



CUSTODIAL SERVICES FY 2025-2026

TOWN OF OAK ISLAND, NC

August 2025

CUSTODIAL SERVICES
FY 2025-2026

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August 18, 2025

**SUBJECT: REQUEST FOR PROPOSAL;
CUSTODIAL SERVICES
TOWN OF OAK ISLAND, NC**

Dear Sir:

You are hereby invited to submit sealed bids for custodial services outlined in the scope of work for the Town of Oak Island, NC. Copies of the Bid Advertisement, Bid Instruction, proposed Agreement to be executed with the successful bidder, the project Bid Schedule and miscellaneous attachments are enclosed herein.

The Town will evaluate the bids based on the sum of the "Total Bid" for the Projects. The Town reserves the right to reject any or all of the project bids or bidders.

There will be no PRE-BID MEETING; questions can be sent to sthornall@oakislandnc.gov

Bids will be opened on September 15, 2025 at 10:00 A.M. in the second floor conference room of the Oak Island Town Hall, 4601 East Oak Island Drive, Oak Island, North Carolina. If you have any questions or require further information, contact Oak Island Public Works at 910-201-8063.

Sincerely,

Scott Thornall

Public Works Director

Enclosure: Advertisement, Instructions, Agreement & Scope of Work

ADVERTISEMENT FOR BIDS

Town of Oak Island, North Carolina

For

Custodial Services
FY 2025-2026

Pursuant to G.S. 143-129, interested parties are invited to submit sealed proposals to accomplish “CUSTODIAL SERVICES” for the Town of Oak Island, North Carolina.

Proposals will be received by Mrs. Kathryn Adams, Town Manager at the Oak Island Town Hall, 4601 East Oak Island Drive until 10:00 A.M. on September 15, 2025. At that time, the proposals received will be publicly opened and read.

Instructions for submitting bid proposals and the accompanying specifications and bid conditions may be obtained at the office of the Town Clerk in the Oak Island Town Hall during normal weekday office hours, 8:00 A.M. to 4:30 P.M.

TOWN OF OAK ISLAND INSTRUCTIONS TO BIDDERS

READ VERY CAREFULLY

1. Each Bidder must submit their proposal on the bid proposal form provided. The proposal shall be signed by an official of the bidding firm authorized to bind such firm by the proposal. The bidder shall sign his proposal correctly and proposals will be rejected if they show any omissions, additions not called for, exceptions, conditional bids or irregularities of any kind. Attached to the proposal, and made part thereof, shall be any and all appendices as required by the specifications. References of equipment sold, work performed, or articles desired by specification may be required.
2. The proposal must be submitted in a sealed envelope, so marked as to indicate its contents without being opened. The envelope shall be placed in another envelope addressed to Mr. Kathryn Adams, Town Manager 4601 E. Oak Island Drive, Oak Island, North Carolina 28465. If forwarded otherwise than by mail, it must be delivered to the Town Clerk, at lstites@oakislandnc.gov.
3. Proposals will be opened promptly and read at the hour and on the date set in the advertisement and the bid invitation cover letter. The bid opening shall be conducted in the Town Hall, Oak Island, North Carolina, at that appointed time. Bidders or their authorized agents are invited to be present, but do not have to be to be considered.
4. The name of a certain, brand, make, or model when used, is intended to denote the quality standard of the article desired, and is not intended to restrict bidders to specific brand, make, or model named; it is to set forth and convey to prospective bidders the general style, type, character, and quality of the article desired. Any substitution(s) offered as being "equal" to the item(s) as specified must be submitted in writing to the Town's Public Works Director, 4601 E. Oak Island Drive, Oak Island, North Carolina 28465, prior to bid opening, unless there is provision within the proposal format allowing for such exceptions to be noted with the proposal. Unless approved by the Public Works Director, the item(s) as specified must be provided. The name of a certain brand, make, or model, except when used in conjunction with the words, "or approved equal", is intended to require bidders to propose furnishing such brand, make, or model and no substitute therefore.

INSTRUCTIONS TO BIDDERS (CONT.)

5. All work described under this bid offering shall be completed monthly. If the contractor anticipates the need for a time extension or other relief from stipulated terms and conditions during any event due to extenuating circumstances beyond his control, a written request for such extension or relief must be sent to the Town's Public Works Director as soon as such circumstances become known. Extensions and/or other relief will be evaluated judiciously and, if approved, shall be provided to the Contractor in writing and in a timely manner. The Town reserves the right to approve or not approve any such time extensions or other relief requested at its sole discretion.

TOWN OF OAK ISLAND CUSTODIAL SERVICES

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2025, by and between the Town of Oak Island, hereinafter called the "Town", and _____, hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will commence all services as outlined on the Bid Schedules submitted. The contractor may submit recommendations for changes to the specifications and/or planned work; any such changes, including increased cost thereof, if applicable, shall be pre-approved by the Public Works Director.
2. The Contractor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the completion of services described herein.
3. The contractor will commence the work required by the Contract Documents within 10 calendar days after the date of the NOTICE TO PROCEED
4. The Contractor agrees to perform all of the work described in the Contract Documents for the total sum of \$ _____,
5. The term "Contract Documents" means and includes the following:
 - A) Advertisement for Bids
 - B) Instructions to Bidders
 - C) Bid Schedules
 - D) Agreement

- E) Notice of Award
- F) Notice to Proceed

Custodial Services (cont.)

- 6. The Town will pay to the Contractor monthly payments upon submission of invoices documenting all completed work and verification thereof by the Town's Public Works Director.
- 7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in two (2) copies, each of which shall be deemed an original on the date first above written.

For the Town:

(SEAL)

Elizabeth White, Mayor

ATTEST:

NAME Lisa P. Stites
TITLE Town Clerk

For the Contractor:

(SEAL)

NAME _____
TITLE _____

ATTEST:

NAME _____
TITLE _____

Notes:

1. All materials, methods, workmanship performed per contract specifications
2. Payments to Contractor to be based on monthly invoices

CONTRACTOR'S EXCEPTIONS, IF ANY: (Unless listed here as an exception, the Contractor agrees to comply with the Terms & Conditions herein.)

NAME OF FIRM (BIDDER):

ADDRESS & TELEPHONE #:

SIGNATURE

DATE