

**INVITATION FOR BID
CLEANING SERVICE
PALATKA HOUSING AUTHORITY**

The PHA plans to issue an IFB on **April 14, 2021** for Cleaning Services. Sealed bids will be accepted by the Palatka Housing Authority (PHA), located at 400 N. 15th St., Palatka, FL 32177 until **10:00 a.m. Wednesday, April 14, 2021** at which time all bids will be publicly opened and read aloud for furnishing all labor and materials and performing all work necessary and incidental to the following project:

Cleaning Services for PHA Office and Community Buildings

Bids must be submitted to the Attn.: Ms. Willie Mae Thomas, Procurement Officer, in a sealed envelope bearing on the outside the: name of the firm, company address and designated as bid for ‘Cleaning Services’ PHA-21-IFB-CS-003. Faxed bids will not be considered

*****Note: If you send your bid packet in via FED EX or UPS, please make certain that the bid #PHA-21-IFB-CS-003 is labeled on the outside of the Air mail envelope.**

Bid specifications will be available at the PHA office for pickup/mail out on **Wednesday March 24, 2021**. Also, you may download the bid packet from the Palatka Housing Authority Website at: <http://www.palatkaha.org>. Please be advised that all documents should be filled out properly and all items on checklist must accompany your bid packet. The point of contact is Mrs. Thomas at (386) 329-0132, ext 215. There will be a **non-mandatory pre-bid conference** held on **Wednesday March 31, 2021 at 10:00 a.m.** at the Dr. James A. Long Community Center, 601 N. 21st, Palatka, FL. (PPE measures will be in place and guidelines will be followed). Last day to submit any additional questions will be **April 6, 2021.** **All questions must be submitted by email to wmthomas@palatkaha.org**

The PHA reserves the right to waive informalities in the bids received and to accept any which we consider to be in our best interest and to reject any and all bids. The PHA is an EOE/DFW.

The PHA has a goal and policies encouraging participation of small, minority, and women owned businesses in the provision of goods and services.

Palatka Daily News publication dates: **March 17, 2021 and March 24, 2021**