



STATE OF IDAHO
DEPARTMENT OF
ENVIRONMENTAL QUALITY

1410 North Hilton • Boise, Idaho 83706 • (208) 373-0502

C.L. "Butch" Otter, Governor
Toni Hardesty, Director

September 29, 2011

SUBJECT: Request for Proposals (RFP) – **RFP0912**
Janitorial Services for the Idaho DEQ Coeur d'Alene Regional Office

Dear Sir/Madam:

The Idaho Department of Environmental Quality (DEQ) is soliciting proposals from experienced firms to provide janitorial services to be performed at the Idaho Department of Environmental Quality Coeur d'Alene Regional Office, 2110 Ironwood Parkway, Coeur d'Alene, Idaho. Janitorial service is to provide all cleaning supplies and equipment necessary to accomplish the cleaning tasks, with the exception of the restrooms. The building landlord, as terms of the lease agreement, will supply washroom materials including cleaning supplies and equipment. One contract will be awarded. These services will be performed under the direction of the DEQ Coeur d'Alene Regional Office.

Should you elect to submit a proposal, the proposal must carefully adhere to the enclosed RFP guidelines and must be signed by an official authorized to bind the offeror. This RFP does not commit the DEQ to pay any cost incurred in the preparation and submission of proposals. All RFP's issued by DEQ are administered in a fair and equitable manner in compliance with applicable procurement rules.

The DEQ will not respond to telephone inquiries or visitations by proposers or their representatives concerning technical aspects of this RFP. However, proposers may submit written, FAXED, or emailed inquiries postmarked on or before **4:00 p.m. October 18, 2007**. Please refer to section 1.5 of the RFP for specific instructions. In addition, there will be a **Presubmittal Conference and Site Visit October 25, 2011, from 9:30 A.M. to approximately 11:30 A.M.** Please refer to section 1.6 of the RFP for details.

The deadline for submission of proposals is **November 18, 2011 at 4:00 p.m.** (Mountain Time). Proposals must be submitted to the Idaho DEQ, Attn: Marcia Todd/RFP0912, 1410 North Hilton, Boise, Idaho. You must obtain a receipt noting the date and time the proposal was submitted. For proposals submitted by mail, the receipt will be sent to you.

The DEQ anticipates that the proposal review will be completed and results announced near the end of November, 2011. If you have questions regarding administrative or procurement procedures, please contact Grants/Contract Officer Marcia Todd at (208)373-0286.

Sincerely,

A handwritten signature in blue ink that reads "Dave Sande".

Dave Sande, CPA
Financial Officer

Enclosure