



**BOISE STATE UNIVERSITY**

**INVITATION TO BID**

**ITB # LB26-052**

## **Morrison Center Janitorial Services**

**ITB Issue Date: 06/19/26**

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## 1. ITB ADMINISTRATIVE INFORMATION

ITB Title:	ITB# LB26-052
ITB Project Description:	Morrison Center Janitorial Services
ITB Lead:	Name: Logan Brudenell Title: Senior Buyer Street address: 1910 University Dr Boise State University, Boise, ID 83725 <u>Email address: <a href="mailto:loganbrudenell@boisestate.edu">loganbrudenell@boisestate.edu</a></u> Phone: (208) 426-3702
Pre-Bid Conference/Walk-Through (NON-MANDATORY):	TBD: A non-mandatory pre-bid meeting may be held if sufficient bidder interest exists. Details will be posted by amendment on the University website.
Location of Pre-Bid Conference/Walk-Through	Address: Morrison Center (Front Lobby), 2201 W Cesar Chavez Lane Boise, ID 83725
Deadline To Receive Questions:	Friday, 06/26/2026 <b>5:00 PM MDT</b>
Anticipated Release of Answers to Questions:	On or around Friday, 07/03/2026 at: <u><a href="https://www.boisestate.edu/vpfa-p2p/vendor-supplier-information-for-businesses/">https://www.boisestate.edu/vpfa-p2p/vendor-supplier-information-for-businesses/</a></u>
ITB Closing Date:	Friday, 07/10/2026 <b>5:00 PM MDT</b>  <b>Electronic Bids must be sent to <u><a href="mailto:solicitation@boisestate.edu">solicitation@boisestate.edu</a></u></b>  <b>All Bids must have Attachment 4 - Cost Bid as a separate attachment.</b>  Note: If you need to send multiple emails due to the size of attachments, please include numbering in the subject. i.e., 1 of 5, while also numbering each attachment.
ITB Opening Date:	9:00 a.m. Mountain Time on Monday 07/13/26.
Validity of Bid	Bids are to remain valid for ninety (90) calendar days after the scheduled closing date. Bids submitted with a validity period of less than this will be found unresponsive and will not be considered.
Initial Term of Contract and Renewals:	Initial Term of the Contract shall be for a period of twelve (12) months. Following the Initial Term, the parties may extend the Contract under the same pricing, terms and conditions, on an annual basis, upon mutual written consent for up to 4 additional one (1)

	<p>year terms.</p> <p>Contract shall commence upon execution by both parties.</p> <p>Price increases, if any, will be considered at the Contract renewal date only. For a price increase to be considered, the Contractor must provide written justification for the increase ninety (90) days prior to contract renewal date.</p>
<p><u>Timeline:</u></p> <p>ITB Posting</p> <p>Pre-Bid Conference/Walk-Through (optional)</p> <p>Questions Due</p> <p>Questions Answered and Posted (approximate)</p> <p>ITB Closing Date</p> <p>Sealed Bid Opening</p>	<p><u>Milestone:</u></p> <p>June 19, 2026</p> <p>TBD</p> <p>06/26/2026 5PM MDT</p> <p>On Or Around 07/03/2026</p> <p>07/10/2026 5PM MDT</p> <p>July 13, 2026, at 9:00 AM MDT</p>

The purpose of this Invitation to Bid is to solicit janitorial services for the Morrison Center as specified herein.

For all Contractors wishing to submit a response to this solicitation, an **optional** walk-through is currently TBD based on bidders' interest. Parking is available in or around campus.

The pre-bid conference/walk-through will be used to explain, clarify, or identify areas of concern in the ITB. Those asking questions during the pre-bid conference will be REQUIRED to submit those questions to the University in writing by the designated "Deadline to Receive Questions" period as indicated on page three (3) of this ITB. For simplicity's sake, offerors are strongly encouraged to submit just one, final set of questions, after the pre-bid conference but prior to the question deadline, rather than multiple sets of questions. Any oral answers given by the University during the pre-bid conference/walk-through are to be considered unofficial and subject to change. All ITB documents shall be posted to the Boise State University Purchasing website: <https://www.boisestate.edu/vpfa-p2p/vendor-supplier-information-for-businesses/>

1.2. All questions must be submitted to the ITB Lead by the date and time noted in the timeline on page three (3). Questions must be submitted using **Attachment 1** "OFFEROR QUESTIONS" via email to the ITB Lead at the email address listed above. Official answers to all questions will be posted on the University's website as an amendment as indicated in the timeline on page three (3).

Questions regarding Boise State University's Standard Contract Terms found at: <https://www.boisestate.edu/vpfa-p2p/vendor-supplier-information-for-businesses/>

T&Cs are incorporated in this ITB by reference, any questions must be submitted by the question deadline. The University will not negotiate these requirements after the date and time set for receiving questions. Questions regarding these requirements must contain the following:

#### 1.2.1. The term or condition in question;

**1.2.2. The rationale for the specific requirement being unacceptable to the offeror (define the deficiency);**

**1.2.3 Recommended verbiage for the University's consideration that is consistent in content, context, and form with the University's requirement that is being questioned; and**

**1.2.4. Explanation of how the University's acceptance of the recommended verbiage is fair and equitable to both the University and the offeror.**

Bids received that **qualify** the offer based upon the University accepting other terms and conditions **not found in the ITB or which take exception to the University's terms and conditions** will be found non-responsive, and no further consideration of the offeror's bid will be given.

1.3. A non-mandatory pre-bid meeting may be held if sufficient bidder interest exists. Details will be posted by amendment on the University website as per section 1.1. This will be your opportunity to ask questions of the University staff. All interested parties are invited to participate, at their own expense. This conference will be used to explain, clarify, or identify areas of concern in the ITB. Any oral answers given by the University during the pre-bid conference are unofficial, and will not be binding on the University. Bidders interested in attending the optional walk-through **MUST RSVP** by emailing Logan Brudenell, [loganbrudenell@boisestate.edu](mailto:loganbrudenell@boisestate.edu) a *minimum of 24 hours* prior to the scheduled walk-through. Date and time are TBD based on bidders' interest. The website will be updated with details on the walk through if scheduled.  
<https://www.boisestate.edu/vpfa-p2p/vendor-supplier-information-for-businesses/>

1.4 Bid opening will be held at the time indicated on page three (3) of this ITB. This will be via an established call-in number via Zoom. In order to receive meeting details, those choosing to participate must pre-register via email to the ITB Lead, with the name and contact information of all participants. This must be submitted a *minimum of 24 hours* prior to the bid closing on Friday 07/10/2026 at 5PM.

## **2. INSTRUCTIONS FOR SUBMISSION OF BIDS**

2.1. Any qualified vendor may submit a bid. All vendors are qualified unless disqualified. Those offerors presently on the General Service Administration's (GSA) "list of parties excluded from federal procurement and non-procurement programs" may be disqualified. Vendor information is available on the Internet at: <https://sam.gov/>

2.2. Bids must demonstrate that offerors have the ability to complete the described functions of this ITB.

2.3. In order to be considered for award, the bid must be submitted via email to the address specified in Section 1.1 of the ITB, no later than the date and time specified in Section 1.1. No late bids will be accepted.

A bid received at [solicitation@boisestate.edu](mailto:solicitation@boisestate.edu) as designated in this ITB after the ITB closing date and time will not be accepted. No late bids will be accepted.

2.4. Bids must be submitted with the University-supplied Signature Page in the form provided, without modification. The Signature Page must contain an electronically-signed, unaltered signature and be returned with the relevant ITB documents. **DocuSign, Adobe Sign and Sign Now are the ONLY APPROVED METHODS FOR ELECTRONIC SIGNATURES.** Failure to

include a signed, complete, unmodified, University Signature Page shall result in a finding that the Bid is non-responsive, and no further consideration will be given to the Bid.

2.4.1. Each bid must be submitted electronically to [solicitation@boisestate.edu](mailto:solicitation@boisestate.edu) and clearly identified in the subject line as "Bid – ITB LB26-052 Morrison Center Janitorial Services."

2.4.2. Questions regarding bid submission requirements shall be directed to the ITB Lead identified in Section 1.1.

2.4.3 Amendment Confirmation: If the ITB is amended, the offeror must acknowledge each amendment with a signature on the acknowledgement form provided with each amendment. Failure to return a signed copy of each amendment acknowledgement form with the Bid may result in the bid being found unresponsive.

2.4.4 All correspondence will be in writing. In the event that it becomes necessary to revise any part of this ITB, addenda will be posted at:

<https://www.boisestate.edu/vpfa-p2p/vendor-supplier-information-for-businesses/>

It will be the responsibility of the Bidder to monitor

<https://www.boisestate.edu/vpfa-p2p/vendor-supplier-information-for-businesses/> for any updates or amendments. Any oral interpretations or clarifications of this ITB shall not be relied upon. All changes to this ITB must be in writing and posted at

<https://www.boisestate.edu/vpfa-p2p/vendor-supplier-information-for-businesses/>

to be valid.

2.5 No verbal bids or verbal modifications will be considered. An offeror may modify its bid in writing prior to the ITB closing time. A written modification must include the date and signature of the offeror or its authorized representative.

2.6 All costs incurred in the preparation and submission of a bid in response to this ITB, including, but not limited to, offeror's travel expenses to attend the pre-bid conference, bid opening and presentation or negotiation sessions, must be the sole responsibility of offerors and will not be reimbursed by the University.

2.7. An appeal by a vendor of a bid specification, a non-responsiveness determination, or the award of a bid is governed by the Boise State University Purchasing Appeals Process, and must be filed in accordance with that process, which can be found on the Internet at <https://www.boisestate.edu/vpfa-p2p/vendor-supplier-information-for-businesses/>

### 3. INSURANCE

3.1 The Contractor and its subcontractors are required to carry the types and limits of insurance found here: <https://www.boisestate.edu/rmi/certificates-of-insurance/>

Within ten (10) days notification of bid award, the successful Contractor must deliver or e-mail to Boise State University a certificate of insurance with respect to **ALL** such insurance including worker's compensation in a form reasonably satisfactory to the University. The general and automobile liability insurance certificate must **name the University and the State of Idaho as additional insureds** and must contain a written provision that, should any of the above-described insurance policies be canceled or non-renewed before the expiration date thereof, the issuing company must notify the University in writing, by certified or registered mail, receipt requested, at least thirty (30) days prior to any cancellation or non-renewal of any such insurance. A sample insurance certificate can be found here: <https://www.boisestate.edu/rmi/certificates-of-insurance/>

## 4. TERMS OF PROCUREMENT PROCESS

4.1. To be considered responsive, offerors should adhere to all requirements of this ITB. The determination of whether a bid is responsive is a determination made solely by the University. The University reserves the right to waive any non-material variation that does not violate the overall purpose of the ITB, frustrate the competitive bidding process, or afford any offeror an advantage not otherwise available to all offerors.

4.2. Bids should be submitted on the most favorable terms from both a price and technical standpoint which offerors can propose. The University reserves the right to accept any part of a bid, or reject all or any part of any bid received, without financial obligation, if the University determines it to be in the best interest of the University to do so.

4.3 **EVALUATION CRITERIA (See also Section 7):**

- **Price – See Attachment 4**
- **References – See Attachment 2 for instructions. Must provide at least 2 references (pass/fail) References should be for comparable commercial, performing arts, educational, or public facilities**

4.4 All data provided by the University in relation to this ITB represents the best and most accurate information available at the time of ITB preparation. Should any data later be discovered to be inaccurate, such inaccuracy will not constitute a basis for contract rejection by an offeror or contract amendment.

4.5 All bid materials submitted, including samples become the property of the University and will not be returned to the offeror. Bids and supporting documentation may be available for public inspection upon written request following the announcement of a contract award, except for information specifically labeled on each separate page as a “trade secret” or other exemption from disclosure under the Idaho Public Records Act, Section 9-340D (1), Idaho Code.

4.6 The bid submitted by the successful offeror will be incorporated into and become part of the resulting contract. The University will have the right to use all concepts contained in any bid and this right will not affect the solicitation or rejection of the bid.

4.7 Payment terms shall be NET 30. Payment shall be made 30 days after receipt of accurate invoices, completion of work, and acceptance of work by BSU Facilities Operations and Maintenance (FOM).

## 5. GENERAL TERMS AND CONDITIONS

5.1. The ITB, all attachments and amendments, the successful offeror’s bid submitted in response to the ITB, any negotiated changes to the same, and the purchase order, will become the contract.

5.2. The contract, in its incorporated composite form, represents the entire agreement between the Contractor and University and supersedes all prior negotiations, representations, understandings or agreements, either written or oral.

5.3 From the date of release of this solicitation until Intent to Award Letter is issued, **all contact and requests for information shall be directed to the University's Buyer, only.** Regarding this solicitation, all contact with other personnel employed by or under contract with the University is restricted. During the same period, no prospective vendor shall approach personnel employed by, or under contract to the University, on any other related matters. An exception to this restriction will be made for vendors who, in the normal course of work under a current and valid contract with the University, may need to discuss legitimate business matters concerning their work with the contracting agency. Violation of these conditions may be considered sufficient cause by the University to reject a vendor's bid or proposal, irrespective of any other consideration.

5.4 Boise State University's Standard Contract Terms and Conditions and Solicitation Instructions to Vendors are incorporated by reference into this solicitation as if set forth herein in their entirety. The Terms and Conditions and Instructions to Vendors are located on the Internet at <https://www.boisestate.edu/vpfa-p2p/vendor-supplier-information-for-businesses/>

Boise State University Standard Contract Terms and Conditions and Instructions to Vendors shall apply to this solicitation and any contract resulting from this solicitation. Failure by any submitting vendor to obtain copies of these documents shall in no way constitute or be deemed a waiver by the University of either document, or any part of them. No liability will be assumed by the University for a submitting vendor's failure to consider the Terms and Conditions in its response to the solicitation.

Boise State University reserves the option to add additional locations related to this contract at negotiated rates.

The Contract shall commence following expiration of the applicable protest/appeal period and execution of all required contract documents. This ITB, the successful bid response, all attachments, amendments, and the resulting purchase order shall constitute the Contract

## 6. SCOPE AND SPECIFICATIONS

### 6.1 Definitions:

University – Boise State University

Fully-Burdened Fixed-Cost – Price incorporating all direct and indirect costs

Contractor – successful bidder who is awarded the contract

6.2 The purpose of this Invitation to Bid is to solicit competitive quotations to provide janitorial services for the buildings specified below.

Morrison Center

**Address:** 2201 W Cesar Chavez Ln, Boise, ID 83725

### 6.3 Scope of Work

**Attachment 5** contains the scope of work necessary for the Morrison Center. This document should be used to determine the time and process necessary to provide janitorial services and should be taken into consideration in the cost provided for this ITB. BSU will be responsible for exterior windows, annual carpet and hard floor care and changing of light bulbs in fixtures.



Any work outside the scope listed for each building must be approved by Shaun Sites.

#### 6.4 Schedule of Work

The Contractor shall provide janitorial services coverage based on Morrison Center's event calendar.

Building Occupants: Individual facility contacts shall be the liaison between the building occupants and the Contractor. In most cases, Boise State personnel will not be provided as escorts for the Contractor. **Except in the case of an emergency, building occupants are not to be contacted by the Contractor for any reason.**

#### 6.5 Documentation Reporting Requirements (Deliverables):

Each building will have a checklist of items that must be completed each day when cleaning is finished. Boise State custodial team will review these sheets and do periodic inspections. Details will be provided once business has been awarded.

#### 6.6 Supplies and Equipment:

Boise State University is requesting pricing under two service models:

##### **Option A – Labor Only**

The Contractor shall provide all labor, supervision, and management necessary to perform the services described in this Scope of Work. Boise State University shall provide janitorial equipment, cleaning chemicals, consumable cleaning supplies, and paper products required to perform the work.

##### **Option B – Full-Service Janitorial**

The Contractor shall provide all labor, supervision, management, janitorial equipment, cleaning chemicals, consumable cleaning supplies, and paper products necessary to perform the services described in this Scope of Work.

#### 6.7 Supervision and Inspections

The Contractor will provide adequate supervision **at all times** while any Contractor employees are on Boise State property in the performance of this Agreement. The Contractor will provide this on-site supervision for security purposes and to assure that all services are performed appropriately.

#### 6.8 Job Site Precautions

While performing service under this Agreement, the Contractor shall take all necessary precautions to ensure the safety of Boise State employees, staff, students, and the general public, and to ensure the preservation of the facilities and fixtures.

#### 6.9 Damage

The Contractor shall take all necessary measures to protect flooring surfaces, walls, etc. during the cleaning process. The Contractor shall be responsible for all damage to building exteriors, interiors, flooring, elevators, stairs, doors, door casing/facings, walls, sidewalks, parking areas, landscaping (grass, trees, bushes, plants, flowers, etc.), and any other facilities and fixtures directly caused by the Contractor's equipment or personnel. Any items damaged will be repaired or replaced to the satisfaction of Boise State at the Contractor's expense. Payment for services will be withheld until all repairs are completed.

Damage to facilities or equipment must be reported by submitting a Service Request to [svcreqs@boisestate.edu](mailto:svcreqs@boisestate.edu). This includes damage caused by the Contractor as well as non-functioning items identified during service activities (e.g., sinks, toilets, faucets, electrical outlets, doors, flooring, and walls).

#### 6.10 Contractor to Comply with Laws

In the performance of this Agreement, the Contractor agrees that all work will be done in accordance with all Boise State University rules and regulations. The Contractor and subcontractors, if any, agree to abide by all OSHA rules and regulations, and all other existing laws, codes, rules and regulations set forth by all appropriate authorities having jurisdiction in the location where the work is to be performed.

#### 6.11 Service/Personnel Requirements

The Contractor shall adequately and properly train all employees in all aspects of the work specified to be performed under this Agreement.

Contractor employees providing service under this Agreement must have satisfactory criminal background checks paid for and maintained by the Contractor. Initial criminal background checks not older than thirty (30) days will be required to be maintained. No employee convicted of theft, assault, felony offenses, offenses of a sexual or violent nature, or drug use/sale will be allowed to work on this Agreement. The Contractor will not allow a person with these types of convictions to perform work under this Agreement. Immediately upon receipt of such conviction information, the Contractor will not allow that employee to provide service under this Agreement and will notify Boise State of that employee's change of status in writing. Copies of criminal background checks will be made available to Boise State upon request.

Contractor employees shall maintain a courteous and respectful attitude toward the public, their fellow workers and supervisors at all times. At no time shall there be any soliciting or requesting of gratuities of any type.

Contractor employees will not use or be under the influence of, will not have in their possession, and will not bring alcohol or any illegal substance onto a Boise State job site while providing services under this Agreement. In the event a Contractor employee engages in or demonstrates actions of the use of alcohol or illegal substances while providing service under this Agreement, the employee must be immediately removed from campus and not be allowed to work on this Agreement or termination of this Agreement may follow pursuant to the Termination section of the Boise State University Standard Contract Terms and Conditions. Criminal charges may be filed.

Boise State University is a non-smoking campus. No smoking and vaping on University premises is allowed.

When performing service under this Agreement, Contractor employees will:

- Wear official company-logo uniforms
- All contractor employees will be given identifications badges that must be worn and visible for easy identification while on campus

#### 6.12 Unauthorized Personnel/Animals

The Contractor will provide to Boise State a list of authorized employees who will perform services under this Agreement who have been properly trained as described in this ITB, who have not been convicted of a theft, assault or drug use/possession, and who are over eighteen (18) years of age. The list will be kept current at all times.

At no time during the performance of services under this Agreement will unauthorized personnel accompany Contractor employees on the job. Unauthorized personnel refer to anyone NOT on the above-described list including children, relatives, and friends. Contractor employees will not bring animals onto Boise State property and will not leave animals in their vehicles while working at Boise State.

#### 6.13 Prime Contractor

The Contractor awarded this Agreement shall be the operator of the services being bid. No subcontractor, consignment or other transfer of service responsibilities to another party is allowed

without prior written consent from Boise State.

#### 6.14 Parking

The successful Contractor is required to purchase, at his own expense, parking passes for all vehicles that will be on Boise State grounds, and adhere to Boise State parking policies. Any citations received by the Contractor for failing to abide by the parking regulations shall be the Contractor's responsibility to pay. Contact Transportation & Parking Services at 208-426-7275 or 1700 University Drive in the Student Union Building Transit Center for further information or go to <https://www.boisestate.edu/publicsafety-transportation/> for pricing.

#### 6.15 Term

Initial Term of the Contract shall be for a period of twelve (12) months. Following the Initial Term, the parties may extend the Contract under the same pricing, terms and conditions, on an annual basis, upon mutual written consent for up to 4 additional one (1) year terms.

#### 6.16 Pricing

The requested price for the janitorial services contract is to be fully-burdened, fixed-cost and sufficient to cover all costs for performing the work outlined in this contract. No other costs will be allowed without written authorization from the facility contact.

#### 6.17 Invoicing and Payment

Invoices need to be emailed to [p2p\\_payables@boisestate.edu](mailto:p2p_payables@boisestate.edu). Invoices need to be provided at the beginning of the month for the prior month cost. Each building must have its own separate invoice. Invoices will be processed for payment after inspection and approval by the Morrison Center. The Purchase Order number must appear on all invoices. Payment terms shall be net 30 after receipt of invoice and acceptance of work and approval of invoice by FOM.

#### 6.18 Termination

Termination is addressed in the Boise State University Standard Contract Terms and Conditions.

#### 6.19 Experience (Pass/Fail)

For your bid to be considered, your company must have a minimum of 3 years janitorial service and have been established in Idaho for a minimum of 3 years. You MUST provide a summary (included with your bid) of your company's experience (other Agencies serviced or Contracts performed) detailing this required experience information, with your bid. Title this one-page document "Experience". If you do not meet this minimum requirement, your bid will not be considered.

#### 6.20 ITB Response Requirements

- Completed Signature Page- ATTACHMENT 3
- Completed Price Schedule- ATTACHMENT 4
- Confirmation of any amendments to the ITB (if applicable)
- All pass/fail requirements listed in Section 4.3
- A summary of your company's experience showing that you meet the minimum experience requirement listed in SECTION 6.19

## 7. METHOD OF AWARD & EVALUATION CRITERIA

### Evaluation Criteria:

<b>Total Annual Cost (Selected Pricing Option)</b>	<b>1000 points</b>
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<b>References</b>	<b>(pass/fail)</b>
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<b>Experience</b>	<b>(pass/fail)</b>
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<b>Total possible points</b>	<b>1000 points</b>
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Award will be made to the responsive and responsible bidder meeting all pass/fail requirements and offering the lowest Total Annual Cost. For evaluation purposes, Total Annual Cost shall be calculated in accordance with Attachment 4 – Price Schedule. Offerors must submit pricing for both pricing options identified in Attachment 4. The University reserves the right to evaluate and award either pricing option based on the option determined to be in the best interest of the University. The responsive and responsible bidder offering the lowest Total Annual Cost for the selected pricing option will be recommended for award. The University reserves the right to reject any or all bids or make no award if determined to be in the best interest of the University.

## **Appendix A – Morrison Center Contacts**

Contract Administrator and Main Contact: Shaun Sites, Director of Production & Ops. • Morrison Center Production.

[shaunsites@boisestate.edu](mailto:shaunsites@boisestate.edu), 208/426-1499

After hours Emergency Contact: Boise State Security Office: Boise State Security office at (208) 426-1453 shall be contacted after normal business hours and in the event of an emergency if the Daytime Contact is not available.