

**INVITATION FOR BID SUMMARY REPORT
AND AWARD RECOMMENDATION**

Date: September 11, 2015

Bid Number and Title: IFB 16-05 Janitorial Services – Vienna Town Hall and
Vienna Police Department

Bid Opening Date and Time: August 18, 2015, 11:00 AM

Bids Opened by: Gina Gilpin, Purchasing Agent

Witnessed by: Jennifer Sigler, Chad Charles

Total Bids Received: Ten (10)

On Wednesday, August 12, a mandatory pre-bid meeting was held with a walk through of Town Hall and the Police Department. Thirteen (13) companies were represented.

Bids were received from ten (10) vendors on August 15. The results of the bids are detailed on the Bid Tabulation, attached.

CAMCO, LLC, was the low bidder with a total bid amount of **\$23,100**, annually. CAMCO, LLC, has been determined to be a responsive and responsible bidder. Background checks were reviewed and approved by the Police Department for the proposed employees assigned to the buildings.

Award is recommended to be made to:

CAMCO, LLC
7800 Airpark Road, Suite 25
Gaithersburg, MD 20879

The contract effective date will be 10/1/15, in the amount of **\$23,100**, annually.

