



RFP for Building Grounds Maintenance – FY2025

Solicitation Department(s): General Services

Solicitation Number: 269-2025-028

Solicitation Category: Local

Commodity Codes: 59575, 90656, 91141, 91862, 91873, 92688, 93437, 98800, 98836, 98852

The City of Charlotte is seeking proposals from qualified companies for Building Grounds Maintenance – FY2025.

The full solicitation can be viewed on the Procurement Portal, Bonfire, at:

<https://charlottenc.bonfirehub.com/opportunities/156630>

Pre-Proposal Date & Time:

October 15, 2024, at 10 a.m. EST

Pre-Proposal Instructions:

The non-mandatory, Pre-Proposal Conference will be held virtually via Microsoft Teams.

This conference will review key details of the solicitation. **Attendance is not required but is encouraged.**

Click here to join – [Microsoft Teams Video Conference](#)

To join via phone only – 872-256-4172 Conference ID: 699 790 086#

Questions:

All solicitation questions must be submitted electronically via Bonfire through the “Vendor Discussions” section of the relevant solicitation project page. Responses will be posted publicly on Bonfire via addenda.

Proposal Due Date & Time:

November 1, 2024, at 2 p.m. EST

Submission Instructions:

All proposal documents must be submitted on or before but no later than 2 p.m. via the Procurement Portal, Bonfire.

To access the portal, please register as a user. Once registered, choose the relevant opportunity by selecting “View Opportunity.”

All Proposal Documents are located on the opportunity page for download. Once completed, please upload the required documents to submit your proposal.

The City strongly recommends allowing sufficient time to complete this process—ideally, a week prior to the deadline—to finalize your submission and to upload your documents. *Late proposals will not be accepted.*

For any Procurement Portal questions, please contact:

Haley Lay, Procurement Agent

Haley.Lay@charlottenc.gov

Contact# 980.395.2613

Or:

Contact the Bonfire support team at Support@GoBonfire.com or by calling 1-800-354-8010.

About the City of Charlotte

The City of Charlotte provides services to more than 870,000 residents. The city's priorities are workforce and business development, transportation, planning and the environment, safe communities, and great neighborhoods.