

**Entity Name:** South Dakota State Government  
**Event Number:** 9790  
**Event ID:** 24RFP9790  
**Event Name:** Scheduled Cleaning Services-Chamberlain FMS#6 Shop-Air National Guard  
**Requested By:** Missy Schuetzle  
**Created By:** Missy Schuetzle  
**Due By Date:** 02/08/2024 05:00 PM Central Time  
**Q&A Cutoff Date:** 01/08/2024 2:25 PM 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 - 24RFP9790**

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

**1.0 GENERAL INFORMATION**

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

To provide janitorial services for the Chamberlain FMS#6 shop. The Contractor shall provide all personnel, equipment, tools, materials, supervision, and services necessary to perform the janitorial services as described in these specifications. The required result is to maintain the facility(s) in such a manner as to provide a clean, healthy, and safe work environment for occupants. The specifications contained in this document have been developed to establish the minimum level of janitorial services required. This work will include Cleaning Services at the South Dakota Army National Guard (SDARNG) shop in Chamberlain, SD. Cleaning Services are to be completed per the requirements enclosed in this document for the identified areas on the floor plan. Floor plan is available upon request.

Copy of Exhibit A SOW 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 the 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 the Military/South Dakota Army National Guard. The reference number for the transaction is RFP #24RFP9790. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

**1.3 LETTER OF INTENT**

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

The letter of intent should be received in the mail no later than January 18th, 2024. If submitted by mail the envelope should be addressed to:

Address: Mr. Steve Timmons  
JFHQ-SD-CFMO-OM  
2823 West 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 24RFP9790".

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

RFP Publication: 08 January 2024  
Letter of Intent to Respond Due: 18 January 2024  
Offeror Questions Due: 24 January 2024  
Responses to Offeror Questions: 30 January 2024

Proposal Submission: 08 February 2024  
Oral Presentations/discussions (if required): 13 February 2024  
Proposal Revisions (if required): 18 February 2024  
Anticipated Award Decision/Contract Negotiation: 08 March 2024

#### 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 copies 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 #24RFP9790  
PROPOSAL DUE: February 8<sup>th</sup>, 2024  
STATE POC: Mr. Steve 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 documents