicable County of Cuyahoga, State of Ohio and/or U.S. guidelines, rules, regulations or laws.

Any party awarded a procurement contract under this ordinance shall be required, prior to final payment by the City under said contract, to report to Council in writing, on forms approved by the City, information relating to the actual participation of any Minority Business Enterprise, Female/Woman Business Enterprise, and/or Disadvantaged Business Enterprise in the performance of any work on the procurement project that was the subject of the bid.

Bids are to be submitted on the "bid form" provided in the bidding documents and shall be enclosed in an opaque sealed envelope plainly marked "**JANITORIAL SERVICES BID**" and shall bear the name of the bidder.

EACH BID SHALL BE ACCOMPANIED BY A CASHIER'S CHECK, CERTIFIED CHECK, OR BID BOND IN AN AMOUNT EQUAL TO FIVE PERCENT (5%) PAYABLE TO THE CITY OF UNIVERSITY HEIGHTS, AS A GUARANTEE THAT THE CONTRACT WILL BE ENTERED INTO.

Copies of the bidding documents will be on file for inspection and may be obtained from the Clerk of Council at the City Hall, 2300 Warrensville Center Road, University Heights, Ohio 44118.

Should any bid be rejected such proposal guarantee will be forthwith returned to the bidder and should any bid be accepted such proposal guarantee will be returned to the bidder upon proper execution of the contract.

The City of University Heights reserves the right to reject any and all bids.

Kelly M. Thomas, Clerk of Council
City of University Heights, Ohio

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Call and Post
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