

**Entity Name:** South Dakota State Government  
**Event Number:** 9222  
**Event ID:** 23RFP9222  
**Event Name:** Scheduled Cleaning Services at Field Maintenance Shop-Webster, SD  
**Requested By:** Missy Schuetzle  
**Created By:** Missy Schuetzle  
**Due By Date:** 11/10/2023 06:00 PM Central Time  
**Q&A Cutoff Date:** 10/16/2023 10:37 AM Central Time  
**Invitation Type:** Invitation Only  
**Assigned Commodities:** 914-28 Cleaning, Interior/Exterior, New Construction  
**Allow Supplier Terms and Conditions:** No  
**Public Responses:** No  
**Display Awardee:** Display  
**Posting Board Status:** Published  
**Event Status:** Event Under Review

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**Section #: Name:**

**1 Section 1 - 23RFP9222**

Do not submit responses through ESM Sourcing as this is for informational purposes only. Please download the attached RFP document and Exhibit A document and follow submittal instructions.

**1.0 GENERAL INFORMATION**

**1.1 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 #4 in Webster, SD in accordance with Exhibit A (Scope of Work). Work location is 120 West 11th Avenue, Webster, SD 57274.

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.

**1.2 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 23RFP9222. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

**1.3 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 October 23, 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 23RFP9222."

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

RFP Publication: 16 October 2023  
Letter of Intent to Respond Due: 23 October 2023  
Deadline for Completion of Site Visits: 27 October 2023  
Deadline for Offer Questions: 31 October 2023  
Responses to Offeror Questions: 03 November 2023  
Proposal Submission: 10 November 2023  
Oral Presentations/discussions (if required): 14 November 2023  
Proposal Revisions (if required): 17 November 2023

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Anticipated Award Decision/Contract Negotiation: 20 November 2023

**1.5 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 23RFP9222

PROPOSAL DUE November 10, 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.

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**Terms and Conditions**

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**ESM Sourcing Terms**

None

**General Terms and Conditions**

None

**Event Specific Terms and Conditions**

See attached RFP document and Exhibit A document.