

**NOTICE TO BIDDERS
ELEVATOR MAINTENANCE SERVICES
City of Raymore, Missouri**

Sealed proposals will be received by the Purchasing Specialist at the City Hall, 100 Municipal Circle, Raymore, Missouri, until 10:00 a.m. on January 10, 2019. In accordance with the Missouri Sunshine Law, RSMo 610.021, the proposals for the above project will be opened on said date and time and only the bidder name will be read aloud along with required documents checked for responsiveness. On all requests and correspondence, please reference RFP Number 19-004.

Annual Elevator Maintenance Services Raymore City Hall

Qualified bidders must obtain copies of the proposal documents (Notice to Bidders, Instructions to Bidders, Proposal Forms, and sample Contract) for bidding purposes from the Purchasing Specialist, Kim Quade, CPPB at kquade@raymore.com or by phone at (816) 892-3045.

Documents not obtained directly from the City of Raymore are for review purposes only. Actual bidding documents must be obtained from the City of Raymore contact as stated above.

A bid bond or certified check from a surety or bank, approved by the Purchasing Specialist, in the amount of \$500.00 must accompany each proposal. An unacceptable bid security may be cause for rejection of the proposal. No bidder may withdraw his bid for a period of sixty (60) days after the date of opening of bids.

A mandatory pre-bid meeting will be held on January 3, 2019 at 10:00 a.m. and January 4, 2019 at 10:00 a.m.. Bidders must attend one pre-bid meeting. The pre-bid meeting will be held at Raymore City Hall in the Council Chambers. PLEASE NOTE: The City Hall front entrance will be closed due to reconstruction. Please enter through the PD entrance on the south side of the building and utilize the elevator or use the stairs.

Pursuant to 610.021 RSMo, Item 12, all documents within a request for proposal (RFP) will become open record to the public upon a negotiated contract being executed. All documents within a request for bid (RFB) become open record as soon as the bid is opened. Bidders and proposers should be aware that all documents within a submittal will become open records.

The Owner reserves the right to reject any or all proposals and to waive informalities or deficiencies therein. To negotiate with any or all bidders or others for more favorable terms or prices, and to award a contract to other than the bidder submitting the lowest cost bid proposal, with or without negotiation and to determine which is the lowest best and most responsive, to accept, at its option, any alternates and to approve the bond.