



**City of Pendleton
Eastern Oregon Regional Airport and Pendleton UAS Test Range**

**Request for Qualifications (RFQ)
Janitorial Services**

Purpose of Request for Qualifications:

The Eastern Oregon Regional Airport is seeking a qualified contractor to provide janitorial services for the Airport Terminal Building, hangars, and selected Test Range facilities. The contract term will be for one year with extensions at the airport's option, and will execute on February 15, 2024.

Project and Contract Scope:

- The janitorial services contractor will be responsible for cleaning services 2-3 hours per day, 4-5 days per week, equaling approximately 250 days per year.
- The contractor will be responsible for deployment of an inspection system with a focus on the cleaning activities within each facility.
- The janitorial services contractor will present recommended staffing plans and working hours with full monthly schedules to the Airport Admin. Office.
- The staff will be required to sign Non-Disclosure Agreements (NDA) with the Range as needed.
- The janitorial services contractor shall include all labor rates for contracted work, out of contract work and, for informational purposes, warranty work.
- The contractor will be paid at a fixed monthly rate based on pre-estimated costs.

Statements of Qualifications (SOQ):

To be considered, licensed and bonded candidates must submit a complete response as required by the RFQ to include:

- Firm Description (10%)
- Involvement, to include recent examples of your experience and client portfolio (30%)
- Proposal for EORA and PUR Marketing based on Project Scope (30%)
- Cost Estimate/Budget (30%)

Questions Regarding the RFQ:

Questions about this RFQ may be submitted to the Airport Manager, Dan Bandel via e-mail or directly at 541-276-7754.



Submittal Deadline and Contact Information:

Submittal Deadline: **January 15, 2024, 2359 hours**
Attention: Dan Bandel, Airport Manager
Easter Oregon Regional Airport
2016 Airport Road
Pendleton, OR 97801
Phone: 541-276-7754
E-mail: dan.bandel@ci.pendleton.or.us