

YELLOWSTONE COUNTY, MONTANA
Request for Proposals
Janitorial Services

1. Introduction

Notice is hereby given that Yellowstone County is seeking proposals from qualified vendors for providing janitorial services for the Yellowstone County Courthouse, the Yellowstone County Sheriff’s Office, the Sheriff’s Office Briefing Room, and the Yellowstone County Elections Center. A list of all buildings and addresses will be provided in this RFP.

To ensure a complete understanding of the required services, a mandatory, in-person pre-proposal meeting will be held on-site at 1:15PM on Tuesday, June 23rd, 2026. Participants should meet in the lobby the 1st floor of the Courthouse. From there, participants will be guided to other buildings that require a walkthrough. Attendance will be taken. Proposals submitted without a representative attending the pre-proposal meeting will not be considered.

2. Buildings and Locations

Below are the following buildings that the County requires janitorial services for:

Yellowstone County Courthouse
217 North 27th Street
Billings, MT 59101

Yellowstone County Sheriff’s Office
2323 2nd Avenue North
Billings, MT 59101

Sheriff’s Office Briefing Room (Located behind YCDF)
3165 King Avenue East
Billings, MT 59101

Yellowstone County Elections Center (Located on MetraPark campus)
308 6th Avenue North
Billings, MT 59101

3. Proposal Submission Requirements

Offerors shall submit five (3) hard copies of the proposal in a sealed envelope. All proposals must be labeled “**Janitorial Services RFP**”. Proposals may either be mailed or physically delivered to the following addresses.

Mail To:

Yellowstone County BOCC
PO Box 35000
Billings, MT 59107

Physically Deliver To:

Yellowstone County BOCC
Ostlund Building, Room 419, 4th Floor
2825 3rd Avenue North
Billings, MT 59101

All proposals must be received no later than 3:00 PM on Monday, June 29th, 2026.

Proposals received after this deadline will not be considered.

All proposals must include a Bid Security made in favor of Yellowstone County in an amount of \$5,000.00. The security may consist of a bid bond, cash, a cashier’s check, a certified check, a bank money order, a certificate of deposit, a money market certificate, or a bank draft. The security must be: a) drawn and issued by a federally chartered or state chartered bank or savings and loan association that is insured by or for which insurance is administered by the Federal Deposit Insurance Corporation; or b) drawn and issued by a credit union insured by the National Credit Union Share Insurance Fund; or c) a bid bond or bonds, original only, no photocopies, executed by a surety company authorized to do business in the State of Montana. Facsimiles, personal and/or business checks are not an acceptable form of security.

Timely proposals will be opened and acknowledged at 9:00 AM, on Tuesday, June 30th, 2026, in Room 309 on the 3rd Floor of the Ostlund Building, 2825 3rd Avenue North, Billings, MT 59101.

4. Timeline

Event	Date/Time
Publication Dates for RFP	Friday, June 12 th , 2026 Friday, June 19 th , 2026
Mandatory Pre-Proposal Meeting	Tuesday, June 23 rd , 2026, at 1:15 PM
Deadline for Proposals	Monday, June 29 th , 2026, by 3:00 PM
Proposal Opening	Tuesday, June 30 th , 2026, at 9:00 AM
Notice of Intent to Award Posting	Tuesday, July 7 th , 2026
Notice of Award	Tuesday, July 14 th , 2026

Yellowstone County reserves the right to modify the above timeline as needed.

5. Proposal Content Requirements

Participants interested in providing a proposal for janitorial services are to submit the following information. Responses should be in the same order as laid out in this RFP and should clearly identify which item the response applies to.

a. Executive Summary

- Include general information about the vendor such as total years in business, description of services offered and number of employees.
- Name, phone number, and email of the designated contact for the proposal.

b. Proposed Solution

- Provide a detailed description and outline of proposed solution for janitorial services to provide efficient, cost-effective.
- List resources and equipment available to the vendor that will be used.
- Create a list with each proposed task and the frequency that this task will be performed.
- Include any time commitments that may be required of County personnel.

c. Relevant Experience and References

- Provide a list of buildings of similar size and scope that vendor provides janitorial services for. These can be current or past contracts.
- Provide client references, including names, titles, addresses, telephone number and email addresses for at least three clients for which these services were performed.

d. Price Proposal

- Provide a monthly cost for janitorial services.
- Describe factors significant to the pricing provided.

6. Selection Process & Scoring

A selection committee will be formed to review and score all proposals. The selection committee, at its sole discretion, shall determine whether offerors have the basic qualifications and experience to successfully provide the services required in this RFP. Proposals that do not include the requested proposal content provided in the section above will not be considered.

Proposals will be evaluated based on the following criteria:

- Relevant experience providing janitorial services for buildings of similar size – **[35 points]**
- Proposed solution – **[35 points]**
- **Cost – [30 points]**

The County intends to enter into a contract with the highest scoring offeror to provide janitorial services for the building. The initial contract term is intended to be a two year period, with a three year renewal option that must be mutually agreed upon by both parties.

The Board reserves the right to reject any or all proposals received, to waive informalities to evaluate the proposals submitted, and to accept the proposal that best services the interests of Yellowstone County.

7. Amendments to Solicitation

Any interpretation, correction, or addition of this request will be published on the County website at <https://www.yellowstonecountymt.gov/purchasing/>.

8. Contact Information & Questions

Any questions regarding the project or bid submittal procedures should be submitted, in writing, to Matt Kessler, Purchasing Agent, at mkessler@yellowstonecountymt.gov.

9. Miscellaneous

Compliance With Laws

Each bidder must have a current Montana Public Contractor's Registration number when submitting their bid. The number must appear on the bid. All subcontractors, if any, must obtain a registration number prior to beginning any work on the project. Bid only registrations are acceptable for the bidding process. No bid may be withdrawn for at least 45 days after the scheduled deadline time for receipt of the bids.

The successful bidder will be required to follow all the directives included in section 18-2-422 of the Montana Code Annotated concerning Montana Prevailing Wages for Non-Construction Services 2026. Those directives are as follows:

- (1) The contractor and employers shall pay the standard prevailing wage rate, including fringe benefits, for each job classification as stated in the current prevailing wage rate schedules. The current schedules are available at the State of Montana website. It is the responsibility of the contractors to obtain and use the applicable Wage Rate Schedules.
- (2) each contractor and employer are required to maintain payroll records in a manner readily capable of being certified for submission under statute 18-2-423, for not less than 3 years after the contractor's or employer's completion of work on the project; and
- (3) Each contractor is required to post a statement of all wages and fringe benefits in compliance with 18-2-423.

Statute 18-2-423 is as follows: If a complaint is filed with the department alleging noncompliance with 18-2-422, the department may require the project to submit to it certified copies of the payroll records for workers employed on that project. A contractor or a subcontractor shall pay employees receiving an hourly wage on a weekly basis. If a wage violation complaint is filed with the department, the contractor or subcontractor shall provide the employee's payroll records to the department within 5 days of receiving the payroll request from the department.

The Contractor is required to comply with all other applicable provisions of Title 18, Chapter 2, and Part 4 of the Montana Code Annotated.

The successful bidder will be required to give preference to the employment of bona fide Montana residents in the performance of the work on this project.

The Contractor must, in performance of work under this contract, fully comply with all applicable federal, state or local laws, rules, and regulations, including the Montana Human Rights Act, Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Any subletting or subcontracting by the Contractor subjects Subcontractors to the same provisions. In accordance with Section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing under the contract.

Insurance Requirements

The Contractor shall maintain at its sole cost and expense, commercial general liability insurance naming Yellowstone County, as additional insured for this project against liability for damages for bodily injury, including death and completed operations and property damages in a minimum amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each claim and One Million Five Hundred Thousand Dollars , (\$1,500,000.00), in the aggregate arising from incidents which occur as the result of Contractors negligence

during the project and for which Yellowstone County, sole basis of liability is vicarious liability for the acts or omissions of the Contractor or/and subcontractors. Contractor shall maintain for this project at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability which may arise from or in connection with the project by Contractor, agents, employees, representatives, assigns and sub-contractors. This insurance shall cover claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better and must be in force throughout the project.

Contractor shall name on the Certificate of liability insurance Yellowstone County, as additional insured throughout the project. In addition, Contractor will furnish to Yellowstone County, a copy of the policy endorsement, CG 32 87 05 10, indicating that Yellowstone County, are named as an additional insured under the Contractors insurance policy for this project. Contractor agrees to furnish both the Certificate of insurance and policy endorsement at least ten (10) days prior to beginning work on the project.

Contractor agrees to defend, indemnify and hold harmless Yellowstone County, from and against any and all claims demands, obligations causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated there with (including reasonable attorney's fees and disbursements), arising from incidents that occur the result of Contractors negligence during this project. And for which Yellowstone County, sole basis of liability is vicarious liability for the acts or omissions of Contractor. The defense and indemnification obligations under this paragraph shall not be limited by any assertions or finding that Yellowstone County, is liable for any damages by reason of a non-delegable duty.

The Board of County Commissioners intend to award the contract to the lowest responsive and responsible bid. The Board reserves the right to reject any or all bids received, to waive informalities to evaluate the bids submitted, and to accept the bid that best serves the interests of Yellowstone County.

Board of County Commissioners
Yellowstone County, Montana

Mark Morse
Chair

Attest:

Jeff Martin
Clerk and Recorder

CHECK LIST

Please be sure you have completed the following prior to submitting your proposal.

1. Read and understand the RFP content requirements.
2. Enclosed a \$5,000 bid security.
3. Made yourself familiar with any State laws that pertain to the proposals.
4. Asked and received any answers to any questions regarding the submittal procedure, specifications or general information.
5. Addressed and mailed or delivered your bid to be received at the correct address by the time and date indicated in the Request for Proposals.

- END OF RFP -