

REQUEST FOR PROPOSAL (RFP) 26-014
Summer Cleaning Services – Residence Hall Buildings
State Fair Community College
Summer 2026

1. GENERAL DESCRIPTION

State Fair Community College (SFCC) is requesting sealed proposals from qualified and experienced custodial service providers to perform comprehensive summer cleaning services for a 63,000 square foot on-campus residence hall and Housing Complex located in Sedalia, Missouri.

The intent of this RFP is to secure professional cleaning services to prepare the residence hall buildings for occupancy prior to the Fall semester.

2. PROJECT LOCATION

State Fair Community College
Student Resident Hall / Dorms
3201 West 16th Street
Sedalia, MO 6501

3. PROJECT SCHEDULE

- Work must be completed during the summer of 2026 to ensure minimal impact on students. Earliest Start Date is May 26, 2026, and must be completed no later than August 3, 2026
- Proposals must include a timeline with the number of working days required to complete the project from start to finish, including curing time.
- Normal Business Hours consists of Monday thru Friday 8am – 5pm, if work needs to be conducted outside normal business hours prior approval will be required.

4. PROPOSAL REQUIREMENTS

- The contractor shall provide a detailed project plan including an estimated timeline from start to finish.
- A list of similar refinishing projects completed in the past 12 months
- Contact information for at least three (3) references from recent clients
- Detailed description of materials and equipment to be used to include Safety Data Sheets and Manufactures Instructions.
- Warranty information on workmanship and materials.
- Business Insurance policy information (Name/Policy number)

- Total project cost to include labor, materials, and any optional services.

5. EVALUATION CRITERIA

- Experience and qualifications
- Quality and completeness of proposal
- References and prior work
- Cost and timeline
- Product specifications and finish quality

6. SCOPE OF WORK

Housing Complex 3 story

- 58 suites = 49,000 sq feet
- 42 – 2 bed, 2 bath, 1 living spaces
- 12 – 1 bed, 1 bath, 1 living spaces
- 4 – 1 bed, 1 bath, 1 living spaces
- 11 common spaces

1st floor

- Main lobby with kitchen
- 2 study rooms

2nd floor

- Hang out/game room
- 2 study rooms
- 1 study/hang out room

3rd floor

- Hang out/game room
- 2 study rooms
- 1 study/hang out room

Residents Hall Split Level /4 wings

- 54 rooms = 14,000 sq feet
- 1 Main Lobby
- 1 Game room
- 1 Study/Kitchenette room

A. Student Rooms

- Dust all surfaces (including high and low areas)
- Clean and disinfect desks, dressers, and furniture
- Vacuum carpets (deep extractions were needed)
- Spot clean walls
- Clean interior windows and sills
- Clean mirrors
- Remove trash and debris

B. Bathrooms (Community & Suite Style)

- Deep clean and disinfect toilets, urinals, sinks, showers
- Remove scale and mineral buildup
- Clean and polish fixtures
- Scrub tile and grout
- Clean partitions and stall doors
- Floor scrubbing and extraction
- Restock paper products (initial turnover only)

C. Common Areas

- Dust and wipe all furniture and fixtures
- Clean and disinfect high-touch areas
- Carpet extraction in lounges and corridors
- Hard floor scrubbing and refinishing (if applicable)
- Interior glass cleaning

D. Laundry Rooms

- Clean washers and dryers (exterior surfaces)
- Sweep and mop floors
- Remove lint/debris buildup
- Clean utility sinks

E. Hallways & Stairwells

- Vacuum or auto-scrub floors
- Clean handrails and baseboards
- Spot clean walls
- Dust light fixtures

F. Floor Care

- Carpet extraction throughout facility
- Strip and refinish VCT flooring (as needed)
 - Burnish hard surfaces

7. MANUFACTURES INSTRUCTIONS

- Where installation procedures are required to be in accordance with the instructions of the manufacturer for material/equipment being installed, printed copies of these instructions and/or recommendations shall be furnished to Justin H. David, SFCC Director of Facilities prior to installation. Installation of the item will not be allowed until the instruction and/or recommendations are received. Failure to furnish these documents may cause rejection of the material or services. With this submittal, explicitly identify in writing, any differences between manufacturer's instructions and the requirements specified herein.

8. REGULATIONS WHILE ONBOARD SFCC PROPERTY

- The construction site shall always be maintained in a clean condition. This included daily clean-ups of the construction and storage areas. The site shall be well lit and well barricaded/cordoned off as appropriate.
- SFCC is a tobacco, alcohol, and drug free campus.
- Contractors shall maintain safe speed. No use of cell phones is permitted while driving vehicles or operating heavy machinery. All personnel shall obey all marked traffic signals including stop signs & stop lights, all vehicles used on SFCC property shall be licensed and insured.
- Absolutely no firearms or weapons of any kind are allowed on SFCC property.
- In the case of gale force or stronger winds, or other inbound natural disasters, the contractor shall take every practicable precaution to minimize the danger to people, to work, and the adjacent property. These precautions shall include closing all openings, removing all loose materials, tools, and equipment from exposed locations, and removing or securing scaffolding, securing field trailers, and other appropriate equipment and other temporary work.
- The contractor shall provide a consolidated list of all contracted personnel including their driver's license numbers (or other valid gov't issued ID number) who will be working on any SFCC Facilities either the day of or prior to the notice to proceed date.

9. INSPECTION AND ACCEPTANCE

- The Director of Facilities (Justin H. David) or designated SFCC Representative have the right to reject defective workmanship, materials or work not performed as per the project specifications. Only an SFCC designated representative may accept work performed by the contractor.

10. SAFETY

- During the execution of this contract, the Contractor shall conform to the rules and regulations as set forth by OSHA Safety and Health Standards, 29 CFR Part 1926 - Safety and Health Regulations for Construction. The contractor shall have a written safety plan in place and provide/utilize all required Personal Protective equipment. The plan shall unequivocally assign responsibility and authority for safety to the superintendent by name. Immediate notification to SFCC Director of Facilities of work site injuries that occur. Provide two copies of workman's compensation accident reports by noon of the day following the accident. State Fair Community College reserves the right to bar any workers or supervisors from the premises should they be documented as violating set safety standards and regulations.
- Contractors shall take precautions to minimize fume exposure to faculty, staff and students. Installing temp barriers and ventilation when necessary.

11. RECYCLING AND REFUSE DISPOSAL

- Minor refuse, excess or waste materials resulting from construction and installation operations may be disposed of in SFCC dumpsters. All disposals shall be done in accordance with federal, state, and local laws and regulations. All bulk waste shall be disposed of in a contractor provided receptacle or dumpster.

12. EXAMINATION OF SITE

- It is HIGHLY ENCOURAGED that bidders carefully inspect the workplace and verify factors necessary to complete the job. Prospective bidders are highly encouraged to attend the pre-bid site visit that will be held on 05/01/2026. The following SFCC representatives will be Christine Brown @ (660) 596-7432 CBrown17@sfccmo.edu and Justin David at (619)788-7170 JDavid@sfccmo.edu Follow-up site visits must be scheduled least 5 working days in advance.

13. POINTS OF CONTACT

Operations Manager: Christine Brown

Phone: 660-596-7432

Email: CBrown17@sfccmo.edu

Director of Facilities: Justin H. David

Phone: 660-596-7282

Email: JDavid@sfccmo.edu

14. SUBMISSION DEADLINE

Please submit all proposals in a sealed envelope clearly marked to identify company name and project if hand delivered to Christine Brown in the Facilities Management Office by 1:00 PM April 14th, 2026. Submissions may be electronic, or hand delivered.

No bid may be withdrawn after the scheduled closing time for receipt of bids for at least thirty days.

The Owner reserves the right to reject any or all bids and to waive any technicalities therein, to determine the lowest responsible bidder.

15. GENERAL CONDITIONS AND TERMS

- Bids must be signed and submitted on this form.
- Any exceptions must be noted on this form.
- Bid Responses are not valid if unsigned or not received by deadline date.
- Bids may be sent by e-mail to cbrown17@sfccmo.edu
- The College reserves the right to waive any minor technicalities in bids when deemed in the best interest of the institution.
- Per RSMo § 34.040 The College reserves the right to reject any or all bids, in whole or in part, and to accept the bid deemed most advantageous to the institution, even if it is not the lowest bid.
- Per RSMo § 34.042 Award shall be based on the best value to the College, considering factors such as quality, price, vendor reputation, and ability to meet required timelines.
- Per RSMo § 34.070 Preference shall be given to Missouri vendors in accordance with Missouri law, provided their bids are competitive in terms of quality and price.

- Per RSMo § 34.353 Preference will be given to products manufactured in the United States, provided the quality and price are comparable to non-domestic goods.
- The College shall not discriminate based on race, color, religion, sex, national origin, or other legally protected categories when evaluating bids.
- Vendors must comply with all applicable federal, state, and local laws and regulations, including the **Americans with Disabilities Act (ADA)**, as amended.
- Vendors must comply with all applicable federal and state affirmative action requirements and must
 - Not discriminate in hiring or employment practices.
 - The College encourages participation by local, minority-owned, and women-owned businesses.
 - Vendors must disclose any potential conflicts of interest involving current or former College employees or Board members.
 - College does not prepay or accept COD shipments on awarded bids. Payment terms will be net 30 after acceptable receipt of goods. Vendor response to this Bid Request indicates Vendor accepts College payment policies and purchasing Terms and Conditions.

BID RESPONSE DEADLINE: All bids must be received in the Facilities Management Office no later than 1:00 PM. CDT on

May 14, 2026

(Please print)

Name: _____ Signature: _____

Phone: _____ Email: _____

Date: _____ (Prices good for 60 days.)