

**Hall County Library System
127 Main Street NW
Gainesville, Ga. 30501
Phone (770) 532-3311**

Invitation for Bid

Part I

Date Issued: December 16, 2022

Bid # 2022-1

Sealed proposals from suppliers will be received by the Administrative Office of the Hall County Library System, at 127 Main Street NW, Gainesville, Ga. 30501 until the legally prevailing time of **3:00 p.m. on Monday, January 30, 2023**, for

Janitorial Services Contract*
From July 1, 2023 to June 30, 2024
for the following locations:

**Headquarters Library
127 Main Street NW
Gainesville, Ga. 30501**

**Blackshear Place Library
2927 Atlanta Highway
Gainesville, Ga. 30507**

**Spout Springs Library
6488 Spout Springs Road
Flowery Branch, Ga. 30542**

**Murrayville Library
4796 Thompson Bridge Road
Gainesville, Ga. 30506**

**North Hall Tech Center
4175 Nopone Rd. Suite B
Gainesville, Ga. 30506**

After the time noted above, the proposals for each commodity will be opened and read by the Facilities Manager with Library Administration review. No extension of the bidding period will be made.

Contract, if awarded, will be on a "lump sum basis only". No bid may be withdrawn for a period of 30 days after time has been called on the date of opening.

Failure to sign your bid in the proper space provided on Part II of Bid will force your bid to be declared as "Non-Responsive" and not be considered for award.

The Hall County Library System reserves the right to reject any or all bids and to waive technicalities and informalities.

Site inspection is recommended for each location. These inspections can begin any time after January 3, 2023. To schedule a site inspection, all interested bidders must contact Sam Evans, Hall County Library Facilities Manager at (770) 532-3311 ext. 105 or 770-654-3149 before January 30, 2023. On January 19, 2023, if necessary, Sam Evans will be available to answer questions in person between the hours of 10 a.m. to 12 noon at the address on the top of the Invitation to Bid form.

If interested in bidding on this project please contact Emily Braselton 770-532-3311 ext. 118 or download "Bid Package" from www.hallcountyg.org website. On the website go to the "About HCLS" icon and click onto RFPs.

**Sam Evans, Facilities Manager
Hall County Library System**

**Hall County Library System
127 Main Street NW
Gainesville, Ga. 30501
Phone (770) 532-3311 Fax (770) 532-4305**

Bidders Response

Part II Bid (This section to be completed by the bidder)

Date of Bid: _____

Bid # 2022-1

The undersigned agrees, if this bid is accepted within thirty (30) calendar days after date of opening, to furnish all supplies and services in strict accordance with provisions of this Invitation For Bid at the price in the Bid Schedule.

Prices are to remain firm for thirty (30) calendar days after date of opening.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same supplies or services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

**Bidder Information
(Type or Print)**

**Name and Mailing Address
or where to send payments**

Name of Company

Name of Company

Address

Address

City, State, Zip Code

City, State, Zip Code

Phone Number (with area code)

Phone Number (with area code)

Fax Number (with area code)

Fax Number (with area code)

Tax ID Number: _____ **or Social Security Number:** _____

**Name and Title of Person
authorized to sign**

Name

Title

Signature

Bids not signed must be declared as "Non-Responsive" and not considered for award.

Specifications
Janitorial Services Contract

1. **Scope:** To provide a contract for a basic purchase of Janitorial Services for the Hall County Library System's Headquarters Library, Blackshear Place Library, Murrayville Library and Spout Springs Library.

The Hall County Library System prefers to accept proposals from vendors with (5) five years experience minimum. This factor and the following will be studied to assist the Library in deciding the most favorable vendors each scored on a three point basis and weighed against bid amount:

- A. Number of years in business;
- B. Firm's organization/management structure;
- C. Firm's facilities and equipment;
- D. References;
- E. Contracts of like nature currently being performed;
- F. Number staff available for this contract;
- G. Number of standby or temporary professional staff available for emergencies that might arise during the life of the contract.
- H. Trained professionals experienced in carpet cleaning.
- I. Pricing

2. **Services:** All services are to be performed according to all state, County and city building codes and regulations and any changes thereto during the contract period.
3. **Priority Status:** The Hall County Library System will expect the successful bidder to give "Priority Service" on any call for service.
4. **Contract Administration:** The contract administrator for this invitation any contract(s) arising as a result of this invitation will be Facilities Manager, Sam Evans, (770) 532-3311 ext. 105 or 770-654-3149. All questions concerning this invitation and all questions arising during contract period are to be addressed to the contract administrator.
5. **Evaluation:** The Library System may require additional information from the bidder concerning his ability to perform a contract for this service. Failure to comply if requested will be cause for rejection of bid.
6. **Scope of Work:**

I. General:

- A. In order to maintain a clean and healthy public environment, successful vendor will perform cleaning operations in and around buildings listed in this document, as prescribed herein.
- B. Successful vendor will be responsible for all labor, materials, including trash bags and cleaning supplies. Hall County Library System will be responsible for paper supplies and public soap products.

II. Employees:

- A. Successful vendor will make sure all janitorial staff will be provided a uniform, or badge as approved by Hall County Library System, so that they are easily distinguished as janitorial/custodial workers by library employees as well as the public.
- B. Successful vendor will maintain a staff trained to work with library employees and possibly the public, exercising courtesy and diplomacy.

III. Material Handling:

- A. We assume that the successful vendor is an experienced janitorial professional and will use all the proper chemicals, equipment, procedure and processes to affect the best possible results in the completion of all cleaning objectives. Hall County Library System reserves the right to review all methods and materials and if necessary ask the vendor to replace or upgrade chemicals, equipment, procedures and processes when in the best interest of our employees and buildings.
- B. Vendor should be sure to test all products and processes before use as we have a variety of floor treatments and more than a few types of furniture finishes which require unique care. The library will provide industry floor care specs that must be adhered to, where necessary.
- C. Successful vendor will provide copies of all M. S. D. S. literature for each substance used at Hall County Library System facilities for their files. Chemicals and compounds which do not have M. S. D. S. information filed in our office shall not be used without a waiver from the Hall County Library System.
- D. Successful vendor agrees to follow and comply with all Hall County Library System safety regulations and OSHA codes pertaining to janitorial work.

IV. Invoicing:

- A. Invoices must be broken down into the following itemized categories:

- 1. **Daily Objectives;**
- 2. **Weekly Objectives;**
- 3. **Bi-monthly Objectives**
- 4. **Bi-annual Objectives**

V. Special Considerations:

- 1. As prescribed in the following except service is provided 5 days a week for the Gainesville (Headquarters) branch and the Spout Springs branch, Sunday through Friday. All services must be done when building is closed to the public or as approved.
- 2. As prescribed in the following except service is provided 3 days a week for the Blackshear Place branch, Monday, Wednesday, Friday. All services must be done when building is closed to the public or as approved.
- 3. As prescribed in the following except service is provided 2 days a week, Tuesday, and Friday for the North Hall Tech Center and Tuesday and Thursday for the Murrayville branches. All services must be done when buildings are closed to the public or as approved.

VI. Daily Objectives at Each Location: (except * North Hall Tech Center)

A. The following task objectives are to be completed on a daily basis in all areas of the buildings.

1. Clean Rest Rooms:

- A.** Clean and disinfect all commodes and urinals and surrounding areas with Lysol or approved equivalent.
- B.** Clean all sinks backsplashes and affected areas.
- C.** Clean mirrors.
- D.** Chrome and stainless items must be maintained clean and free of fingerprints with a shined finish. Dry wipe chrome plumbing fixtures daily and use chrome cleaner as needed.
- E.** Restock all consumable as needed.
- F.** Sweep and mop all restroom floors with Lysol or approved disinfectant cleaner.

2. Floor Care:

- A.** Vacuum all carpeted floors using dual motor vacuum cleaners. Move chairs to vacuum under all desks, tables and computer kiosks. Cut runaway yarns from carpet to keep from fraying.
- B.** Spot clean carpet; remove gum, using proper method for spotting agent for stain and carpet type, or gum removal, immediately upon finding or notification of condition.
- C.** Sweep and clean tile floors with appropriate chemicals.
- D.** Sweep and mop all non-carpeted floors with appropriate chemicals.
- E.** All spotting of carpet shall be addressed on a per incident basis and reported to Facilities manager. Every effort shall be made as soon as aware to remove any spots on carpet.

3. Refuse Removal:

- A.** Empty all trashcans and replace liners once daily, in office suites, common and public areas inside and outside.
- B.** Take trash to container located adjacent to building. In the case of **Blackshear Place, and Murrayville**, take trash to nearest recycle center.

4. Furniture Care:

- A.** Dust and wipe off all horizontal surfaces of furniture and counters in all areas using an appropriate cleaning solution. Surfaces should be clean, fingerprint and dust free.

5. Water Fountains:

- A.** Clean water fountains and maintain sanitary condition.

6. Outside Building:

- A.** Clean Entrance glass.

VII. Weekly Objectives at Each Location: (except *North Hall Tech Center)

1. Additional Rest Rooms cleaning:

- A. Clean and disinfect all walls doors and stall dividers with Lysol or approved equivalent.
- B. Clean ceiling vents with a duster or vacuum cleaner.
- C. Detail clean all non-carpeted floors, such as next to base mould, walls kitchen or break room furniture, under refrigerators, around commodes, and bathroom stalls, etc.

VIII. Bi-Monthly Objectives at Each Location: (except *North Hall Tech Center)

1. Hallways, Stairwells, Offices, Break Room and Conference Rooms:

- A. Wipe all leather, vinyl, wooden, and plastic chairs with a furniture grade cleaner to remove dirt and dust.
- B. Wipe all tables and desks with a furniture grade cleaner to remove dirt and dust, excludes staff desks.
- C. Dust and remove dirt spots on all walls. (restroom walls covered in weekly section)
- D. Wipe all doors and doorframes to remove spots and dust.
- E. Clean all base moldings.
- F. Detail sweep and vacuum all carpet where vacuum cleaners can't reach. (Such as baseboards, walls, desks, etc.)

2. Clean Windows:

- A. Clean inside of all windows including frames and sills.
- B. Damp wipe exterior window sills on first level windows.

IX. Bi-Annual Objectives at Each Location:

1. Carpet: All locations:

Carpet must be cleaned as the schedule dictates. The carpet must be cleaned using specifications recommended by Shaw Industries, the manufacturer. Shaw recommends that the carpet be cleaned using a "**Hot Water Extraction Method**". The carpet must be fully vacuumed and heavy spot lifted before cleaning is done. Specifications and recommendations must be discussed with Facilities Manager before any cleaning is attempted.

3. Vinyl and Brick flooring:

- 1. **Headquarters:** Proper cleaning of VCT flooring must be done based on manufacturer's requirements All services must be done when buildings are closed to the public or as approved.

Blackshear Place: Strip and seal all brick flooring

4. Dusting:

- A. Dust the bases of all shelving.
- B. Dust all ceiling fan.
- C. Dust all air conditioning grills.
- D. Dust overhead ledges in the two main public rooms at **Blackshear Place.**

X. WINDOW WASHING:

- A. ALL LOCATIONS: (except North Hall Tech Center)

1. All outside windows must be cleaned inside and out **2 times yearly.**

- B. HEADQUARTERS, BLACKSHEAR PLACE, SPOUTS SPRINGS, MURRAYVILLE:

1. Damp wipe exterior window sills on first level windows **1 time monthly**

XI. *SCOPE OF WORK FOR NORTH HALL TECH CENTER:

- A. Clean and disinfect all commodes and sinks and surrounding areas with Lysol or approved equivalent.
- B. Clean mirror.
- C. Restock all consumable as needed.
- D. Sweep and mop restroom floor with Lysol or approved disinfectant cleaner.
- E. Vacuum all carpeted floors moving chairs to vacuum under desk, tables, etc. on each visit.
- F. Sweep VCT on each visit.
- G. Mop VCT on at least one visit or as necessary.
- H. Clean front door glass on each visit.
- I. Clean all other glass as necessary.

Invitation for Bid # 2022-1

It is the intent of the Hall County Library System to purchase these supplies or services as outlined in these specifications. See Section A “**Scope**” for the general description of this particular specification.

- A. **Scope:** This specification covers: **Janitorial Services Contract** for the following locations: **Headquarters Library, Blackshear Place Library, North Hall Tech Center, Murrayville Library, and Spouts Springs Library.**

B. Vendor Information: The Items/Services offered shall be comparable with the detailed requirements listed below unless otherwise noted by bidder in blank lines on the right side of the page. Bidders are to indicate exactly what they are offering, if different from the exact specification, in each one of the blank lines under the “**Bidders Response**” column. If this is not done or it is incomplete, your bid will be considered to be exactly as specified. **Do not use “Comply”, “Yes”, “OK”, “Same”, “X”, “V” or a (“ Ditto Mark.**

C. General Specifications: The contractor will be allowed access to the library during the hours specified for the individual locations for daily service. The contractor will be allowed access to the library premises after closing or before opening for specialized cleaning service such as carpet shampooing.

Damages to library property incurred by the contractor or his employees in execution of this contract shall be the responsibility of the contractor to restore.

The contractor will provide all cleaning supplies including trash liners except for paper products (toilet paper and paper towels). The contractor will be responsible for notifying the library’s Contract Administrator for this contract to order supplies as needed.

The contractor will supply all equipment necessary for janitorial services. The purchase and maintenance of all janitorial equipment will be the responsibility of the contractor.

The contractor will adhere to standards recommended by the manufacturer in regards to carpet care in each facility.

The contractor will provide the library with a schedule for irregularly scheduled tasks and document when services are provided for any period.

The contractor will comply with all local, state, and federal employment legislation. The contractor will comply with all local, state and federal environmental control legislation.

Only properly insured and bonded employees of the contractor will be allowed on library premises during the performance of contract duties.

Each bidder is required to include proof of liability coverage (including limits), worker’s compensation coverage, and employee bonding. Failure to do will disqualify the bid.

Purpose

The Hall County Library System has determined the need for a janitorial services contract for the System's **Headquarters Library, Blackshear Place Library, North Hall Tech Center, and Murrayville Library and Spout Spring Library**. The successful bidder for these services shall adhere to the requirements of the bid specifications and other general requirements.

Each bidder shall respond to each item listed herein, in the order listed and **failure to respond to the requirements could result in rejection of the bid.**

I. Provide The Following Bidder Information In The Same Manner As Listed: (space provided in section II.)

- A. Name of bidder and address for this bid.
- B. Number of years in the janitorial services business (5 years minimum),
- C. List name of insurance and amount per incident or attach Certificate of Insurance to Bid Package.
- D. Provide business license number, county/city license therein.
- E. List any other pertinent license (s).
- F. Are your employees bonded?
(If so, provide proof and amount of bonding)
- G. Completed e-verify/save affidavit (located on Library's webpage).

II. Vendor Information:

A. Firm Name: _____

Address: _____

B. Normal business hours phone (toll-free): _____

Emergency (After-hours) business phone (toll free): _____

C. Years in business as Janitorial Services supplier: _____

D. Firm's Organization and Management Structure:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

E. Vendor's contract administrator for this contract:

Name: _____ Title: _____

Phone: _____

F. Payments to be mailed to: Firm Name: _____

Address: _____

Phone: _____

G. State percent of your total business you now perform for government agencies: _____%. Please list three (3) agencies: (include address, phone, and contact information). These references are required to be from agencies where glass cleaning, carpet cleaning, preferably dry soil extraction and hot water extraction processes, and stripping and waxing tile flooring were included in the janitorial contract. If a bidder is currently providing janitorial service in a library setting, the bidder will list that library as a reference.

1. _____ 2. _____ 3. _____

H. Firm's past experience in doing the same type of contract, not current contracts.

Please provide three (3) agencies: (include address, phone, and contact information). If a bidder has formerly provided janitorial service in a library setting, the bidder will list that library as a reference.

1. _____ 2. _____ 3. _____

- I. Number of full-time equivalent staff employed by firm: _____
- J. Number of full-time equivalent staff employed by firm for emergency (after hours): _____.
- K. Are employees bonded and at what amount? _____.
- L. List name of insurance of insurance company and amount of insurance. _____

_____.

III. Cost Data

- A. Headquarters Library** **Bid Amount:** _____ (per month)
- B. Blackshear Place Library** **Bid Amount:** _____ (per month)
- C. North Hall Tech Center** **Bid Amount:** _____ (per month)
- D. Murrayville Library** **Bid Amount:** _____ (per month)
- E. Spout Springs Library** **Bid Amount :** _____ (per month)

Terms and Conditions – Invitation for Bid

1. **Changes:** No change will be made to this invitation except by written modification by the Library System. Requests for interpretation or changes must be in writing and received at least (10) ten calendar days prior to the time set for opening of the bids. No change will be released after this (10) ten-day period begins.
2. **Signing of Bid:** Failure to sign your bid in the proper space provided on Part II of Bid will force your bid to be declared as “Non-Responsive” and not be considered for award.
3. **Bid Acceptance Time:** Bids requiring acceptance by the Library System in less than thirty (30) calendar days could be rejected.
4. **Bid Identification:** All bids submitted as a result of this invitation must be returned in a sealed envelope with information in the lower left-hand corner of the envelope: **Bid # 2022-1/ December 16, 2022.**
5. **Withdrawal of Bids:** Bids may be withdrawn by written request only, if the request is received prior to the time and date set for the opening of the bids. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after bid has been opened. No bid may be withdrawn for a period of (30) thirty days after time has been called on the date of opening.
6. **Site Inspections:** Bidders must inspect the sites to ascertain the nature and location of work and the general conditions which could affect the work of the cost thereof. The Library System will assume no responsibility for representations or understandings concerning conditions made by its officers or employees unless included in this Invitation for Bid. Vendors are urged to schedule inspections to ascertain all the requirements of this invitation.
7. **Award of Contract:** Award will be made to that responsible bidder whose bid, conforming to the Invitation for Bid, will be most advantageous to the Library System; price and other factors considered. The Library System reserves the right to reject any and/or all bids submitted and to waive any technicalities or minor irregularities in bids received. A written award, mailed (or otherwise furnished) shall be deemed to result in a binding contract without further action by either party. Contract(s), if awarded, will be on a lump sum basis or individual item basis, whichever is found to be in the best interest of the Library System.
8. **Exceptions to Specifications:** Any award resulting from this invitation shall bind the bidder to all terms, conditions, and specifications set forth in this invitation. Bidders whose bids do not conform should so note on separate page, if necessary and/or on the **Bid Schedule**. While the Library System reserves the right to make an award to a non-conforming bidder, when in the best interest of the Library System, such awards will not be readily made, and bidders are urged to conform to

the greatest extent possible. No exceptions will be considered to have been taken by a bidder unless it is properly set out as provided above. No exception will be deemed to have been taken by the Library System unless incorporated in an award resulting from this invitation and so stated.

9. **Bid Results:** Interested parties may request, in writing, a Bid Tabulation by sending a self addressed, stamped envelope with their request to:

**Hall County Library System
Facilities Manager
127 Main Street
Gainesville, Ga. 30501**

10. **Payment:** Payments will be made upon all items completed each month or completion of all work and acceptance by the Library System on invoices submitted and approved by the proper Library System representative within (30) thirty days receipt of invoice. Invoices are to be submitted to:

**Hall County Library System
Business Manager
127 Main Street
Gainesville, Ga. 30501**

- 10.1:** Itemize all invoices in full. Mail the invoice to the address above. Each invoice is to include the following minimum information:

1. Date invoice is submitted;
2. Payment Terms;
3. Date of transaction;
4. Item(s) of service
5. Bid price of each item or service;

Invoices received with any of the required information listed above missing will not be considered as a “Correct Invoice”. All invoices submitted will be closely monitored for accuracy. Any invoice found to be incorrect will be returned to vendor for correction.

- 10.2:** Items/Services are exempt from Federal Excise Tax and Georgia Sales and Use Tax. A certificate will be furnished if requested. The Library System is exempt from taxes, however the successful bidder shall pay all taxes required of him by law and the Library System cannot exempt others from tax.

10.3: Payment terms and provisions herein or otherwise found with the contract documents supersede all provisions of the Georgia Prompt Pay Act (House Bill 837; 13 O.C.G.A. Chapter 11 **ET. Seq.**).

11. **Inquiries Regarding Payment:** Inquiries regarding payment of invoices are to be directed to:

**Hall County Library System
Business Manager
127 Main Street NW
Gainesville, Ga. 30501**

12. **Execution of Contract:** Subsequent to the award, the successful bidder will be presented with a contract. Contract is to be executed as of July 1, 2023 together with any other required documentation.

13. **Certificate of Insurance:** Successful bidder will be required to furnish a certificate of liability insurance in an amount not less than five hundred thousand dollars (\$500,000.00) per occurrence to protect the Library System throughout the life of the contract against “**All Risks**”. Coverage to include but not limited to General Liability: Comprehensive Form, Premises/Operations, Products/Completed Operations, Broad Form Property Damage, Personal Injury, and Automobile/Vehicle Liability. Worker’s Compensation and Employer’s Liability are to statutory amounts. The certificate must be furnished on the date of execution of contract.

14. **Inclusion:** All items and/or services standard, expected, necessary, and/or routine to such a project as this and not actually stated in this Invitation For Bid will be the responsibility of the successful bidder to provide at no other cost to the Library System unless so stated on the successful bidder’s proposal as additional cost items and accepted by the Library System at the time of the award and/or contract.

15. **Regulatory Agencies:** Successful bidder will be responsible for all required permits or license required by any regulatory agency of the city, county, state, or federal governments. Further, successful bidder will be responsible for meeting all requirements of any regulation(s) or guideline(s) of any of the said governments or any independent agency recognized by said governments as publisher of any such regulation(s) or guideline(s).

16. **Independent Contractors:** Bidder represents to the Library System that he is a fully experienced and properly qualified to perform the functions herein and that he is properly equipped, organized, and financed to perform such functions. Bidder shall finance his own operations hereunder, shall operate as an independent contractor and not as an agent of the Library System and nothing contained in this Invitation For Bid or a contract resulting from same shall be construed to constitute the bidder or any of his employees, servants, agents, or subcontractors as a partner, employee, servant, or agent of the Library System nor shall either party have any authority to bind the other in any respect; it being intended that each shall remain an independent contractor.

17. **Assignment of Contractual Rights:** It is agreed that the successful bidder will not assign, transfer, convey, or otherwise dispose of a contract that results from this invitation or his right, title, or interest in or to the same, or any part thereof, without written consent of the Library System.
18. **Indemnity:** Successful bidder agrees, if entering into a contract as a result of this invitation, to defend, indemnify, and hold harmless the Library System from any and all courses of action or claims of damage arising out of or related to bidder's performance or actions or those of his employees or agents, under said contract.
19. **Appropriation of Funds:** Initial contract and any continuation contract(s) will terminate immediately and absolutely at any such time as there are no appropriated and otherwise unobligated funds available to satisfy the Library System's obligations under said contract(s).
20. **Cancellation for Cause:** Should either party fail to comply with the terms and conditions of this contract, the aggrieved party must give, in writing, to the other party any complaint for non-compliance to the terms and conditions of this contract. The other party shall have fifteen (15) calendar days to correct the matter. If corrected to the satisfaction of both parties within the fifteen (15) calendar days and stated in writing, then the contract will continue uninterrupted. Failure to correct the matter will result in termination of this contract at the end of thirty (30) calendar days following the date of the initial letter of complaint.
21. **Nondiscrimination Clause:** The vendor, in accepting this contract, attests that he is in compliance with the nondiscrimination clause contained in Section 202 of Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and prescribed by the Secretary of Labor, which is incorporated herein by reference.
22. **Anti-Discrimination Clause:** "The Hall County Library System does not discriminate against any person because of race, color, religion, national origin, or handicap in employment or service provided."
23. **Changes to Contract:** No change will be made to this contract except by written modification by the Facilities Manager and approved by the Library Director.
24. **Scope:** To provide for a basic purchase of Janitorial Services Contract with a guaranteed bid price for a 12-month period. This contract will begin July 1, 2023 and be in effect until June 30, 2024.
25. **Renewal:** The successful bidder could be allowed two (2) renewals of this contract, all upon the same terms and conditions. Price adjustment may be granted at the renewal date provided, that by March 1 of each year, the successful bidder submits to

the Library System a letter requesting renewal of the contract and prices for the renewal time. The Library System has the right to accept or reject the prices. Rejection of the renewal will result in a re-bid of this contract.

26. **Questions:** All questions concerning this invitation should be directed to the Facilities Manager unless otherwise directed.