



RFP for Citywide Janitorial Services

Solicitation Department(s): Citywide Janitorial Services

Solicitation Number: 269-2025-035

Solicitation Category: Citywide

Commodity Codes: 91039 (Janitorial and Custodial Services) & 95863 (Janitorial Management Services)

The City of Charlotte is seeking proposals from qualified service providers for Citywide Janitorial Services.

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

<https://charlottenc.bonfirehub.com/opportunities/164864>

Pre-Proposal Date & Time:

Friday, January 10th, 2025, 1:30 PM EST (Virtual Only)

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.**

Use this link to join – https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTNmNDFkYjMtNjgyOS00YjcxLWFhZGYtMmEwNmU3NGMyNTly%40thread.v2/0?context=%7b%22Tid%22%3a%223392a0ee-6ccb-49c5-94b5-f5e6d8a665d6%22%2c%22Oid%22%3a%228f2fd477-ec3b-43e9-95e2-4da9bbb6927d%22%7d

To join via phone only - 872-256-4172 **Conference ID: 790 995 361#**

Questions:

All solicitation questions must be submitted electronically via Bonfire through the “Ask a Question” option of the relevant solicitation project page. The deadline to submit questions is Monday, February 10, 2025, at 2 PM.

Responses will be posted publicly on Bonfire via addenda, and any attached documents will become available under the Supporting Documentation section.

Proposal Due Date & Time:

Wednesday, February 19th, 2025, 2 PM EST

Submission Instructions:

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

To submit a proposal, please click on the project page link provided (above) and register as a user. Registration is free.

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 (Bonfire) questions, please contact:

Julie Wingfield, Procurement Agent Senior

Julie.Wingfield@charlottenc.gov

Contact# 704-578-4183

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.