

STATE OF IDAHO
DEPARTMENT OF LANDS



JANITORIAL SERVICES – CRAIGMONT SUPERVISORY AREA
REQUEST FOR QUOTE NO. 25-8431 REVISED
DUE BEFORE 3:00:00 PM MT (MOUNTAIN TIME) ON MAY 23rd, 2025

**REQUEST FOR QUOTE
AND
INSTRUCTIONS**

Quotes will be received by the Idaho Department of Lands for the following:

JANITORIAL SERVICES – CRAIGMONT SUPERVISORY AREA

DELIVERY LOCATION: Idaho Department of Lands
014 East Lorahama
Craigmont, ID 83523

INSTRUCTIONS

All price quotes must be entered on the attached Schedule A. The signed Schedule A can be returned to either the Email or physical address listed below. Idaho Department of Lands shall award the Contract to the qualified Supplier submitting the lowest responsible and responsive quote. The lowest total **Monthly Price** will be the basis for award.

SITE VISIT

A pre-quote site visit may be **scheduled by calling 208-924-5571, at 014 East Lorahama Craigmont, ID 83523**. While attendance is not mandatory, interested vendors are encouraged to attend and participate.

QUOTES DEADLINE AND DELIVERY REQUIREMENTS

Quotes must be received, and time stamped by the Idaho Department of Lands at either the physical address or electronic address listed below **before 3:00:00 PM MT on May 23rd, 2025**. The Department of Lands is not responsible for lost or undelivered Quotes or for failure of the United States Postal or any courier service to deliver Quotes to the Idaho Department of Lands by the Quote deadline. The Idaho Department of Lands is not responsible for delayed delivery of electronically submitted quotes. The date and time of electronically received quotes, to the Idaho Department of Lands email address listed below, will be used to determine if electronically submitted quotes were received by the due date and time specified.

Late Quotes will not be accepted. Fax Quotes will not be accepted.

Quote Delivery Address:

Idaho Department of Lands
ATTN: Michaelle Sande
3284 W Industrial Loop
Coeur d'Alene, ID 83815

OR

mrsande@idl.idaho.gov

Quotes mailed in a sealed envelope are to be marked in the lower left-hand corner and emailed quotes are to be marked in the subject line with the following information:

Quote For:	RFQ 25-8431 JANITORIAL SERVICES – CRAIGMONT SUPERVISORY AREA
Quote Due Before:	5/23/2025 at 3:00:00 PM MT

A Quote submitted using “Express/Overnight” services must be shipped in a separate sealed inner envelope identified as stated above and enclosed inside the “Express/Overnight” shipping envelope.

QUESTIONS

Questions pertaining to this RFQ must be submitted in writing by email to mrsande@idl.idaho.gov. The deadline for receiving questions is 3:00 PM MT, on 5/16/2025. Responses to all questions received will be posted as an addendum on the IDL website at www.idl.idaho.gov. Verbal questions will not be accepted.

SCHEDULE A

STATE OF IDAHO
DEPARTMENT OF LANDS
REQUEST FOR QUOTE
THIS IS NOT AN ORDER

Requisition Number 25-8431

Revised

Date _____

INSTRUCTIONS:

Responders must use this form in submitting prices.

Insurance, as outlined in Clause 8 of the attached "Sample Contract", must be maintained in Full Force and Effect for the duration of the contract.

Service Location: Craigmont Supervisory Area
 014 East Lorahama
 Craigmont, Idaho 83523

ARTICLES	MONTHLY PRICE								
Janitorial Services for the Craigmont Supervisory Area office in Craigmont, Idaho per the attached Exhibit A - Project Scope of Work <ul style="list-style-type: none">Monthly cost is to be all inclusive for all services performed weekly, twice a week, bi-weekly, monthly, semi-annually, and/or annually.	\$ _____								
<i>Before submitting a quote to the State, respondents are urged to visit the site where the services are to be performed and fully inform themselves of all the conditions and limitations. Failure to do so will in no way relieve the successful Contractor of the responsibility in furnishing sufficient materials, equipment and/or personnel to perform all duties described in the Scope of Work without additional cost to the State.</i>									
<i>Duration of the contract shall be for a period of one year from its effective date with the option to renew for four one-year periods, upon mutual agreement by both parties, under the same terms and conditions.</i>									
<table border="1"><thead><tr><th>Action</th><th>Due Date</th></tr></thead><tbody><tr><td>Area Visit Scheduled:</td><td>May 13th -14th From 8-12 AMMT</td></tr><tr><td>Request for Quote Responses Due Before:</td><td>May 23rd, 2025, 3:00 PM MT</td></tr><tr><td>Contract Start Date:</td><td>June 1st, 2025</td></tr></tbody></table>		Action	Due Date	Area Visit Scheduled:	May 13 th -14 th From 8-12 AMMT	Request for Quote Responses Due Before:	May 23rd, 2025, 3:00 PM MT	Contract Start Date:	June 1 st , 2025
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Area Visit Scheduled:	May 13 th -14 th From 8-12 AMMT								
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Contract Start Date:	June 1 st , 2025								
DELIVER QUOTE TO: Idaho Department of Lands ATTN: Michaelle Sande 3284 W Industrial Loop Coeur d'Alene, ID 83815 OR mrsande@idl.idaho.gov	We have stated hereon the prices at which <u>we will furnish and at destination named above</u> , the articles or services as specified. Delivery will be made as specified above. Firm _____ Street _____ City _____ State _____ Zip Code _____ Phone _____ Fax _____ E-Mail _____ Taxpayer ID# _____ Signed by _____ Printed Name _____ Title _____								

IDAHO DEPARTMENT OF LANDS

STANDARD INFORMATION

ADDENDA

It will be the respondent's responsibility to check for any addenda prior to submitting a bid. In the event it becomes necessary to revise any part of the solicitation documents, addenda will be made available. Information given to a respondent will be available to all other respondents if such information is necessary for purposes of submitting a bid or if failure to give such information would be prejudicial to uninformed respondents.

BURDEN OF PROOF

ANY VARIATIONS of brand names or deviations from the specifications MUST BE CLEARLY STATED. It shall be the responsibility and burden of the submitting vendor to furnish the State WITH ITS ORIGINAL SUBMISSION sufficient data to determine if the goods or services offered conform to the specifications.

ORAL INFORMATION

The State will not be responsible for any verbal or oral information regarding a bid.

DISQUALIFICATION AND AWARD INFORMATION

The state reserves the right to make reasonable inquiry to determine the responsibility of a contractor. Such requests may include but not be limited to financial statements, credit ratings, statements of experience and past performance, references, etc. Successful contractors must show to the satisfaction of the Idaho Department of Lands that they have sufficient equipment and work crews to complete the work contracted by the time specified. The unreasonable failure of a contractor to promptly supply information in connection with such a request is reason for disqualification. Except as otherwise provided by law, information furnished by the contractor pursuant to this provision may not be disclosed outside the Idaho Department of Lands without prior written consent of the Contractor. Disqualification of a high-ranking contractor may be pursued when their reputation, experience or references are such as to create a doubt about satisfactory job completion or if the price bids are considerably below Department estimates and the other bids. The purchasing agent will contact the contractor and request that they disqualify themselves by withdrawing in writing. If the contractor refuses to withdraw, the purchasing agent may notify the contractor in writing or email that the Department will not offer the contractor a contract and proceed with an award to the next responsible contractor.

PARTNERSHIPS

Contractors responding as partners must furnish the Idaho Department of Lands the name of the partnership, names of the partners, and the partnership's federal taxpayer ID number. All payments will be made to the partnership.

INTERNAL REVENUE SERVICES REPORTING REQUIREMENT

IRS rules and regulations require employers to submit a miscellaneous income form (IRS form 1099) for all contractual persons who receive \$600 or more in a calendar year. Incorporated firms are exempt from this reporting requirement. The contractor's taxpayer identification number (Social Security or employer number) must be listed on the signature page of the contract.

PUBLIC RECORDS

The Idaho Public Records Law, Idaho Code Sections 74-101 through 74-126, allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by a state or local agency regardless of the physical form or character. ALL, OR MOST (there are exceptions), OF THE INFORMATION CONTAINED IN YOUR RESPONSE TO THE STATE'S SOLICITATION WILL BE A PUBLIC RECORD SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORDS LAW.

WORKERS COMPENSATION INSURANCE

All persons working for the State under any contract of hire, expressed or implied, must be covered by worker's compensation insurance. (Reference Title 72, Idaho Code). Contact the Idaho Industrial Commission with any Worker's Compensation questions.

Any contractor who hires employees to accomplish the contracted work must provide a certificate of worker's compensation insurance.

PREFERENCES

Section 67-2349, Idaho Code, requires application of a preference in determining which contractor submitted the lowest responsible bid. If the contractor who submitted the lowest bid is domiciled in a state which has a preference law that penalizes Idaho domiciled contractors, then the State must apply a preference. The penalty applied to out-of-state contractors competing against Idaho contractors is determined by the penalty applied by the contractor's domiciliary state to its out-of-state contractors.

In determining domicile, the following "rule of thumb" will be used: Corporations – the state in which the corporation is chartered or incorporated; Sole proprietor or partnership – the state in which the permanent headquarters of the business is located.

A contractor domiciled outside the boundaries of the state of Idaho may be considered as an Idaho domiciled contractor provided that there exists for a period of one year preceding the date of the bid a significant Idaho economic presence as defined herein. A significant Idaho economic presence shall consist of the following: (a) That the contractor maintains in Idaho fully staffed offices, or fully staffed sales offices or divisions, or fully staffed sales outlets, or manufacturing facilities, or warehouses or other necessary related property; and (b) if a corporation, that it be registered and licensed to do business in the state of Idaho with the Office of the Secretary of State.

REJECTION OF QUOTES AND CANCELLATION OF SOLICITATION

Prior to the issuance of a contract, the State shall have the right to accept or reject all or any part of a quote when: (i) it is in the best interests of the State of Idaho; (ii) the quote does not meet the minimum quote specifications; (iii) the quote is not the lowest responsible quote; (iv) a finding is made based upon available evidence that a respondent is not responsible or is otherwise incapable of meeting specifications or providing an assurance of ability to fulfill contract requirements; or (v) the item offered deviates to a major degree from the quote specifications, as determined by the State (minor deviations, as determined by the State, may be accepted as substantially meeting the quote requirements of the State of Idaho). Deviations will be considered major when such deviations appear to frustrate the competitive solicitation process or provide a respondent an unfair advantage. Prior to the issuance of a contract, the State shall have the right to reject all quotes or to cancel a solicitation. Cancellation may be for reasons that include but are not limited to: (i) inadequate or ambiguous specifications; (ii) specifications have been revised; (iii) property is no longer required; (iv) there is a change in requirements; (v) all quotes are deemed unreasonable or sufficient funds are not available; (vi) quotes were not independently arrived at or were submitted in bad faith; (vii) it is determined that all requirements of the solicitation process were not met; (viii) insufficient competition; or (ix) it is in the best interests of the state of Idaho.

AWARD PROCEDURES

For contracts with a total value of \$100,000 or less, the State will email all respondents within five (5) business days following the solicitation closure of its intent to award a contract(s) and the party(ies) to whom the contract(s) will be awarded and will then email a contract award to the successful respondent(s).

For contracts with a total value of more than \$100,000, the State will notify all respondents within five (5) business days following the solicitation closure, by mail and/or email, of its intent to award a contract and the party(ies) to whom the contract will be awarded. After elapse of the five (5) day appeal period, if no appeals are received, the State will award a contract to the successful respondent(s).

Respondents to whom a contract has been awarded will have seven (7) calendar days from the mailing date of the award notice to return to the State a signed copy of the contract along with the required bonding and certificates of insurance. If the State does not receive such documents within the specified time period, the State may declare, at its sole discretion, that all respondent's rights to the contract are forfeited, and the State may proceed without further delay or notice to award the contract to the next low respondent.

SCOPE OF WORK

Revised

1. The work detailed below will be performed as scheduled at the Idaho Department of Lands, Craig Mountain Area Office at 014 East Lorahama, Craigmont, Idaho 83523.
2. It is the intention of the scope of work to set forth the requirements and conditions for performing janitorial/cleaning services at the above location. The contractor shall perform the required services in all areas and shall be qualified to furnish a complete and efficient custodial service, including all labor, supervision, cleaning materials and equipment.
3. **AREA TO BE CLEANED:**
All interior spaces including offices, hallways, conference room, bunk house and restrooms (approximately 2240 sq. ft.: Office = 1820 square feet and Bunkhouse = 420 square feet). In addition, all exterior entryways should be cleaned. Each time the cleaning crew leaves the office all doors and gates should be closed and locked.
4. **WORK TO BE PERFORMED:**
The following list of work is the approximate schedule to be followed. It is recognized that cleaning requirements will increase or decrease periodically. Occasionally, specific tasks may be required due to extraordinary circumstances such as inclement weather and/or heavy use by employees and the public.
All work must be conducted outside of routine office hours, according to a schedule to be approved by the COR. Routine office hours are: Monday through Friday (6:30 a.m. to 5:00 p.m.),
 - a. **WEEKLY CLEANING: Office and Bunkhouse / 2 Times per Week**
 - 1) Empty all waste paper baskets, replace liners and place trash in dumpster provided on the premises. Areas around trash receptacles to be kept clean and free of debris.
 - 2) Dust and disinfect all open areas of desks, open shelving, counters, window ledges, fixtures, tables, office equipment, etc. Remove cobwebs from all rooms. Use clean rags, do not use same rag used for cleaning restrooms.
 - 3) Clean restrooms completely, including but not limited to the following:
 - a. Clean and disinfect sink basins, urinals inside and out, and toilets, including tank and around the base of the toilet.
 - b. Clean soap dispensers and soap dishes, mirrors, counter tops, door knobs, light switch plates, and towel holders.
 - c. Re-supply with towels, toilet paper and hand soap etc. as necessary.
 - d. Sweep and wet mop restroom floors.
 - e. Spot wash restroom walls, tiles and partitions as needed.
 - f. Clean and disinfect shower stalls/floor if present.
 - 4) Vacuum carpets, as well as throw rugs, in private offices, hallways and lobby area.
 - 5) Spot clean carpets as needed (spots smaller than a saucer size plate).
 - 6) Vacuum or sweep and wet mop hard surface floors. Remove scuff marks as needed.
 - 7) Wash floor with non-abrasive, neutral PH floor cleaner such as: ZEP Neutral Floor Cleaner or OdoBan No Rinse PH Neutral Floor Cleaner. Do not use soap based detergents, abrasive or mop

6. THE STATE TO PROVIDE THE FOLLOWING*:

- a. Urinal screens
- b. All paper supplies.
- c. Plastic garbage can liners.
- d. Hand soap for restrooms

*It is the responsibility of the Contractor to notify the COR when supplies need to be replenished.

7. INSPECTIONS:

- a. Weekly inspections will be performed by the State. Completed inspection forms will be sent by email to the Contractor for review.
- b. The COR and the Contractor will meet periodically to review the contract performance.
- c. Invoices will be paid at the end of the covered time period after acceptable work is completed and verified.

8. OTHER WORK TO BE PERFORMED:

IDL sometimes hires seasonal personnel for specific projects. In that scenario, the duties as assigned in this contract may need to be adjusted with an official modification to this contract to account for the Contractor's additional costs in completing the scheduled janitorial work.