



MISSOULA COUNTY REQUEST FOR PROPOSALS (RFP)

RFP Title:
Missoula County Cleaning Services

RFP Due Date and Time:
December 12th, 2025, by 3:00 P.M.

ISSUING DEPARTMENT INFORMATION

Procurement Officer:
David Wall

Issue Date:
November 7th, 2025

Procurement Officer Address:
Missoula County
199 West Pine St
Missoula, MT 59802

Procurement Officer Email and Telephone Number: dwall@missoulacounty.us
406-258-3526

OFFEROR SUBMITTAL INSTRUCTIONS

Return Proposal to:
199 West Pine St. Missoula MT, 59802 or
email to dwall@missoulacounty.us

Subject Line Must Be Titled:
Missoula County Cleaning Services

RFP Response Due Date:
December 12th, 2025

OFFEROR CONTACT INFORMATION AND AUTHORIZATION

Offeror Name/Address:

Authorized Offeror Signature:

Print name and sign in ink.

Offeror Phone Number:

Offeror FAX Number:

Offeror Email Address:

OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE

INSTRUCTIONS TO OFFERORS

Follow the format presented in the RFP. Points may be deducted during scoring for deviations from the prescribed format.

Provide complete answers or descriptions. Read all questions and requirements, and provide clear, concise responses. Do not assume Missoula County or the selection committee will have any familiarity with the firm's capabilities. Proposals are evaluated solely on the information and materials provided in the response.

Adhere to the proposal due date. Late proposals will **NOT** be accepted.

The following items must be included in the submission to be considered responsive:

- Signed Cover Sheet;
- Signed Acknowledgment of Addenda (if any);
- All mandatory proposal requirements;
- Correctly executed Missoula County "Affidavit for Trade Secret Confidentiality", if the proposal contains confidential or proprietary information as defined in MCA Title 30, Chapter 14.

RFP TIMELINE

EVENT	DATE
RFP issue date	November 7 th , 2025
Pre-proposal mandatory walk through	November 25 th , 2025, beginning at 8am
Deadline for submitting written questions	December 4 th , 2025
Written responses posted to County website	December 8 th , 2025
RFP response due date	December 12 th , 2025
Offeror interviews/product demonstrations	TBD if necessary
Contract award	December 17 th , 2025

The Owner will provide a pre-proposal walk-through of the existing buildings and related scopes of work so that all proposing Contractors have an opportunity to get an understanding of the buildings existing conditions, layouts, and square footage. The Owner representative will be leading a walkthrough of all related buildings (17 different sites) beginning at **8am on November 25th, 2025**.

The purpose of this would be to discuss this proposal solicitation and familiarize the proposing Contractors with the existing building and scope of work. Please reach out to Facilities Director Jason Hauser by email at: jhauser@missoulacounty.us or by phone: 406-531-0686 to sign up for the walk-through and receive information as to where the walk-through will start. This will include a walkthrough of multiple buildings, be prepared to travel to several different locations. A walkthrough for this project is mandatory for your firm's proposal to be accepted.

SECTION 1 - RFP OVERVIEW

INTRODUCTION

Missoula County Facilities Management is seeking to enter into a professional cleaning services contract with a selected firm to perform routine cleaning for seventeen Missoula County buildings (see **Section 3** for a list of these buildings). This Request for Proposal (RFP) process will be used for the selection of a cleaning firm based on their capabilities, experience, and other attributes as listed in **Section 6** of this document. Interviews may take place depending on the scoring results from the evaluation process shown in **Section 6**.

This RFP does not commit the Owner to enter an agreement, to pay expenses incurred in preparing a response to this request, or to procure or contract for supplies, goods, or services. The Owner reserves the right to accept or reject any and all responses received as a result of the RFP, if it is in the Owner's best interest to do so. Missoula County reserves the right to waive any and all irregularities or informalities, and to determine what constitutes any and all irregularities and informalities.

This procurement is governed by the Missoula County Purchasing and Contracts Policy and the laws of the state of Montana. The venue for all legal proceeding will be the Fourth Judicial District, Missoula County.

CONTRACT PERIOD

The Owner is looking to engage in a Professional Services Contract with the selected firm once the RFP process is completed. We anticipate contracting the selected Contractor using Missoula County's Professional Service Agreement, an example of this agreement is located online at:

<https://www.missoulacounty.gov/departments/auditor/forms-resources/>

The Owner is looking to have the contract executed by December 31st, 2025 with the contract extending from January 1st, 2026, through December 31st, 2029, with an option of up to a 2-year extension.

MAIN POINTS OF CONTACT

There are two points of contact for inquiries regarding this RFP from the date issued until the selection is publicly announced. Offerors may not communicate with any County officials or staff not identified in this document, regarding this procurement, except at the direction of the procurement officer; and any unauthorized contact may disqualify the offeror from further consideration. Contact information for the procurement officer is:

Procurement Officer: Dave Wall, Missoula County Auditor

E-mail Address: dwall@missoulacounty.us

Facilities Director: Jason Hauser

Email Address: jhasuer@missoulacounty.us

OFFEROR QUESTIONS

Any questions or requests for clarification or interpretation of this RFP must be addressed in writing to the procurement officer on or before **December 4th, 2025**. For purposes of this RFP, “in writing” consists of email. Questions submitted must include:

- Company name and address;
- Contact information, including name, email address, telephone number, and fax number;
- Clear reference to the section, page, and item in question.

Questions received after the deadline will not be considered.

The County will provide a formal written addendum by **December 8th, 2025**, to questions received by the deadline. No other form of interpretation, correction, or change to this RFP will be binding upon the County. Any addendum will be posted on the County’s website,

<https://www.missoulacounty.gov/departments/auditor/bids-proposals/>

An Acknowledgment of Addendum must accompany the RFP response.

PREFERENCES

Please note the following three Missoula County Resolutions:

- Resolution No. 2020-061 A Resolution Giving Procurement Preference to Disadvantaged Business Enterprises
- Resolution No. 2020-076 Montana Registered Apprentice Program Resolution
- Resolution No. 2021-001 A Resolution Stating A Preference For Purchasing Goods And Services From Firms Based In Missoula County

GENERAL REQUIREMENTS

Mandatory Requirements of the RFP

To be eligible for consideration, an offeror must provide all information requested in Section 4. A proposal that fails to provide any information requested may be deemed nonresponsive or be subject to deduction of points during scoring.

Understanding of Specifications and Requirements

By submitting a response to this RFP, the offeror attests to an understanding of the specifications and requirements described herein and agrees to comply with such.

Prime Contractor and Subcontractors

If this RFP results in a contract award, the offeror selected will be the prime Contractor and shall be responsible for all work of any subcontractors. The Contractor shall be responsible to the County for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Furthermore, nothing contained within this document or any contract documents created from any contract awards derived from this RFP shall create a contractual relationship between any subcontractor and the County.

Offeror's Signature

The proposal must be signed by an individual legally authorized to bind the offeror. The offeror's signature is a guarantee that the proposal has been developed without collusion. The offeror shall provide proof of authority of the person signing the RFP upon the County's request.

Offer in Effect for 120 Calendar Days

The offeror may not modify, withdraw, or cancel a proposal for a 120-day period following the RFP due date.

PROPOSAL REQUIREMENTS

Proposal Organization

Proposals must be organized into sections that follow the format of this RFP. Pages must be consecutively numbered.

Compliance with Instructions

Scoring points may be deducted for failure to comply with these instructions. Furthermore, a proposal may be deemed nonresponsive and disqualified from consideration if it does not follow the response format, is difficult to read or understand, or is missing required information.

Extraneous or Outside Information

Selection and contract award will be based on the offeror's proposal and the evaluation of other information outlined in this RFP. Offeror responses may not include references to information located on Internet websites, in libraries, or at other external locations unless specifically requested in the RFP. Such information will not be considered, will have no bearing on any award, and may result in the offeror's disqualification from further consideration.

Copies Required and Deadline for Receipt of Proposals

The proposal must be submitted to the County procurement officer by email.

Proposals must be labeled with the proposal's name and received by the procurement officer by the due date and time. The offeror is solely responsible for assuring delivery by the deadline.

Late Proposals

Regardless of cause, late proposals will not be accepted and will be automatically disqualified from consideration.

Preparation Costs

The offeror is solely responsible for all costs incurred prior to contract execution.

SECTION 2 - RFP STANDARD INFORMATION

AUTHORITY

This RFP is issued under the authority of the Missoula County Purchasing and Contracts Policy. The RFP process is a procurement option which allows the award to be based on evaluation criteria in addition to cost. Section 6 states the relative importance of all evaluation criteria, and only the evaluation criteria outlined in the RFP will be used.

OFFEROR COMPETITION

The County encourages free and open competition to obtain quality, cost-effective services and products. The specifications contained in proposal requests are designed to accomplish this objective.

PUBLIC INSPECTION OF PROPOSALS

Public Information

All information received in response to this RFP, including copyrighted material, is deemed public information and with one exception will be available for public viewing and copying after the proposal deadline. All requests for information must be made through the County's website at: <https://missoulacountymt.nextrequest.com/>.

The public will not be able to view bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, Chapter 14, Part 4, MCA. The procurement officer will remove any such trade secrets from the RFP prior to public viewing.

Bona Fide Trade Secrets

Confidential information meeting the requirements of Title 30, Chapter 14, Part 4, MCA will be available for review only by the procurement officer, the evaluation committee members, and limited other designees.

Before the RFP is made available to the public, the procurement officer will remove the confidential information if the following conditions are met:

- Confidential information is clearly marked and separated from the rest of the proposal.
- No confidential material is contained in the cost section.
- An affidavit from the offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to the proposal. To make the trade secret claim, legal counsel must use the Missoula County "Affidavit for Trade Secret Confidentiality" form available at <https://www.missoulacounty.gov/departments/auditor/forms-resources/>

The offeror shall pay all legal costs and fees associated with defending a claim for confidentiality if a "right to know" request is received from another party.

CLASSIFICATION AND EVALUATION OF PROPOSALS

Classification of Proposals as Responsive or Non-responsive

All proposals will be classified as either "responsive" or "non-responsive." A proposal is considered "responsive" if it conforms in all material respects to the requirements of the RFP. A proposal may be found non-responsive if:

- Required information is not provided;
- The cost proposal is excessive or inadequate as measured by criteria stated in the RFP;
- The proposal does not conform to the specifications described and required in the RFP.

If a proposal is found to be non-responsive, it will receive no further consideration.

Determination of Offeror Responsibility

The procurement officer and/or the selection committee will make a determination whether an offeror has met the standards of responsibility based on the requirements of the RFP. Factors used to determine the responsibility may include whether the offeror has:

- The appropriate financial, material, equipment, or human resources to meet all contractual requirements;
- A satisfactory record of integrity;
- The legal ability to contract with the County;
- Provided all information requested for use in the determination of responsibility; and
- A satisfactory record of past performance.

An offeror may be deemed “nonresponsible” at any time during the procurement process if information surfaces to support such a determination.

Evaluation of Proposals and Offeror Interviews/Product Demonstration

The remaining proposals will be scored according to the evaluation criteria stated in Section 6. The selection committee may ask finalists to appear for interviews or product demonstrations or to provide written responses to items requiring clarification. Any costs associated with interviews or product demonstrations are the sole responsibility of the offeror.

County’s Right to Investigate and Reject

The County may make such investigations as are deemed necessary to determine the ability of the offeror to provide the product or services specified. The County reserves the right to reject any proposal if the evidence obtained fails to satisfy the County that the offeror is properly qualified to perform the obligations of the contract. This includes the County's ability to reject a proposal based on negative references.

Offeror Selection and Contract Execution

After an evaluation of the offeror interviews and/or product demonstrations, the selection committee will recommend a contract award, which the procurement officer will communicate to the offeror selected. If the offeror does not accept all material terms of the County contract, the County may move to next ranked offeror or cancel the RFP. The work described in the RFP may begin only after the contract is signed by all parties.

COUNTY'S RIGHTS RESERVED

The RFP in no way constitutes a commitment by the County to award and execute a contract. If such actions are deemed in its best interests, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP;
- If awarded, suspend contract execution; or terminate the resulting contract if the County determines adequate county funds are not available.

SECTION 3 - SCOPE OF PROJECT OF PRODUCT SPECIFICATIONS

Please see below for list of buildings that we are seeking cleaning services for, along with the cleaning requirements and frequency of these services. If any information appears to be missing, please ask through the addendum process.

List of Buildings and Building Addresses:

1. Missoula County Courthouse and Annex, 200 W. Broadway- 85,370SF
2. Missoula County Administration building, 199 W. Pine St.- 18,190SF
3. Missoula Public Health, 301 W. Alder St.- 27,904SF
4. Missoula County Risk and Benefits, 223 W. Alder St.- 5,189SF
5. Missoula County Relationship Violence Services, 317 Woody St.- 4,416SF
6. Missoula County Building, at 311 Woody St. – 4,500SF
7. Missoula County Public Works, 6089 Training Dr.- 7,520SF
8. Missoula County Gerald W. Marks Exploration Center, 1075 South Ave.- 27,672SF
9. Missoula County Elections Center (Building B), 120 N. Russell – 8,450SF
10. Missoula County Elections Office (Building A), 140 N. Russell – 6,700SF
11. Missoula County Detention Center, 2340 Mullan Rd.- *Field verify SF during walk-through*
12. Missoula County Evidence Facility, 2340 Mullan Rd. - *Field verify SF during walk-through*
13. Missoula County Risk and Benefits, 438 W. Spruce St.- 2,683SF
14. Missoula County Records Center, 2147 Ernest- *Field verify SF during walk-through*
15. Missoula County Sheriffs Office, 2415 Mullan Rd.- 8,190SF
16. Missoula County Radio Building 1st Floor, 125 E. Main St. and 2nd Floor, 127 E. Main St.- *Field verify SF during walk-through*
17. Missoula County Animal Control Shelter – 6700 Butler Cr. Rd. Missoula, MT. – 8,877SF

Work Schedule & Background Check Requirements - All Locations:

- Cleaning of Missoula County buildings is to take place during either a day shift or a night shift. Each building's required shift and cleaning interval will be identified under each building below:
 - Day Shift will be Monday through Saturday, 7AM to 5PM (unless otherwise noted)
 - Night Shift will be Monday through Saturday, 5PM to 7AM (unless otherwise noted)
- **Note: Due to the presence of sensitive material, the contractor will be required to conduct background checks on all staff that will work in Missoula County Buildings. No one who has had a financial crime conviction within the last three years may be assigned to clean any County building; financial crimes include but are not limited to theft, fraud, embezzlement, cybercrime. No one who has repeat financial crime convictions longer than three years may be assigned to clean any County building. All staff working unescorted after hours in the following locations will have to undergo a fingerprinted background check to be conducted by the Missoula County Sheriff's Office to meet federal CJIS requirements. The CJIS regulated areas are as follows: Missoula County Sheriff's Office, County Attorneys Office(within the Courthouse/Annex), Relationship Violence Services Office, Justice Court Clerks & Judges Offices, Missoula County Detention Facility, Missoula County Evidence Facility**

General Cleaning Requirements - All Locations

- Daily Responsibilities:
 - Clean and sanitize all restrooms and restock supplies. Maintain restrooms throughout the day.
 - Empty and clean all trash receptacles, both in common places (hallways/conference rooms/exterior) and in offices.
 - Clean interior and exterior of all entrance doors.
 - Clean and sanitize all drinking fountains.
 - Mop entrances (or vacuum, depending on flooring type), stairs and halls during inclement weather or when visibly dirty/soiled. Put out “wet floor” signs when needed.
 - Clean up spills on floors and carpets as needed.
 - Carry a cellphone and respond to departments as requested. A single number to provide to County staff for requests.
 - Inform maintenance of any necessary repairs.

General Cleaning Requirements - All Locations

- Weekly Responsibilities:
 - Thoroughly clean all offices & conference rooms; including ceiling diffusers, walls, baseboards, desktops if desktop is clear, and under desks.
 - Vacuum all carpets and mop hard surfaces.
 - Clean and sanitize all high touch surfaces
 - a. Wall switches, door handles/knobs, handrails, elevator buttons, etc....

General Cleaning Requirements - All Locations

- Bi-Weekly (twice a week):
 - Empty indoor recycling bins into designated outdoor collection areas Tuesdays and Fridays.

General Cleaning Requirements - All Locations

- Monthly Responsibilities:
 - Buff all hard-surfaced floors.

General Cleaning Requirements - All Locations

- Quarterly Responsibilities:
 - Strip and wax all hard surface floors. *
 - Shampoo and extract all carpeted areas. *
 - Clean & replace walk-off mats throughout all facilities. *
 - (*) Frequency may increase during the winter months. **Wool carpets and hard surfaces to be cleaned in accordance with manufacturer recommended equipment and products.**

Additional Specific Cleaning Requirements & Work Schedule Requirements by Location:

These are in supplement to the general listed cleaning requirements & frequency's detailed above. These have been included to help provide further information to proposing contractors on the specific work that will take place in each building:

1.) Missoula County Courthouse & Annex:

Day Shift: (Courthouse and Annex):

- Provide one full time and one half time custodian between the hours of **8 AM and 5 PM** Monday through Friday.
- Clean Office of Emergency Management/911 each morning Sunday through Saturday.
- Clean Justice Court during the hours of **12 PM to 1 PM** Monday through Friday.

- Clean Sheriff's Civil, and Youth Court/ Pretrial Offices each morning Monday, Wednesday, and Friday.
- See general cleaning requirements (daily, weekly, bi-weekly, monthly, quarterly)

Night Shift (Courthouse & Annex):

- Provide adequate staff as necessary to perform all listed cleaning requirements
- Ensure all doors are closed & locked after cleanings, regardless of the state they are found in
- Adjust night schedule to accommodate evening meetings.
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after-hour work in the Work Schedule section

Annually:

- Clean exterior windows

2.) Administrative Building (Night Shift):

- Clean three days a week - Monday, Wednesday and Friday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

Annually:

- Clean exterior windows

3.) Missoula Public Health/ Nurses Station (Night Shift):

- Clean five days a week, Monday through Friday.
- Nurses station and clinic rooms (to be defined during walkthrough) hard surfaces(counters/chairs) to be wiped/cleaned daily
- Nurses station Sheet Vinyl flooring to be mopped daily
- Playroom floor to be mopped daily
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

Annually:

- Clean exterior windows

4.) Risk and Benefits Alder Location (Night Shift):

- Clean two days a week, Tuesday and weekend day
- See general cleaning requirements (daily, weekly, bi-weekly, monthly, quarterly)

Annually:

- Clean exterior windows

5.) Relationship Violence Services (Night Shift):

- Clean two days a week, Tuesday and Saturday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after hours work in the Work Schedule section

6.) 311 Woody (Night Shift):

- Clean two days a week, Tuesday and Friday
- See general cleaning requirements (daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after hours work in the Work Schedule section

7.) Public Works (Night Shift):

- Clean two days a week, Tuesday and Friday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

Annually:

- Clean exterior windows

8.) Gerald W. Marks Exploration Center (Day Shift):

- Clean all areas except Insectarium three days a week, Monday, Wednesday, Friday.
- Clean Insectarium 1 day a week, Monday through Friday.
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- *Frequency may change due to special event schedule*

Annually:

- Clean exterior windows

9.) Elections Center (Night Shift):

- Clean one day a week, Tuesday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- *Frequency may change during election years during election cycles*

Annually:

- Clean exterior windows

10.) Elections Office (Night Shift):

- Clean one day a week, Tuesday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- *Frequency may change during election years during election cycles*

Annually:

- Clean exterior windows

11.) Detention Center - Admin (Day Shift):

- Clean five days a week, Monday through Friday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after hours work in the Work Schedule section

12.) Evidence Facility (Day Shift):

- Clean one day a week, Wednesday
- Including exterior restroom between bay #5 & bay #6
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after hours work in the Work Schedule section

13.) Risk and Benefits (Night Shift):

- Clean two days a week, Wednesday and Friday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

14.) Records Center (Night Shift):

- Clean two days a week, Wednesday and Friday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

15.) Sheriff's Office (Day Shift):

- Clean Sheriff's offices during the hours of **8AM to 5 PM** Monday through Friday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after hours work in the Work Schedule section

Annually:

- Clean exterior windows

16.) Radio Building (Day Shift):

- Clean two days a week Tuesday and Friday
- With additional garbage removal on Thursdays
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

17.) Animal Services (Day Shift):

- Clean two days a week Tuesday and Friday
- Only includes lobby, front reception counter, public hallway, visitation rooms, & restrooms
 - See general cleaning requirements for the above listed areas(daily, weekly, bi-weekly, monthly, quarterly)

Annually:

- Clean exterior windows

Additional Bid Requirements:

The contractor shall furnish all restroom paper products and hand soap. The contractor shall also furnish all trash liners, cleaning supplies and equipment required to accomplish work as specified.

Missoula county is dedicated to reducing staff and public exposure to toxic chemicals and providing a more sustainable environment. Green cleaning products certified by Green Seal, Safer Choice, Eco Logo, or equivalents, must be used. All paper products must be recycled with at least 30% post-consumer content and be certified by the Forst Stewardship Council.

Equipment furnished by the contractor shall be the size and type best suited for accomplishing the various phases of work, equipment shall be suitable for operation from existing sources of the County furnished electrical power and shall have a low noise level of operation. Equipment considered by the County to be improper or dangerous will be removed and replaced by the contractor with satisfactory equipment.

The county will not be held responsible for loss or damage to any equipment belonging to the contractor stored on County premises.

The contractor will agree to hold the County harmless against and from all losses from any acts or omissions of the contractor.

Contractor is to ensure that Montana State prevailing wage requirements have been included in bid cost.

Contractor is to ensure that 1% GRT is included in bid cost if required by state.

SECTION 4 - OFFEROR QUALIFICATIONS (50 POINTS)

To enable the County to evaluate the capabilities of the offeror and its ability to supply the product and/or services specified in this RFP, the offeror must provide the following:

Company Profile and Experience of Personnel (20 Points)

- Introductory letter or statement of interest;
- Firm name, address, and principal contact for this RFP;
- A general description of the firm including its primary source of business, organizational structure and size, number of employees, and years of experience performing services or supplying products similar to those described within this RFP;
- A resume or summary of qualifications, work experience, education, certification, and skills for all key personnel, including any subcontractors, who will perform any aspect of this contract. Include each individual's anticipated role and years of experience providing services similar to those described in this RFP.

Firm Experience (15 Points)

- A detailed description of two other cleaning service contracts of similar size(most comparable)
 - The dates these contracts were active/are active
- The client for whom the services were provided; and
- Contact information for the client.

Specific Requirements

- Due to the nature of the some of the sensitivity of materials that are stored in Missoula County Courthouse, it will be a requirement that the staff dedicated to the Courthouse shall be able to pass a full CJIN background check, since they may be unaccompanied sometimes during cleaning. Please provide a statement within your proposal that your firm will be able to meet this requirement for the staff dedicated to the Missoula County Courthouse

Project Approach and Timeline (15 Points)

- Generally, describe how you plan to accomplish the work requirements listed in this Request for Proposal. Include staffing schedule for each listed building

Interviews or Product Demonstrations

TBD based off of score results

INSURANCE REQUIREMENTS

Contractor will be required to maintain general liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million (\$2,000,000) in the aggregate. Contractor will be required to provide professional liability insurance.

In accordance with §§ 39-71-401 and 39-71-405 MCA, Contractor agrees to provide workers' compensation insurance for its employees while performing work under this Agreement. Contractor shall provide proof of compliance in the form of workers' compensation insurance or documentation of corporate officer status and maintain such insurance or corporate officer status for the duration of the contract.

All insurance policies required must be from an insurance carrier licensed to do business in the State of Montana. Contractor agrees to furnish proof of required insurance to the County prior to commencing work under Agreement. Missoula County must be listed as an additional insured on the general liability insurance certificate for this Agreement unless otherwise specified by Missoula County.

SECTION 5 – COST PROPOSAL (50 POINTS)

The cost proposal must be submitted in a separate, sealed envelope to be considered responsive to the requirements of this RFP. The cost proposal must not be included in the body of the proposal.

The cost proposal must be submitted in a separate, sealed envelope from the RFP response to be considered responsive. Alternatively, if submitted by email, it shall be submitted as a separate attachment. The cost proposal must not be included in the body of the proposal.

Please provide a Cleaning Service fee based off of the information provided in this Request for Proposals, issued **November 7th, 2025**. Cleaning service fee shall be presented as a lump sum and broken down for each building. If necessary, please request clarification on any aspect of this RFP or cost submission through the addendum process. Please also provide an hourly rate per a square foot for special event cleanings.

Additionally, this contract is anticipated to be a three year contract, with the option of a two-year extension. Please provide your anticipated contract cost increases in the form of a percentage(yearly) for the next three years.

SECTION 6 – EVALUATION PROCESS

The selection committee will review and evaluate the Statements of Qualifications according to the criteria listed below, based on a total number of **100** points. The highest scoring candidate will be awarded this project.

EVALUATION CRITERIA

	Company Profile and Experience of Proposed Personnel	20 Points
	Firm Experience	15 Points
	Cleaning Services Approach	15 Points
	Cost Proposal	50 Points

Missoula County Standard Terms and Conditions

By submitting a response to this invitation for bid, request for proposal, or limited solicitation, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES:

The County reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the County. Bids, proposals, and limited solicitation responses will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.

ACCESS AND RETENTION OF RECORDS: The contractor agrees to provide the County, the County Auditor, or authorized agents, access to any records necessary to determine contract compliance. The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by Missoula County or third party.

ALTERATION OF SOLICITATION DOCUMENT: In the event of inconsistencies or contradictions between language contained in the County's solicitation document and a vendor's response, the language contained in the County's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the County.

AUTHORITY: The attached bid, request for proposal, limited solicitation, or contract is issued under the authority of the Missoula County Purchasing and Contracts Policy.

COMPLIANCE WITH LAWS: The contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractor to the same provisions. In accordance with MCA 49-3-207, the contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or nation origin by the persons performing the contract.

CONFORMANCE WITH CONTRACT: No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of Missoula County. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

DEBARMENT: The contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the County.

DISABILITY ACCOMMODATIONS: The County does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats, or services for effective communications or other disability related accommodations are invited to make their needs and preferences known to the County department issuing the solicitation. Interested parties should provide as much advance notice as possible.

FAILURE TO HONOR BID/PROPOSAL: If a bidder or offeror to whom a contract is awarded refuses to accept the award or fails to deliver in accordance with the contract terms and conditions, the County may, in its discretion, suspend the bidder or offeror for a period of time from entering into any contracts with Missoula County.

FORCE MAJEURE: Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party is using its best efforts to remedy such failure or delays.

HOLD HARMLESS/INDEMNIFICATION: The contractor agrees to protect, defend, and save the County, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the County, under this agreement.

LATE BIDS AND PROPOSALS: Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

PAYMENT TERMS: All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the County is allowed 30 days to pay such invoices. All contractors will be required to provide banking information at the time of contract execution in order to facilitate County electronic funds transfer payments.

RECIPROCAL PREFERENCE: The County applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. Such reciprocal preference is applied only to competitively bid projects for construction, repair, or maintenance of a building, road, or bridge in excess of \$50,000.

REGISTRATION WITH THE SECRETARY OF STATE: Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with MCA 35-1-1026 and MCA 35-8-1001. Such

businesses may want to obtain the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665, or visit their website at <http://sos.mt.gov>.

SEPARABILITY CLAUSE: A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

SHIPPING: Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

SOLICITATION DOCUMENT EXAMINATION: Vendors shall promptly notify the County of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

TAX EXEMPTION: Missoula County is exempt from Federal Excise Taxes (#81-6001397).

TERMINATION OF CONTRACT: Unless otherwise stated, the County may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

UNAVAILABILITY OF FUNDING: The contracting department, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason.

U.S. FUNDS: All prices and payments must be in U.S. dollars.

VENUE: This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the Fourth Judicial District in and for the County of Missoula, State of Montana, and each party shall pay its own costs and attorney fees.

WARRANTIES: The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship, and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the County. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance, and/or use desired. Exceptions will be rejected.