

Janitorial Services for Municipal Facilities

City of Ridgeway · Solicitation RFP No. 2026-1847

11 pages analyzed · 5 source documents · RFP · Janitorial services for nine municipal facilities · Generated 2026-09-17

OPPORTUNITY SCORE

60 / 100

Potentially attractive

Potentially attractive for an established commercial cleaning firm with municipal references and a \$3M umbrella policy. The contract is clearly specified and the scoring favors technical quality over price, but the fixed-price term, living wage escalation, 45-day payment cycle, and 100% performance bond require deliberate pricing and cash planning. Firms without a 100,000 square foot reference should not pursue it.

Scored from the solicitation alone; add a company profile for fit analysis.

BID DUE

Thu, October 22, 2026

2:00 PM Mountain Time Mountain Time

SITE VISIT / PRE-BID

Tue, September 22, 2026

10:00 AM Mountain Time Mountain Time

ESTIMATED VALUE

Not stated

MAJOR QUALIFICATION GATE

Three comparable references of at least 100,000 square feet each within the previous three years, at least one from a public agency, plus five continuous years in commercial janitorial business.

EVALUATION WEIGHTING

Technical Approach and Quality Control 30 pts · Firm Experience and References 20 pts · Management and Staffing Plan 15 pts · Price 25 pts · Interview / Oral Presentation 10 pts

QUESTIONS DUE

Wed, September 30, 2026

5:00 PM Mountain Time Mountain Time

CONTRACT TERM

3 years + 2 one-year options

LOCATIONS / SCALE

10 locations, approximately 142,000 serviceable square feet

HIGHEST RISK

Fixed three-year price while the living wage rises annually Critical

36

Requirements

36 mandatory

5

Critical deadlines

7 total

9

Required documents

3 possibly missing

11

Risks

8 critical/high

12

Potential disqualifiers

review first

3

Contradictions

4 questions to ask

Executive summary

The City of Ridgeway is buying nightly janitorial service for nine municipal buildings, day porters at City Hall and the Library, and quarterly to semi-annual floor and window work, under a three-year fixed-price contract with two option years [Nine municipal facilities]. Proposals are now due October 22, 2026 at 2:00 PM Mountain Time after Addendum No. 1 extended the date [Proposal due date (extended by Addendum No. 1)], and the mandatory site visit on September 22 is a hard gate [Attend the mandatory pre-proposal conference and site visit]. The most restrictive qualification is three references of at least 100,000 square feet each within three years, one from a public agency [Three comparable references of 100,000+ sq ft within three years, one public agency]. The biggest financial exposure is a fixed price for three years while the City's living wage rises every January, combined with 45-day payment terms and liquidated damages [Living wage ordinance: \$18.75/hour, adjusted each January 1]. Technical approach (30) and experience (20) outweigh price (25) in the published scoring [Technical Approach and Quality Control]. The package contradicts itself on square footage (142,000 vs 156,400) and the addendum tells bidders to use Attachment B [Attachment B totals 156,400 square feet]. Three referenced documents (Attachments E and F, Exhibit 4) were not in the uploaded package. This is a well-defined, winnable municipal contract for a firm that already runs 100,000+ square foot accounts and can absorb the cash-flow gap.

What they are buying

Full-service janitorial coverage for nine City of Ridgeway facilities totaling roughly 156,400 square feet: nightly cleaning five nights a week (seven at the Recreation Center, including holidays) between 6 PM and 6 AM, day porters at City Hall and the Public Library on weekdays, quarterly carpet extraction, semi-annual hard-floor refinishing and high dusting, monthly interior window cleaning, two-hour 24/7 emergency response, contractor-supplied consumables and Green Seal chemicals, an on-site working supervisor every shift, CBI background checks for Police Department staff, monthly City inspections with 24-hour correction, and monthly reporting. Exterior window cleaning was removed by Addendum No. 1.

Bid decision

Each dimension is scored from the solicitation. Null means it cannot be assessed without a company profile or the information is not in the package. The headline band reflects the weakest dimension when it falls below 40.

Dimension	Score	Why
Qualification fit	 55	The 100,000 sq ft reference threshold and five-year history exclude many small firms; otherwise the gates are ordinary. Primary concern: Three references of 100,000+ sq ft, one public agency.
Scope fit	<i>n/a</i>	Cannot be assessed without a company profile.
Operational feasibility	 62	Nine sites, day porters, seven-night coverage at one facility, and two-hour 24/7 emergency response require a real bench, but the work itself is standard commercial cleaning. Primary concern: Two-hour emergency response across nine facilities, 24/7.
Timeline feasibility	 74	About seven weeks from the site visit to the extended due date is workable; the mandatory September 22 event is the pinch point. Primary concern: Mandatory site visit is the earliest date.
Contract risk	 48	Fixed price against an escalating living wage, liquidated damages, 45-day payment, a 100% performance bond, and termination for convenience add up to meaningful exposure. Primary concern: No escalation for three years while wages rise annually.
Submission burden	 58	Hard copies, a separately sealed price envelope, a notarized affidavit, bid security, a 25-page limit, and addendum acknowledgment: manageable but unforgiving. Primary concern: Physical sealed delivery with originals and notarization.
Financial attractiveness	 70	No contract value is stated, but 156,400 sq ft across nine sites with day porters and periodic services is a substantial multi-year account, and the scoring rewards quality over lowest price. Primary concern: Cash-flow gap in the first quarter.
Strategic attractiveness	<i>n/a</i>	Cannot be assessed without a company profile.
Information completeness	 60	The package is well organized but contradicts itself on square footage, the pricing form is stale after the addendum, and three referenced attachments are missing. Primary concern: Missing Attachments E and F and Exhibit 4.

Deadlines

Dates are normalized by software from the text as written. Conflicting values are shown, never silently resolved.

ID	Event	Date	As written	Source
DL-001	Mandatory pre-proposal conference and site visit Site visit · Mandatory · City Hall Council Chambers	Tue, September 22, 2026 10:00 AM Mountain Time Mountain Time	<i>September 22, 2026 10:00 AM Mountain Time</i>	RFP 2026-1847 Janitorial Services · p.1
DL-002	Deadline for written questions Questions due · Mandatory	Wed, September 30, 2026 5:00 PM Mountain Time Mountain Time	<i>September 30, 2026 5:00 PM Mountain Time</i>	RFP 2026-1847 Janitorial Services · p.1
DL-006	Final addendum anticipated Other	Tue, October 6, 2026	<i>October 6, 2026</i>	RFP 2026-1847 Janitorial Services · p.1
DL-003	Proposal due date Proposal due · Mandatory · City Clerk, 1200 Civic Center Drive, Room 110	Thu, October 15, 2026 2:00 PM Mountain Time Mountain Time	<i>October 15, 2026 2:00 PM Mountain Time</i>	RFP 2026-1847 Janitorial Services · p.1
DL-007	Proposal due date (extended by Addendum No. 1) Proposal due · Mandatory	Thu, October 22, 2026 2:00 PM Mountain Time Mountain Time	<i>October 22, 2026 2:00 PM Mountain Time</i>	Addendum No. 1 · p.1
DL-004	Anticipated award Award estimate	Tue, November 17, 2026	<i>November 17, 2026</i>	RFP 2026-1847 Janitorial Services · p.1
DL-005	Contract start and service commencement Contract start · Mandatory	Mon, January 4, 2027	<i>January 4, 2027</i>	RFP 2026-1847 Janitorial Services · p.1

Scope

Type	Item	Value	Detail	Source
Quantity	Nine municipal facilities	nine (9) facilities	Nine buildings including City Hall, Library, Recreation Center, Police, two fire stations, Public Works, Senior Center, Municipal Court.	RFP 2026-1847 Janitorial Services · p.1
Square footage	Approximately 142,000 serviceable square feet	approximately 142,000 serviceable square feet	Section 3.2 total across nine buildings.	RFP 2026-1847 Janitorial Services · p.3
Contract term length	Initial term three years plus two one-year options	3 years + 2 one-year options	Up to five years total.	RFP 2026-1847 Janitorial Services · p.1
Frequency	Nightly cleaning, five nights per week	5 nights/week, 6:00 PM–6:00 AM	Monday–Friday, 6 PM–6 AM at all facilities.	RFP 2026-1847 Janitorial Services · p.3
Frequency	Recreation Center cleaned seven nights per week Recreation Center	7 nights/week	Includes weekends.	RFP 2026-1847 Janitorial Services · p.3
Staffing	Day porter at City Hall and Public Library City Hall; Public Library	2 day porters, 8 AM–4 PM, Mon–Fri	8:00 AM–4:00 PM weekdays.	RFP 2026-1847 Janitorial Services · p.3
Frequency	Carpet extraction quarterly	quarterly	Periodic service.	RFP 2026-1847 Janitorial Services · p.3
Frequency	Hard floor stripping and refinishing semi-annually	semi-annually	Periodic service.	RFP 2026-1847 Janitorial Services · p.3
Frequency	Interior window cleaning monthly; exterior ground-floor quarterly	monthly interior; quarterly exterior	Periodic service.	RFP 2026-1847 Janitorial Services · p.3
Response time	Two-hour emergency response, 24/7	2 hours, 24/7	Response time standard.	RFP 2026-1847 Janitorial Services · p.3
Materials	Consumables supplied by contractor	restroom paper, hand soap, trash liners	Paper products, soap, liners included.	RFP 2026-1847 Janitorial Services · p.3
Certification	Green Seal or EcoLogo chemicals	Green Seal / EcoLogo	Green cleaning requirement.	RFP 2026-1847 Janitorial Services · p.4
Performance standard	Monthly quality inspections with 24-hour correction	monthly inspections; 24-hour correction	Inspection standard using Exhibit 4.	RFP 2026-1847 Janitorial Services · p.4
Mobilization	Thirty-day mobilization before January 4, 2027	30 days	Transition period.	RFP 2026-1847 Janitorial Services · p.4
Location	Police Department is a secured facility Police Department		Background checks and badges required.	RFP 2026-1847 Janitorial Services · p.3
Square footage	Attachment B totals 156,400 square feet	156,400 square feet	Facility-by-facility schedule totals 156,400 sq ft, not 142,000.	Attachment B – Facility Schedule · p.1

Type	Item	Value	Detail	Source
Location	City Hall – 42,000 sq ft, 14 restrooms City Hall	42,000 sq ft	Largest facility; day porter site.	Attachment B – Facility Schedule · p.1
Location	Public Library – 28,500 sq ft, 8 restrooms Public Library	28,500 sq ft	Day porter site.	Attachment B – Facility Schedule · p.1
Location	Recreation Center – 31,200 sq ft, 12 restrooms Recreation Center	31,200 sq ft	Seven-night service including holidays; rubber gym flooring.	Attachment B – Facility Schedule · p.1
Location	Police Department – 18,400 sq ft, 6 restrooms Police Department	18,400 sq ft	Secured; escort required in evidence storage.	Attachment B – Facility Schedule · p.1
Location	Fire Station 1 – 7,800 sq ft Fire Station 1	7,800 sq ft		Attachment B – Facility Schedule · p.1
Location	Fire Station 2 – 6,900 sq ft Fire Station 2	6,900 sq ft		Attachment B – Facility Schedule · p.1
Location	Public Works Operations Center – 9,600 sq ft Public Works Operations Center	9,600 sq ft		Attachment B – Facility Schedule · p.1
Location	Senior Center – 6,000 sq ft Senior Center	6,000 sq ft		Attachment B – Facility Schedule · p.1
Location	Municipal Court – 6,000 sq ft Municipal Court	6,000 sq ft		Attachment B – Facility Schedule · p.1
Other	Floor types: carpet, VCT, ceramic tile, rubber	carpet, VCT, ceramic tile, rubber	Mixed flooring drives periodic service pricing.	Attachment B – Facility Schedule · p.1
Service	Exterior window cleaning priced per visit on Attachment C	per visit	Attachment C still lists exterior window cleaning even though Addendum No. 1 removes it.	Attachment C – Price Proposal Form · p.1

Requirements and compliance matrix

36 requirements, 36 mandatory. The Excel export adds owner, status, and response-location columns.

ID	Requirement	Category	Mandatory	Severity	Source
REQ-001 1.3	Attendance at the pre-proposal conference and site visit is mandatory. Proposals received from firms that did not attend the conference will be rejected as non-responsive. Attendees must sign the attendance sheet. → Register an attendee and make sure they sign the attendance sheet.	Submission Proposal requirement	Yes Disqualifier	Critical	RFP 2026-1847 Janitorial Services · p.1
REQ-002 1.4	Questions must be submitted in writing by email to procurement@ridgewayco.example no later than the deadline above. Answers will be issued by addendum. Oral explanations are not binding.	Submission Proposal requirement	Yes	Medium	RFP 2026-1847 Janitorial Services · p.1
REQ-003 1.5	Proposals must be received by the City Clerk, 1200 Civic Center Drive, Room 110, no later than 2:00 PM Mountain Time on October 15, 2026. Late proposals will not be accepted. → Plan physical delivery; courier or hand delivery, not email.	Submission Proposal requirement	Yes Disqualifier	Critical	RFP 2026-1847 Janitorial Services · p.1
REQ-004 1.5	Proposers shall submit one (1) original, three (3) hard copies, and one (1) electronic copy on USB drive. Proposals shall be sealed and marked "RFP 2026-1847 Janitorial Services."	Formatting Proposal requirement	Yes	High	RFP 2026-1847 Janitorial Services · p.2
REQ-005 2.1 (1)	Proposer shall have been continuously in business providing commercial janitorial services for a minimum of five (5) years as of the proposal due date. → Confirm your incorporation or first-contract date supports five continuous years.	Qualification Proposal requirement	Yes Disqualifier	Critical	RFP 2026-1847 Janitorial Services · p.3
REQ-006 2.1 (2)	Proposer shall provide at least three (3) references for comparable contracts, each with a minimum of 100,000 square feet of serviced space, performed within the previous three (3) years. At least one reference must be a public agency. → Identify three contracts of 100,000+ sq ft; confirm one is a public agency willing to serve as a reference.	References Proposal requirement	Yes Disqualifier	Critical	RFP 2026-1847 Janitorial Services · p.3

ID	Requirement	Category	Mandatory	Severity	Source
REQ-007 2.1 (3)	Proposer shall hold a current City of Ridgeway business license or obtain one prior to contract execution.	Licenses Performance requirement	Yes	Low	RFP 2026-1847 Janitorial Services · p.3
REQ-008 2.1 (4)	Proposer's on-site supervisor shall have a minimum of three (3) years of supervisory experience in commercial cleaning. → Name the supervisor and include a resume showing the three years.	Personnel Proposal requirement	Yes Disqualifier	High	RFP 2026-1847 Janitorial Services · p.3
REQ-009 2.1 (5)	Proposer must be registered with the Colorado Secretary of State and in good standing. → Pull a current certificate of good standing.	Qualification Proposal requirement	Yes Disqualifier	Medium	RFP 2026-1847 Janitorial Services · p.3
REQ-010 2.2	Subcontracting of more than twenty percent (20%) of the contract value is prohibited without prior written approval of the City.	Contractual Performance requirement	Yes	Medium	RFP 2026-1847 Janitorial Services · p.3
REQ-011 3.1	The Contractor shall furnish all labor, supervision, equipment, cleaning supplies, and consumable products (including restroom paper products, hand soap, and trash liners) necessary to perform janitorial services at the facilities listed in Attachment B. → Price consumables into the monthly fee.	Technical Performance requirement	Yes	High	RFP 2026-1847 Janitorial Services · p.3
REQ-012 3.3	Nightly cleaning shall be performed five (5) nights per week (Monday through Friday) between 6:00 PM and 6:00 AM at all facilities except the Recreation Center, which shall be cleaned seven (7) nights per week.	Technical Performance requirement	Yes	High	RFP 2026-1847 Janitorial Services · p.3
REQ-013 3.3	Day porter services shall be provided at City Hall and the Public Library from 8:00 AM to 4:00 PM, Monday through Friday.	Staffing Performance requirement	Yes	High	RFP 2026-1847 Janitorial Services · p.3
REQ-014 3.5	The Contractor shall respond to emergency service requests (spills, biohazard incidents, flooding) within two (2) hours of notification, twenty-four (24) hours per day, seven (7) days per week. → Confirm you can staff an on-call rotation across nine sites.	Technical Performance requirement	Yes	High	RFP 2026-1847 Janitorial Services · p.3
REQ-015 3.6	All chemicals shall be Green Seal or EcoLogo certified where such products are commercially available. The Contractor shall provide Safety Data Sheets for all products prior to use.	Technical Performance requirement	Yes	Medium	RFP 2026-1847 Janitorial Services · p.4

ID	Requirement	Category	Mandatory	Severity	Source
REQ-016 3.7	The Contractor shall provide a dedicated on-site working supervisor during all nightly cleaning shifts.	Staffing Performance requirement	Yes	High	RFP 2026-1847 Janitorial Services · p.4
REQ-017 3.7	All personnel assigned to the Police Department shall pass a Colorado Bureau of Investigation background check prior to assignment and shall wear City-issued identification badges at all times. → Budget time for background checks inside the 30-day mobilization window.	Security Performance requirement	Yes	High	RFP 2026-1847 Janitorial Services · p.4
REQ-018 3.8	The City will conduct monthly quality inspections using the inspection form in Exhibit 4. The Contractor shall correct deficiencies within twenty-four (24) hours of notice. Three (3) failed inspections within any six-month period shall constitute grounds for termination.	Reporting Performance requirement	Yes	High	RFP 2026-1847 Janitorial Services · p.4
REQ-019 3.9	The Contractor shall complete mobilization, including staff hiring, background checks, and equipment placement, within thirty (30) days of contract execution and prior to the service commencement date.	Technical Performance requirement	Yes	Medium	RFP 2026-1847 Janitorial Services · p.4
REQ-020 4.1	Proposals shall be organized in the following sections and shall not exceed twenty-five (25) pages, excluding the cover letter, required forms, and resumes. Pages shall be 8.5 x 11 inches with minimum 11-point font. → Set the page budget per section before drafting.	Formatting Proposal requirement	Yes Disqualifier	High	RFP 2026-1847 Janitorial Services · p.5
REQ-021 4.1(1)	Cover Letter, signed by an officer authorized to bind the firm.	Form Proposal requirement	Yes	Medium	RFP 2026-1847 Janitorial Services · p.5
REQ-022 4.1(3)	Technical Approach, including staffing plan, supervision, quality control program, and green cleaning program. → Mirror the evaluation criteria in this section's headings.	Technical Proposal requirement	Yes	High	RFP 2026-1847 Janitorial Services · p.5
REQ-023 4.1(5)	Price Proposal on Attachment C (Price Proposal Form), submitted in a separate sealed envelope.	Pricing Proposal requirement	Yes Disqualifier	Critical	RFP 2026-1847 Janitorial Services · p.5

ID	Requirement	Category	Mandatory	Severity	Source
REQ-024 4.2	Pricing shall be stated as a fixed monthly fee per facility for the base services in Section 3.3, and as unit prices for the periodic services in Section 3.4. Proposers shall provide pricing for each of the three base years and each of the two option years.	Pricing Proposal requirement	Yes	High	RFP 2026-1847 Janitorial Services · p.5
REQ-025 4.3	A bid security in the form of a bid bond, cashier's check, or certified check in the amount of five percent (5%) of the first-year proposed price shall accompany the proposal. Proposals submitted without bid security will be rejected. → Contact your surety now; bid bonds typically take 3 to 5 business days.	Bonding Proposal requirement	Yes Disqualifier	Critical	RFP 2026-1847 Janitorial Services · p.5
REQ-026 6.1	The City shall be named as additional insured. A Certificate of Insurance must be provided before contract execution.	Insurance Performance requirement	Yes	Medium	RFP 2026-1847 Janitorial Services · p.7
REQ-027 6.9	The Contractor shall submit a monthly service report including inspection results, staffing levels, incidents, and supplies used.	Reporting Performance requirement	Yes	Low	RFP 2026-1847 Janitorial Services · p.7
REQ-028 4.1 (6)	Required Forms: Attachment D (Non-Collusion Affidavit, notarized), Attachment E (References Form), signed acknowledgment of all addenda, and a current Certificate of Insurance. → Track every addendum; Addendum No. 1 has already been issued.	Form Proposal requirement	Yes Disqualifier	Critical	RFP 2026-1847 Janitorial Services · p.5
REQ-029 Attachment B Notes	The Police Department is a secured facility; all cleaning personnel must be escorted in evidence storage areas.	Security Performance requirement	Yes	Medium	Attachment B – Facility Schedule · p.1
REQ-030 Attachment B Notes	The Recreation Center requires seven-night service including holidays. → Price holiday premiums for the Recreation Center.	Staffing Performance requirement	Yes	Medium	Attachment B – Facility Schedule · p.1
REQ-031 Attachment C	Proposer certifies that prices are firm for the initial three-year term. Signature: _____ Date: _____	Form Proposal requirement	Yes	High	Attachment C – Price Proposal Form · p.1

ID	Requirement	Category	Mandatory	Severity	Source
REQ-032 Addendum 1, Item 4	Proposers shall include a one-page Transition Plan describing the thirty-day mobilization required by Section 3.9. The Transition Plan does not count toward the 25-page limit. → Add a Transition Plan section to the outline.	Technical Proposal requirement	Yes	High	Addendum No. 1 · p.1
REQ-033 Addendum 1	Proposers shall acknowledge receipt of this Addendum by signing below and including the signed acknowledgment with their proposal. → Sign the acknowledgment block on Addendum No. 1 and include it.	Form Proposal requirement	Yes Disqualifier	Critical	Addendum No. 1 · p.1
REQ-034 Addendum 1, A1	Proposers should price based on the facility-by-facility square footage in Attachment B. The City will issue a corrected Section 3.2 in a future addendum. → Price on 156,400 sq ft; watch for the corrective addendum.	Pricing Proposal requirement	Yes	High	Addendum No. 1 · p.1
REQ-035 Addendum 1, Item 3	Section 3.4 – Periodic Services. Exterior window cleaning is removed from the scope. Proposers shall not price exterior window cleaning on Attachment C. → Leave the exterior window line blank or mark N/A on Attachment C.	Pricing Proposal requirement	Yes	Medium	Addendum No. 1 · p.1
REQ-036 Attachment D	This affidavit must be notarized and submitted with the proposal. Proposals submitted without a notarized affidavit will be considered non-responsive. → Schedule a notary before the submission date.	Form Proposal requirement	Yes Disqualifier	Critical	Attachment D – Non-Collusion Affidavit · p.1

Required documents

Everything the package asks you to submit, plus references to attachments that were not in the uploaded files.

ID	Document	Type	Signature / copies	Mandatory	Source
D0C-001	Attachment C – Price Proposal Form Attachment C (Price Proposal Form)	Pricing worksheet	Signature	Yes	RFP 2026-1847 Janitorial Services · p.5
D0C-002	Attachment D – Non-Collusion Affidavit (notarized) Attachment D (Non-Collusion Affidavit)	Non collusion affidavit	Signature Notarized	Yes	RFP 2026-1847 Janitorial Services · p.5
D0C-003	Attachment E – References Form Attachment E (References Form)	References		Yes Missing	RFP 2026-1847 Janitorial Services · p.5
D0C-004	Signed acknowledgment of all addenda	Signed addenda	Signature	Yes	RFP 2026-1847 Janitorial Services · p.5
D0C-005	Certificate of Insurance	Certificate of insurance		Yes	RFP 2026-1847 Janitorial Services · p.5
D0C-006	Bid security (bid bond or certified check, 5%)	Bid bond	Signature	Yes	RFP 2026-1847 Janitorial Services · p.5
D0C-007	Key personnel resumes	Resumes		Yes	RFP 2026-1847 Janitorial Services · p.5
D0C-008	Performance bond (100% of first-year value)	Performance bond	Signature	Yes	RFP 2026-1847 Janitorial Services · p.7
D0C-009	Original plus three hard copies and one USB copy	Technical proposal	Signature 1 original, 3 hard copies, 1 USB	Yes	RFP 2026-1847 Janitorial Services · p.2

Potentially missing from the package

ID	Reference	Why it matters	Referenced at
MISSING-001	Attachment E References Form	Attachment E (References Form) is referenced 2 times but no matching file was found in the uploaded package.	RFP 2026-1847 Janitorial Services · p.5
MISSING-002	Attachment F Sample Services Agreement	Attachment F (Sample Services Agreement) is referenced 2 times but no matching file was found in the uploaded package.	RFP 2026-1847 Janitorial Services · p.7
MISSING-003	Exhibit 4 Inspection Form	Exhibit 4 (Inspection Form) is referenced 3 times but no matching file was found in the uploaded package.	RFP 2026-1847 Janitorial Services · p.4

Evaluation

Weights are shown only when the solicitation states them.

Criterion	Weight	How it is scored	Source
Technical Approach and Quality Control	30 points	Highest-weighted factor.	RFP 2026-1847 Janitorial Services · p.5
Firm Experience and References	20 points	Second-highest technical factor.	RFP 2026-1847 Janitorial Services · p.5
Management and Staffing Plan	15 points	Staffing and supervision plan.	RFP 2026-1847 Janitorial Services · p.5
Price Price	25 points	Maximum points to the lowest total three-year price; other proposals prorated proportionally.	RFP 2026-1847 Janitorial Services · p.6
Interview / Oral Presentation	10 points	Only top-ranked firms are interviewed.	RFP 2026-1847 Janitorial Services · p.5

Pricing instructions

Instruction	Term	Escalation	Detail	Source
Fixed monthly fee per facility, five years priced, no escalation in base term Fixed monthly · per facility per month; periodic services per unit	36 months 2 option year(s)	Prohibited No escalation during the initial three-year term; option years capped at the lesser of Denver CPI-U or 3%.	Monthly fee per facility for base services plus unit prices for periodic services; three base years and two option years; prices firm for the initial term; option years capped at CPI-U or 3%. Form: Attachment C (Price Proposal Form)	RFP 2026-1847 Janitorial Services · p.5
Price Proposal Form: monthly price per facility for five years plus periodic unit prices Fixed monthly · per facility per month; periodic services per sq ft or per visit	36 months 2 option year(s)	Prohibited Proposer certifies prices are firm for the initial three-year term.	The workbook has one row per facility across Year 1–3 and Option Years 1–2, plus a periodic services unit-price table and a firm-price certification signature. Form: Attachment C – Price Proposal Form	Attachment C – Price Proposal Form · p.1

Bid Pricing

A priced bid built from the scope in this report, in the structure of Attachment C – Price Proposal Form. Rates marked **Your rate** came from the rate card; **Our estimate** fills what was left blank and needs your check; **From the RFP** is stated in the package.

Example figures. Example figures. The line items, quantities, contract terms, and form structure come from the sample package; the rates are illustrative. A priced bid is an estimate, not a guarantee of cost or of award. Confirm every figure marked “our estimate” before you sign, and treat the whole sheet as a starting point for your own judgment.

One row per facility for Years 1–3 and Option Years 1–2, a unit-price table for periodic services, and a firm-price certification signature. Base term 36 months + 2 option years. Prices are firm for the 36-month initial term. Option years may rise by the lesser of Denver CPI-U or 3%.

Monthly fee per facility (base services)

Line item	Rate	Amount
City Hall 42,000 sq ft · 5 nights a week · day porter 8 AM–4 PM · 14 restrooms - Nightly cleaning, 5 nights (42,000 sq ft × \$0.165): \$6,930 Your rate - Day porter, Mon–Fri 8 AM–4 PM (173.3 h × \$31.50): \$5,460 Your rate - Consumables: paper, soap, liners (42,000 sq ft × \$0.012): \$504 Our estimate	\$0.165 per sq ft / month Your rate	\$12,894 per month
Public Library 28,500 sq ft · 5 nights a week · day porter 8 AM–4 PM · 8 restrooms - Nightly cleaning, 5 nights (28,500 sq ft × \$0.165): \$4,702 Your rate - Day porter, Mon–Fri 8 AM–4 PM (173.3 h × \$31.50): \$5,460 Your rate - Consumables: paper, soap, liners (28,500 sq ft × \$0.012): \$342 Our estimate	\$0.165 per sq ft / month Your rate	\$10,504 per month
Recreation Center 31,200 sq ft · 7 nights a week · 12 restrooms - Nightly cleaning, 5 nights (31,200 sq ft × \$0.165): \$5,148 Your rate - Weekend nights (7 nights a week, +40%): \$2,059 Our estimate - Consumables: paper, soap, liners (31,200 sq ft × \$0.012): \$374 Our estimate Attachment B calls for seven nights a week at the Recreation Center; the uplift prices the two extra nights at the same rate.	\$0.165 per sq ft / month Your rate	\$7,582 per month
Police Department 18,400 sq ft · 5 nights a week · secured facility · 6 restrooms - Nightly cleaning, 5 nights (18,400 sq ft × \$0.165): \$3,036 Your rate - Secured facility: CBI background checks, escorted access (+5% of nightly labor): \$152 Our estimate - Consumables: paper, soap, liners (18,400 sq ft × \$0.012): \$221 Our estimate The RFP requires CBI background checks for staff at the Police Department; the premium covers check fees and escorted access time.	\$0.165 per sq ft / month Your rate	\$3,409 per month
Fire Station 1 7,800 sq ft · 5 nights a week - Nightly cleaning, 5 nights (7,800 sq ft × \$0.165): \$1,287 Your rate - Consumables: paper, soap, liners (7,800 sq ft × \$0.012): \$94 Our estimate	\$0.165 per sq ft / month Your rate	\$1,381 per month
Fire Station 2 6,900 sq ft · 5 nights a week - Nightly cleaning, 5 nights (6,900 sq ft × \$0.165): \$1,138 Your rate - Consumables: paper, soap, liners (6,900 sq ft × \$0.012): \$83 Our estimate	\$0.165 per sq ft / month Your rate	\$1,221 per month
Public Works Operations Center 9,600 sq ft · 5 nights a week - Nightly cleaning, 5 nights (9,600 sq ft × \$0.165): \$1,584 Your rate - Consumables: paper, soap, liners (9,600 sq ft × \$0.012): \$115 Our estimate	\$0.165 per sq ft / month Your rate	\$1,699 per month

Line item	Rate	Amount
Senior Center 6,000 sq ft · 5 nights a week Nightly cleaning, 5 nights (6,000 sq ft × \$0.165): \$990 Your rate Consumables: paper, soap, liners (6,000 sq ft × \$0.012): \$72 Our estimate	\$0.165 per sq ft / month Your rate	\$1,062 per month
Municipal Court 6,000 sq ft · 5 nights a week Nightly cleaning, 5 nights (6,000 sq ft × \$0.165): \$990 Your rate Consumables: paper, soap, liners (6,000 sq ft × \$0.012): \$72 Our estimate	\$0.165 per sq ft / month Your rate	\$1,062 per month
Total, all lines \$4,535 per line on average	\$489,768 a year \$1,469,304 over the 36-month term	\$40,814 per month

Periodic services (unit prices)

Service	Quantity	Unit price	First year
Carpet extraction Quarterly · about 38,000 sq ft of carpet (our estimate; the package does not state carpet area) Your rate. The carpet area is our estimate (about a quarter of the total floor area, typical for municipal offices). Confirm it at the site visit before you rely on the annual figure.	≈38,000 sq ft × 4 rounds a year	\$0.18 per sq ft Your rate	\$27,360 Needs review
Hard-floor strip and refinish Twice a year · about 24,000 sq ft of VCT (our estimate) Your rate. VCT area is our estimate; the Recreation Center gymnasium is rubber and is excluded.	≈24,000 sq ft × 2 rounds a year	\$0.55 per sq ft Your rate	\$26,400 Needs review
Interior window cleaning Monthly, all nine facilities You left this rate blank. The package gives no window counts, so this is a low-confidence estimate from comparable municipal contracts. Count windows at the site visit.	12 rounds a year	\$1,150 per visit (all facilities) Our estimate	\$13,800 Needs review
Exterior window cleaning (ground floor) Removed from scope by Addendum No. 1; Attachment C still carries the line Addendum No. 1: "Proposers shall not price exterior window cleaning on Attachment C." Enter \$0 or N/A on the form and cite the addendum so the line is not read as an omission.	n/a	\$0 per visit From the RFP	\$0 Removed by addendum
Periodic services, first year			\$67,560

First-year total: \$557,328 (\$489,768 recurring + \$67,560 periodic).

Price bands

COST FLOOR \$38,970 per month · \$467,640 a year Bottom-up cost: loaded labor at \$24.94 an hour (the \$18.75 living wage plus 33% burden), 4,000 sq ft per labor hour, two day porters, consumables, equipment, and your 12% overhead. Below this you lose money.	YOUR RATES \$40,814 per month · \$489,768 a year · 4.7% over the floor The sheet above, built from the rates you entered. It clears the cost floor by 4.7%, below your 10% target.	RECOMMENDED \$42,870 per month · \$514,440 a year · 10% over the floor Cost floor plus your 10% target margin. Raising nightly cleaning to about \$0.173 per sq ft gets there. Price is 25 of 100 evaluation points, behind technical approach at 30, so a margin is not automatically penalized.	PREMIUM \$46,760 per month · \$561,120 a year · 20% over the floor Cost floor plus 20%. Defensible when your references and staffing plan are strong: experience and staffing carry 35 points against 25 for price.
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Checks against the package

- **Margin at your rates.** Your rates land 4.7% above the cost floor, under your 10% target. The recommended band closes the gap.
- **Living wage over a fixed three-year price.** If the wage rises 3% each January, labor cost climbs roughly \$1,900 a month by year three and your margin at today's rates is gone. Price the escalation into years 1–3, since the contract prohibits adjusting it later. (RISK-001, TERM-006, PRICE-001)
- **Bid security.** 5% of the first-year proposed price: about \$27,866 as a bid bond, cashier's check, or certified check with the proposal. (DOC-006, REQ-025)
- **Performance bond.** 100% of first-year contract value, about \$557,328, due within ten days of award. Check your bonding capacity before you bid. (TERM-002)
- **Liquidated damages.** \$250 per missed nightly cleaning and \$150 per late emergency response. One missed night a month costs about 0.6% of the monthly fee. (TERM-004)
- **Payment terms.** Invoices monthly in arrears, paid within 45 days: plan for about 2.5 months of payroll before the first payment arrives. (TERM-003, RISK-004)
- **Exterior window cleaning.** Removed by Addendum No. 1 and priced at \$0 on the sheet, with the addendum cited. (CONFLICT-003)

Rate card as entered

Rate	Value
Nightly cleaning, 5 nights a week	\$0.165 per sq ft per month
Day porter	\$31.50 per hour
Carpet extraction	\$0.18 per sq ft
Hard-floor strip and refinish	\$0.55 per sq ft
Window cleaning	<i>Left blank · our estimate used</i>
Consumables	<i>Left blank · our estimate used</i>
Overhead	12%
Target margin	10%

Assumptions

Assumption	Value	Origin	Confidence	Findings
Square footage basis Section 3.2 of the RFP says approximately 142,000; Addendum No. 1 directs bidders to Attachment B, which totals 156,400. The sheet uses Attachment B.	156,400 sq ft (Attachment B)	From the RFP	High	CONFLICT-001, SCOPE-002, SCOPE-016
Wage floor City living wage ordinance. Prices are firm for three years while the wage moves.	\$18.75 per hour, adjusted each January 1	From the RFP	Confirmed	TERM-006, RISK-001
Labor burden Typical for Colorado commercial cleaning payrolls. Replace with your own burden rate if you know it.	33% (payroll taxes, workers' comp, PTO, supervision)	Our estimate	Moderate	
Loaded labor rate Wage floor × (1 + burden).	\$24.94 per hour	Our estimate	Moderate	TERM-006
Production rate, nightly cleaning Blended office, corridor, and restroom rate for municipal buildings. Restroom-heavy buildings (City Hall, 14 restrooms) run slower.	4,000 sq ft per labor hour	Our estimate	Moderate	SCOPE-017, SCOPE-019

Assumption	Value	Origin	Confidence	Findings
Nights per month	21.67 (5 nights a week); 30.33 at the Recreation Center	From the RFP	Confirmed	SCOPE-004, SCOPE-005
Day porter hours	2 porters × 8 h × Mon–Fri = 346.7 h a month	From the RFP	Confirmed	SCOPE-006
Consumables Restroom paper, hand soap, and trash liners are supplied by the contractor. You left this blank; the estimate is for mid-grade Green Seal products.	\$0.012 per sq ft per month	Our estimate	Moderate	SCOPE-011, SCOPE-012
Carpet area Not stated in the package. Confirm at the site visit.	≈38,000 sq ft	Our estimate	Needs review	SCOPE-026
VCT area Not stated in the package. Confirm at the site visit.	≈24,000 sq ft	Our estimate	Needs review	SCOPE-026
Overhead	12%	Your rate	Confirmed	
Target margin	10%	Your rate	Confirmed	

- Option years: Attachment C asks for a price per facility for Option Years 1 and 2. The contract caps the increase at the lesser of Denver CPI-U or 3%; the sheet carries Year 3 prices forward at +3% for both option years.
- Round each facility fee to whole dollars on the form; the totals here are already rounded.

Example figures. The line items, quantities, contract terms, and form structure come from the sample package; the rates are illustrative. A priced bid is an estimate, not a guarantee of cost or of award. Confirm every figure marked “our estimate” before you sign, and treat the whole sheet as a starting point for your own judgment.

Contract terms

Commercially relevant clauses. Items marked for legal or management review deserve attention before bidding. This is not legal advice.

ID	Term	Bidder impact	Severity / review	Source
TERM-001	Insurance: \$1M/\$2M GL, \$1M auto, workers' comp, \$5M umbrella Insurance · \$5,000,000 umbrella <i>"Commercial General Liability of \$1,000,000 per occurrence and \$2,000,000 aggregate; Automobile Liability of \$1,000,000 combined single limit; Workers' Compensation as required by Colorado law; and an Umbrella/Excess Liability policy of \$5,000,000."</i>	A \$5M umbrella may exceed a small contractor's current coverage; get a quote before pricing.	High Management review	RFP 2026-1847 Janitorial Services · p.7
TERM-002	Performance bond of 100% of first-year value within ten days of award Performance bond · 100% of first-year value <i>"The Contractor shall furnish a performance bond in the amount of one hundred percent (100%) of the first-year contract value within ten (10) days of award notice."</i>	Ties up bonding capacity for the full annual value; confirm your surety can issue within ten days.	High Management review	RFP 2026-1847 Janitorial Services · p.7
TERM-003	Payment within 45 days of invoice, monthly in arrears Payment terms · 45 days <i>"The City shall pay undisputed invoices within forty-five (45) days of receipt. Invoices shall be submitted monthly in arrears, by facility."</i>	You fund payroll and supplies for two to three months before the first payment arrives.	High Management review	RFP 2026-1847 Janitorial Services · p.7
TERM-004	Liquidated damages: \$250 per missed nightly cleaning, \$150 per late emergency response Liquidated damages · \$250 / \$150 per occurrence <i>"For each nightly cleaning not performed at a facility, the City may assess liquidated damages of \$250 per facility per occurrence. For each emergency response exceeding the two-hour requirement, liquidated damages of \$150 per occurrence may be assessed."</i>	Staff no-shows and slow on-call response translate directly into deductions.	High Legal review	RFP 2026-1847 Janitorial Services · p.7
TERM-005	Termination for convenience on 30 days' notice, no claim for anticipated profits Termination · 30 days <i>"The City may terminate the agreement for convenience upon thirty (30) days' written notice. The Contractor shall have no claim for anticipated profits."</i>	Do not amortize equipment or hiring costs over the full term without a recovery plan.	Medium Legal review	RFP 2026-1847 Janitorial Services · p.7
TERM-006	Living wage ordinance: \$18.75/hour, adjusted each January 1 Prevailing wage · \$18.75 per hour <i>"This contract is subject to the City of Ridgeway Living Wage Ordinance. The current living wage rate is \$18.75 per hour and is adjusted annually each January 1."</i>	Wages rise every January while your price is fixed for three years; build that into year 1 pricing.	High Management review	RFP 2026-1847 Janitorial Services · p.7

ID	Term	Bidder impact	Severity / review	Source
TERM-007	Broad indemnification of the City Indemnification <i>"The Contractor shall indemnify, defend, and hold harmless the City from all claims arising out of the Contractor's performance, except to the extent caused by the City's sole negligence."</i>	Standard but broad; confirm your GL policy covers contractual indemnity.	Medium Legal review	RFP 2026-1847 Janitorial Services · p.7
TERM-008	Records retained three years; City audit rights Audit rights · 3 years <i>"The Contractor shall maintain records for three (3) years after final payment and shall make them available to the City upon request."</i>	Minor administrative burden.	Low	RFP 2026-1847 Janitorial Services · p.7
TERM-009	Three failed inspections in six months are grounds for termination Termination · 3 failures / 6 months <i>"Three (3) failed inspections within any six-month period shall constitute grounds for termination."</i>	Quality control is a contract-survival issue, not just a scoring factor.	Medium	RFP 2026-1847 Janitorial Services · p.4
TERM-010	Umbrella liability reduced to \$3,000,000 by Addendum No. 1 Insurance · \$3,000,000 umbrella <i>"Section 6.1 – Insurance. The Umbrella/Excess Liability requirement is reduced from \$5,000,000 to \$3,000,000."</i>	Lower coverage threshold than the original RFP; the addendum governs.	Medium Management review	Addendum No. 1 · p.1

Risks

Every risk points to the findings that evidence it.

ID	Risk	Domain	Severity	Evidence
RISK-001	Fixed three-year price while the living wage rises annually Prices are firm for the initial three-year term, but the City living wage (\$18.75/hour) adjusts every January 1. Labor is most of a janitorial contract's cost, so margin erodes each year unless year-one pricing anticipates the increases. Mitigation: Model three years of wage growth into the year-one monthly fee and price option years at the cap.	Pricing	Critical Management review	TERM-006, PRICE-001 RFP 2026-1847 Janitorial Services · p.7
RISK-002	Mandatory site visit on September 22 is a hard gate Firms that do not attend the pre-proposal conference and site visit are rejected as non-responsive. It is the earliest date in the package. Mitigation: Register an attendee now and confirm they sign the attendance sheet.	Submission	Critical	REQ-001, DL-001 RFP 2026-1847 Janitorial Services · p.1
RISK-003	Three references of 100,000+ square feet, one public agency The reference threshold excludes most small cleaning companies. Each reference must be a comparable contract within three years. Mitigation: List candidate references and confirm square footage and contact availability before investing in the proposal.	Qualification	Critical Management review	REQ-006 RFP 2026-1847 Janitorial Services · p.3
RISK-004	Cash-flow gap: 45-day payment on monthly arrears invoices First payment arrives roughly 75 days after service starts while payroll, supplies, and the performance bond are due immediately. Mitigation: Arrange a working-capital line sized to two to three months of contract cost.	Financial	High Management review	TERM-003, TERM-002 RFP 2026-1847 Janitorial Services · p.7
RISK-005	Bid security and 100% performance bond A 5% bid bond must accompany the proposal, and a performance bond for the full first-year value is due within ten days of award. Both consume bonding capacity. Mitigation: Get written confirmation of bonding capacity from your surety before pricing.	Financial	High Management review	REQ-025, TERM-002 RFP 2026-1847 Janitorial Services · p.5
RISK-006	Liquidated damages on missed nights and slow emergency response \$250 per facility per missed nightly cleaning and \$150 per late emergency response, on a contract requiring two-hour response 24/7 across nine sites. Mitigation: Staff an on-call rotation and a backup crew; track response times.	Contract	High Legal review	TERM-004, SCOPE-010 RFP 2026-1847 Janitorial Services · p.7

ID	Risk	Domain	Severity	Evidence
RISK-007	Square footage conflicts between Section 3.2 and Attachment B The RFP states approximately 142,000 square feet; Attachment B totals 156,400. Addendum No. 1 says to price on Attachment B and promises a corrective addendum that has not been issued. Mitigation: Price on 156,400 square feet and note the basis in the price proposal.	Scope ambiguity	High	SCOPE-002, SCOPE-016, REQ-034 RFP 2026-1847 Janitorial Services · p.3
RISK-008	Referenced forms missing from the package Attachment E (References Form), Attachment F (Sample Services Agreement), and Exhibit 4 (Inspection Form) are referenced but were not uploaded. The references form is a required submission; the agreement contains the full contract terms. Mitigation: Download the missing attachments from the City's procurement portal and add them to this analysis.	Submission	High	DOC-003, TERM-001 RFP 2026-1847 Janitorial Services · p.5
RISK-009	Attachment C still lists exterior window cleaning after Addendum No. 1 removed it The pricing workbook was not revised. Pricing that line contradicts the addendum. Mitigation: Mark the line N/A and cite Addendum No. 1 Item 3.	Pricing	Medium	SCOPE-027, REQ-035 Attachment C – Price Proposal Form · p.1
RISK-010	Hard-copy sealed submission with originals and USB Physical delivery to Room 110 by 2:00 PM; late proposals are not accepted. Courier delays are a real disqualification risk. Mitigation: Plan delivery one business day early.	Submission	Medium	REQ-003, REQ-004 RFP 2026-1847 Janitorial Services · p.1
RISK-011	Termination for convenience with no recovery of anticipated profit The City can exit on 30 days' notice; equipment and hiring investments may not be recovered. Mitigation: Avoid long equipment leases tied to this contract.	Contract	Medium Legal review	TERM-005 RFP 2026-1847 Janitorial Services · p.7

Contradictions

Places where the package disagrees with itself. Confirm with the buyer before pricing or committing.

CONFLICT-001 · Serviceable square footage: 142,000 vs 156,400 High	
SCOPE-002 approximately 142,000 serviceable square feet RFP 2026-1847 Janitorial Services · p.3 <i>The facilities total approximately 142,000 serviceable square feet across nine (9) buildings</i>	SCOPE-016 156,400 square feet Attachment B – Facility Schedule · p.1 <i>The nine facilities below total 156,400 square feet of serviceable space.</i>
Section 3.2 of the RFP states approximately 142,000 serviceable square feet; Attachment B's facility schedule totals 156,400 square feet. Addendum No. 1 instructs bidders to use Attachment B but has not corrected Section 3.2.	
CONFLICT-002 · Umbrella liability: \$5,000,000 vs \$3,000,000 Medium	
TERM-001 \$5,000,000 umbrella RFP 2026-1847 Janitorial Services · p.7 <i>Commercial General Liability of \$1,000,000 per occurrence and \$2,000,000 aggregate; Automobile Liability of \$1,000,000 combined single limit; Workers' Compensation as required by Colorado law; and an Umbrella/Excess Liab</i>	TERM-010 \$3,000,000 umbrella Addendum No. 1 · p.1 <i>The Umbrella/Excess Liability requirement is reduced from \$5,000,000 to \$3,000,000</i>
Section 6.1 requires a \$5,000,000 umbrella; Addendum No. 1 reduces it to \$3,000,000. The addendum governs, but the Certificate of Insurance must match the amended amount.	
CONFLICT-003 · Exterior window cleaning: removed vs still priced Medium	
REQ-035 Exterior window cleaning is removed from scope. Addendum No. 1 · p.1 <i>Exterior window cleaning is removed from the scope. Proposers shall not price exterior window cleaning on Attachment C.</i>	SCOPE-027 per visit Attachment C – Price Proposal Form · p.1 <i>Exterior window cleaning (ground floor) per visit</i>
Addendum No. 1 removes exterior window cleaning from scope, but Attachment C still contains a line for it.	

Clarification questions

Submit before the questions deadline (Wed, September 30, 2026 5:00 PM Mountain Time Mountain Time).

Q-001 High priority

Section 3.2 states approximately 142,000 serviceable square feet while Attachment B totals 156,400 square feet, and Addendum No. 1 (A1) indicates a corrected Section 3.2 will follow. Please confirm that 156,400 square feet is the figure to use for pricing and whether a corrective addendum will be issued before the October 22 due date.

Why: Two documents give different totals; the promised correction has not been issued. · Related: SCOPE-002, SCOPE-016

Q-002 Medium priority

Attachment C (Price Proposal Form) includes a line for exterior window cleaning (ground floor) per visit, which Addendum No. 1 Item 3 removed from scope. Should proposers leave the line blank, enter N/A, or will a revised Attachment C be issued?

Why: The pricing form conflicts with the addendum. · Related: SCOPE-027, REQ-035

Q-003 High priority

Attachment E (References Form), Attachment F (Sample Services Agreement), and Exhibit 4 (Inspection Form) are referenced in the RFP but were not included in the posted package. Please provide these documents or confirm where they can be obtained.

Why: Required and contract-defining documents are missing from the package. · Related: DOC-003

Q-004 High priority

Section 6.6 subjects the contract to the Living Wage Ordinance with annual adjustments each January 1, while Section 4.2 requires prices to remain firm for the initial three-year term. Will the City consider a wage-adjustment mechanism, or should proposers price anticipated increases into year-one rates?

Why: Fixed pricing combined with mandated wage increases creates material cost uncertainty. · Related: TERM-006, PRICE-001

What to do next

1. Register for the mandatory pre-proposal conference and site visit on September 22 Tue, September 22, 2026

10:00 AM Mountain Time, City Hall Council Chambers. Sign the attendance sheet.

Related: REQ-001, DL-001

2. Confirm you meet the qualification gates before investing further

Five continuous years in business; three references of 100,000+ sq ft within three years (one public agency); supervisor with three years of supervisory experience; Colorado registration in good standing.

Related: REQ-006, REQ-005, REQ-008

3. Get surety confirmation for the 5% bid bond and 100% performance bond Thu, October 15, 2026

Bid bonds typically take three to five business days; the performance bond is due within ten days of award.

Related: REQ-025, TERM-002

4. Submit clarification questions before September 30 at 5:00 PM MT Wed, September 30, 2026

Square footage basis, Attachment C exterior window line, missing attachments, and wage adjustment.

Related: DL-002, REQ-002

5. Obtain Attachments E and F and Exhibit 4 from the City Wed, September 30, 2026

The References Form is a required submission; the Services Agreement holds the full contract terms.

Related: DOC-003

6. Quote the \$3,000,000 umbrella and confirm the Certificate of Insurance wording

Addendum No. 1 reduced the umbrella from \$5M to \$3M; the City must be named additional insured.

Related: TERM-010, REQ-026

7. Build the price model on 156,400 sq ft with three years of living-wage growth and 45-day payment terms

Fixed monthly fee per facility for Years 1–3, option years at the lesser of CPI-U or 3%, periodic services as unit prices, exterior window line marked N/A.

Related: PRICE-001, TERM-006, TERM-003

8. Draft the technical proposal around the 30/20/15 scoring factors within 25 pages

Technical approach and quality control (30), experience and references (20), management and staffing (15). Add the one-page Transition Plan required by Addendum No. 1 (excluded from the page limit).

Related: EVAL-001, REQ-020, REQ-032

9. Schedule a notary for Attachment D and assemble the forms package Tue, October 20, 2026

Notarized non-collusion affidavit, Attachment E references, signed Addendum No. 1 acknowledgment, Certificate of Insurance, resumes, and the separately sealed Attachment C.

Related: DOC-002, DOC-004, REQ-023

10. Deliver the sealed package to Room 110 before 2:00 PM on October 22 Thu, October 22, 2026

One original, three hard copies, one USB; hand delivery or courier one business day early.

Related: DL-007, REQ-004

Sources and methodology

Document	File	Type	Pages	Scanned
RFP 2026-1847 Janitorial Services	RFP-2026-1847-Janitorial-Services.pdf	Main solicitation	7	0
Attachment B – Facility Schedule	Attachment-B-Facility-Schedule.docx	Statement of work	1	0
Attachment C – Price Proposal Form	Attachment-C-Price-Proposal-Form.xlsx	Pricing form	1	0
Attachment D – Non-Collusion Affidavit	Attachment-D-Non-Collusion-Affidavit-scanned.pdf	Required form	1	1
Addendum No. 1	Addendum-1.pdf	Addendum (Amendment 1)	1	0

Pipeline 2026.09.01-1 · Models: vision: scripted, extract: scripted, classify: scripted, reconcile: scripted · Vision pages: 3 · Deterministic checks: quote_verification, date_normalization, evaluation_weight_parsing, attachment_cross_reference, deadline_conflict_detection, header_consistency_validation

Confidence levels: Confirmed = stated verbatim and verified against the page; High = clearly supported; Moderate = interpretation required; Needs review = ambiguous or not verifiable. Every finding's source page is listed so you can check it in the original.

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