

**Entity Name:** South Dakota State Government  
**Event Number:** 8869  
**Event ID:** 23RFP8869  
**Event Name:** Cleaning Services National Guard Armory Brookings  
**Requested By:** Scott Nelson  
**Created By:** Scott Nelson  
**Due By Date:** 07/14/2023 06:00 PM Central Time  
**Q&A Cutoff Date:** 06/09/2023 9:07 AM Central Time  
**Invitation Type:** Invitation Only  
**Assigned Commodities:** 910-39 Janitorial/Custodial Services  
**Allow Supplier Terms and Conditions:** No  
**Public Responses:** No  
**Display Awardee:** Display  
**Posting Board Status:** Published  
**Event Status:** Event Under Review

---

**Section #: Name:**

**1 Section 1 - RFP Event**

Do not submit response through ESM Sourcing as this section is for informational purposes only. Please download RFP document and follow submittal instructions to respond.

**PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

This request for proposal (RFP) is a request for competitive sealed proposals designed to solicit offers from qualified offerors/contractors who will be responsible for providing limited janitorial services at FMS #8 in Brookings, SD in accordance with Exhibit A (Scope of Work). Work location is 300 5th Street, South, Brookings, SD 57006.

Copy of Exhibit A is attached hereto and incorporated herein by reference.

Proposals shall conform to all instructions, conditions, and requirements included in the Request for Proposal. Prospective vendors are expected to carefully examine all documentation contained in this RFP and be willing to accept each requirement term and condition.

**ISSUING OFFICE AND RFP REFERENCE NUMBER**

The State of South Dakota, Department of Military is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Military/South Dakota Army National Guard. The reference number for the transaction is 23RFP8869. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

**LETTER OF INTENT**

All interested offerors may submit a Letter of Intent to respond to this RFP.

The letter of intent should be received in the mail by no later than June 21, 2023. If submitted by mail the envelope should be addressed to:

Address: Mr. Steve Timmons  
JFHQ-SD-CFMO-OM  
2823 W. Main Street  
Rapid City, SD 57702

Be sure to reference the RFP number in your letter.

The Letter of Intent may be submitted to Mr. Steve Timmons via email at [steven.j.timmons3.nfg@army.mil](mailto:steven.j.timmons3.nfg@army.mil). Please place the following in the subject line of your email: "Letter of Intent for RFP 23RFP8869."

**SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication 09 June 2023  
Letter of Intent to Respond Due 21 June 2023  
Deadline for Completion of Site Visits 23 June 2023  
Deadline for Offer Questions 30 June 2023  
Responses to Offeror Questions 07 July 2023  
Proposal Submission 14 July 2023  
Oral Presentations/discussions (if required) 21 July 2023  
Proposal Revisions (if required) 24 July 2023

---

Anticipated Award Decision/Contract Negotiation 25 July 2023

**SUBMITTING YOUR PROPOSAL**

All proposals must be completed and received in the mail by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

An original and one (1) identical copy of the proposal shall be submitted.

All proposals must be signed, in ink, by an officer of the responder, legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope should be marked with the appropriate RFP Number and Title. Proposals should be addressed and labeled as follows:

REQUEST FOR PROPOSAL 23RFP8869  
PROPOSAL DUE July 14, 2023  
STATE POC Mr. Steven Timmons  
JFHQ-SD-CFMO-OM  
2823 W. Main Street  
Rapid City, SD 57702

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Inquiries must be emailed to Mr. Steve Timmons at [steven.j.timmons3.nfg@army.mil](mailto:steven.j.timmons3.nfg@army.mil) with the subject line "23RFP8869.

The South Dakota Department of Military, Mr. Steven Timmons, will respond to offeror's inquiries (if required) via e-mail. In addition, all inquiries and the State's response will be posted on the state's e-procurement system. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

---

**Terms and Conditions**

---

**ESM Sourcing Terms**

None

**General Terms and Conditions**

None

**Event Specific Terms and Conditions**

Please see attached RFP documents.