

SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY REQUEST FOR QUOTES

Carpet and Upholstery Cleaning

RFQ #2022-34

Register for Site Visit	September 19, 2022 (by 5:00 p.m.)
Mandatory Site Visit	September 21, 2022 (9 a.m. to 10 a.m.)
Questions Submitted	September 23, 2022 (by 5:00 p.m.)
Questions and Answers Posted	September 27, 2022 (by 5:00 p.m.)
Quotes Due Date	October 4, 2022 (by 5:00 p.m.)

1. PURPOSE

This Request for Quotes (RFQ) is issued by the South Dakota Science and Technology Authority (SDSTA) for carpet and upholstery cleaning at the Sanford Underground Research Facility (SURF). SDSTA is a quasi-governmental agency established by the State of South Dakota to operate and manage the SURF in Lead, South Dakota. A firm will be selected for a fixed price type contract based on the requirements listed on the provided Rate Sheet. Documents included with this RFQ include:

- A. SDSTA Rate Sheet
- B. Contractor ESH Qualification Questionnaire
- C. Draft Contract (2022-34)

2. SCOPE OF WORK

SDSTA is seeking quotes to provide all the supervision, labor, materials, tools, equipment, and transportation services required to provide carpet and upholstery cleaning on the SURF property (Administration Building (Admin), Education & Outreach Building (E&O), Rounds Operations Center (ROC) and Sanford Lab Homestake Visitor Center (SLHVC). These services will be performed according to the following schedule which include, but are not limited to the following:

	Admin Spring	ROC Summer	E&O Fall	SLHVC Winter
Carpets Square footage (estimate)	12,250	1,200	5,000	2,000
# of upholstered chairs	140	90	100	90
Spot Cleaning	as needed	as needed	as needed	as needed

3. TECHNICAL EVALUATION CRITERIA

A Lowest Price Technically Acceptable (LPTA) selection process will be used to award this contract. The selection criteria are itemized in the attached Rate Sheet.

4. SUBMISSION REQUIREMENTS

Submission Requirement: Mandatory Site Visit

All bidders are required to attend an onsite pre-bid conference and site visit on September 21, 2022, from 9 a.m. to 10 a.m. MT at the SURF located at 630 East Summit Street, Lead, SD. Registration is required and should be submitted to Caroline Jones via email at cajones@sanfordlab.org by 5 p.m. MT on September 19, 2022. Any Contractors' subcontractors are encouraged to attend, but are not required.

5. SUBMISSION DUE DATES

Questions are due by 5 p.m. MT on September 23, 2022.

Questions and Answers will be posted to the sanfordlab.org website no later than 5 p.m. MT on September 27, 2022.

Quotes should be provided in digital format as a .pdf file with standard letter size format. Bidders should submit an electronic copy no later than 5:00 p.m. MT on October 4, 2022, to Caroline Jones at cajones@sanfordlab.org. Late submissions will not be accepted.

The quote period may be extended at the discretion of SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective offerors by SDSTA.

All communications regarding this procurement between RFQ release and award shall be directed by email to Caroline Jones at cajones@sanfordlab.org. Communications with other SDSTA staff regarding this procurement in advance of the award are not allowed.