

RFP Preparation Pack

Fictional Sample City Janitorial RFP 26-TEST

Source: sample-rfp.pdf | 3 pages

Preparation aid only. This pack is not a bid, legal opinion, guarantee of completeness, or replacement for the full solicitation, amendments, attachments, and contracting-office guidance. Bidder must independently verify every requirement and submission detail.

Overview

This fictional solicitation describes an after-hours janitorial contract with a mandatory site walkthrough, a specified proposal deadline, and insurance and reference requirements. The referenced pricing and supporting attachments are missing from the provided sample, so a bidder could not complete a compliant proposal from this file alone.

10 extracted, source-quote-verified items

Requirements and actions

1. Deadline — Critical

Submit one signed, searchable PDF proposal by November 20, 2026 at 2:00 PM Eastern.

Bidder action: Confirm submission route and local time zone, obtain signature, and upload or send before the deadline.

Verbatim source, p. 1: "The bidder must submit a signed proposal as one searchable PDF by November 20, 2026 at 2:00 PM Eastern."

2. Deadline — High

Send questions before November 9, 2026 at noon Eastern.

Bidder action: Prepare clarification questions and submit them to the address in the solicitation.

Verbatim source, p. 1: "Questions must be emailed to sample-procurement@example.invalid by November 9, 2026 at noon Eastern."

3. Eligibility — Critical

Attend the mandatory site walkthrough on November 4, 2026.

Bidder action: Verify attendance requirements and arrange participation.

Verbatim source, p. 1: "Attendance at the mandatory site walkthrough on November 4, 2026 is required for bid eligibility."

4. Submission — Critical

Include an authorized signature on the company information form.

Bidder action: Obtain the required form and have an authorized representative complete it.

Verbatim source, p. 1: "Proposals must include a completed company information form signed by an authorized representative."

5. Scope — High

Include labor, chemicals, equipment, and supervision in base pricing.

Bidder action: Include all named cost categories in estimates and the service plan.

Verbatim source, p. 2: "The contractor must supply labor, cleaning chemicals, equipment, and supervision at no added charge."

6. Scope — High

Plan service on weekdays after 6 PM, with holiday exclusions.

Bidder action: Build staffing schedule to match required service hours.

Verbatim source, p. 2: "Cleaning is required Monday through Friday after 6:00 PM, excluding posted city holidays."

7. Insurance — Critical

Provide at least \$1,000,000 per-occurrence general liability insurance evidence.

Bidder action: Verify policy coverage and prepare the requested insurance evidence.

Verbatim source, p. 2: "The contractor must provide evidence of general liability insurance of at least \$1,000,000 per occurrence."

8. Eligibility — High

Include at least two recent commercial janitorial references.

Bidder action: Select and verify two qualifying references before submission.

Verbatim source, p. 2: "The bidder must identify at least two recent commercial janitorial references in the proposal."

9. Pricing — Critical

Use Attachment B for both monthly pricing and separate hourly rates.

Bidder action: Request Attachment B, verify its required format, and complete the official pricing form.

Verbatim source, p. 3: "Pricing must be submitted on Attachment B using a fixed monthly amount and separate hourly rates."

10. Evaluation — Normal

Prepare technical, reference, and price material aligned to stated scoring.

Bidder action: Ensure each evaluated element is explicitly covered in the draft.

Verbatim source, p. 3: "Proposals are evaluated on technical approach (40 points), references (20 points), and price (40 points)."

Questions and missing information

- Pricing Attachment B and supporting Attachment C are explicitly referenced but missing from this sample. Obtain both before bidding.
- The precise submission portal or email address for proposals is not specified in the sample excerpt; verify with issuer.