

**INVITATION TO BIDDERS  
JANITORIAL SERVICE CONTRACT**

The City of Greensburg will accept sealed proposals for Janitorial Service for City Hall until 10:00 a.m., Monday, September 14, 2009 at the office of the City Administrator, 416 S. Main Street, Greensburg, PA 15601 to be held by the City Solicitor.

Sealed bids will be opened and read at 10:30 a.m. on September 14, 2009 in the 1st Floor Conference Room, City Hall, 416 S. Main Street, Greensburg, PA 15601 and acted upon by City Council at the regular Council Meeting on Monday, September 14, 2009 at 7:00 p.m. in Council Chambers.

**There will be a general walk-through at City Hall on Thursday, September 3, 2009 beginning at 1:00 p.m. It is recommended that all interested bidders attend the walk-through.**

Bids must remain firm for 60 days and must be on forms provided by the City. Said forms are available at the office of the City Administrator, Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. A bid bond, certified check or cashier's check payable to the City of Greensburg in the amount equal to 10% percent of the bid price must accompany each bid. The successful bidder must furnish a Letter of Credit equal to the amount of 25% of the yearly contract price or a Performance Bond at the time the contract is executed as well as Certificates of Insurance for Workers' Compensation and General Liability naming the City of Greensburg as Additional Insured. The City reserves the right to reject any or all bids or to waive any defect in any bid.

Susan M. Trout  
City Administrator

Timothy J. McCormick  
City Solicitor