

RFQ #2026-01
Huntington Beach Field Office – Cleaning & Janitorial Services
REQUEST FOR QUOTE (RFQ)

RFQ Number: 2026-01

RFQ Title: Huntington Beach Field Office – Cleaning & Janitorial Services

Issue Date: June 26, 2025

Response Due Date: July 10, 2026 by 1:00pm

Notice to Potential Bidders

The California State Lands Commission (“Commission”) invites qualified and certified Small Business (SB) and Microbusiness (MB) contractors to submit quotes for Cleaning & Janitorial Services at the Huntington Beach, California field office.

This procurement is conducted under the **Small Business Option** for **Non-IT Services**. The Commission is seeking a contractor to provide cleaning and janitorial services, as described in **Attachment 1 – Exhibit A (Scope of Work)**.

A complete solicitation package is attached for your review. Bidders are required to carefully review all attachments and submit a complete response in accordance with this RFQ. Bidders are responsible for ensuring their response is complete, accurate, and aligned with the Scope of Work.

1) Procurement Method

- a) This Non-IT Services procurement is conducted under the Small Business Option, pursuant to:
 - i) Government Code §14838.5
 - ii) Public Contract Code §§10335.5(c)(6), 10340(b)(6)
 - iii) State Contracting Manual (SCM) Volume 1 (Non-IT Services)
- b) Key requirements of this method include:
 - i) A minimum of two certified SB/MB quotes must be obtained
 - ii) Contract will be awarded to a qualified, responsive and responsible bidder
- c) DVBE participation requirements are not applicable to this procurement method.

2) RFQ Attachments – The following documents are included as part of this RFQ:

- a) Attachment 1 – Model Contract Exhibit A – Scope of Work
- b) Attachment 2 – Model Contract Exhibit B – Budget Detail
- c) Attachment 3 – Model Contract Exhibit D – Special Terms and Conditions
- d) Attachment 4 – Quote Worksheet
- e) Attachment 5 – STD204 Payee Data Record
- f) Attachment 6 – Contractor Certification Clause
- g) Attachment 7 – Bidder References

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- a) Contract shall be on Standard Form 213 (STD213), including Exhibit A – Scope of Work, Exhibit B – Budget Detail, Exhibit C – GTC 02/2025 (incorporated), and Exhibit D – Special Terms and Conditions.
- b) The Bidder shall review the terms of the Model Contract and become familiar with its language. This will substantively be the Contract that will be entered into between the Commission and the Contractor. Bidders should review the Model Contract in its entirety prior to submitting a quote. All bids must be based on the Model Contract provided with this solicitation.
 - i) Exhibit A – Scope of Work
 - ii) Exhibit B – Budget and Payment Detail
 - iii) Exhibit C – [GTC 02/2025 – General Terms and Conditions for Non-IT Services](#)
 - iv) Exhibit D – Special Terms and Conditions

4) Scope of Work

- a) Location of work:
 - State Lands Commission
 - 1700 Pacific Coast Highway
 - Huntington Beach, CA 92648
- i) The single-story building was constructed in the early 1940s, with a total area of 3,780 square feet.
- b) Contractor is responsible for providing cleaning and janitorial services, including all materials, labor, and incidental components necessary for operation, whether or not explicitly listed.
- c) The work to be performed is detailed in Attachment 1 – Model Contract Exhibit A (Scope of Work).

5) RFQ Requirements – The Commission’s intent is to obtain comparable quotes for complete cleaning and janitorial services. Bidders must ensure their response aligns fully with the Scope of Work and required quoting structure.

- a) Bidders and any sub-contractors must be a Small Business or Micro Business certified by the State of California, Department of General Services, Office of Small Business (OSDS).
 - i) Bidders and any sub-contractors must have a current certification on the [OSDS website](#) to be eligible to bid on this project.
- b) Bidders must have a valid Business License.
- c) Bidders must submit their response via email to CSLC.Solicitations@slc.ca.gov.
- d) Required Documents – Bidders must submit the following:
 - i) Attachment 4 – Quote Worksheet (Completed and Signed).
 - ii) Attachment 5 – STD204 Payee Data Record (Completed and Signed).
 - iii) Attachment 6 – Contractor Certification Clauses (Completed and Signed).
 - iv) Attachment 7 – Bidder/Contractor References
 - v) SB/MB Certification (include certification number and expiration date).
 - vi) Copy of valid Business License.
- e) Quotes must adhere to the following:
 - i) Be based on Attachment 1 – Exhibit A (Scope of Work).
 - ii) Include monthly pricing for all years.

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- iii) Clearly identify any Bidder assumptions or exclusions.
 - iv) Reflect the same scope and deliverables.
 - f) An error in the proposal may cause the rejection of that proposal; however, the Commission may, AT ITS SOLE OPTION, retain the proposal and make certain corrections. In determining if a correction will be made, the Commission will consider the conformance of the proposal to the format and content required by the RFQ, and any unusual complexity of the format and content required by the RFQ. If the bidder's intent, as determined by the Commission, is clearly established based on review of the complete proposal submittal, the Commission may at its sole option correct an error based on that established intent. The Commission may at its sole option correct obvious clerical errors.
- 6) Project Conditions
- a) Work shall occur at occupied Commission field office location.
- 7) Bidder Responsibility
- a) Bidders are responsible for reviewing available information and all attachments.
 - b) Accounting for all necessary work in their quote.
- 8) Payment Terms – Payment terms shall be in accordance with the Exhibit B – Budget Detail.
- 9) Evaluation Method
- a) Contract shall be awarded to a responsive and responsible bidder.
 - b) The State shall determine awardee based on evaluation factors, as documented in the procurement file.
 - c) Quotes that do not include pricing for all years shall be deemed non-responsive.
 - d) Quotes that cannot be reasonably compared may be deemed non-responsive.
 - e) Evaluation factors shall include:
 - i) Provided pricing for all years.
 - ii) Responsiveness to the Scope of Work.
 - iii) Submission of a complete and signed Quote Worksheet.
 - iv) Submission of a valid SB/MB certification.
 - v) Submission of a valid business license.
 - vi) References provided.
 - vii) Past work performed for the Commission may be considered.
 - f) No scoring or weighting will be used.
- 10) Responsive and Responsible
- a) Responsive Bid – A bid response that is compliant without material deviation from the solicitation requirements and the terms and conditions of the proposed contract.
 - i) A deviation is material if the Commission determines that the Bidder's Bid is not in substantial accord with the solicitation requirements, or has a potentially significant effect on the delivery, quantity, or quality of deliverables, amount paid to the supplier, or on the cost to the State. Material deviations cannot be waived.

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- ii) The Commission may waive immaterial deviations, and the bid may be evaluated when considered to be in the best interest of the State.
 - (1) Immaterial deviations are inconsequential variances, which carry little or no importance and do not provide a bidder with any material advantage over other bidders.
 - (2) Waiver of an immaterial deviation shall in no way modify the bid requirements of excuse the selected bidder from full compliance with the terms and conditions of the proposed contract provisions. (State Contracting Manual Section 1404.3)
- b) Non-responsive Bid – A Bid may be deemed non-responsive and subsequently rejected if any of the following occurs:
 - i) At any time, a submission is received after the exact time and date set forth in Key Action Dates for receipt of each submission.
 - ii) The bidder fails to meet any of the eligibility requirements as specified in Minimum Qualifications.
 - iii) The bidder fails to submit or fails to complete, and sign required Attachments as instructed in this bid.
 - iv) The submission contains false, inaccurate, or misleading statements or references.
 - v) The bidder is unwilling or unable to fully comply with the proposed contract provisions.
 - vi) The Bidder supplies conditional cost information, incomplete cost information, or cost information containing unsigned/uninitiated alterations or irregularities.
- c) Responsible Bidder – A Bidder who submits a Responsive Bid and who possesses the qualifications, experience, facilities, reputation, and financial resources necessary to perform the contract at the time of contract award.

11) Right to Reject / Clarifications

- a) The Commission reserves the right to:
 - i) Reject any or all quotes.
 - ii) Request clarifications from bidders.
 - iii) Cancel this RFQ at any time prior to award.
- b) Clarifications may be used to resolve minor ambiguities but may not be used to alter the scope or pricing structure.

12) Protest – There is no protest right for this method. (GC § 14838.5.)**13) Business In Good Standing – Bidder acknowledges that when agreements are to be performed in the State by corporations or vendors, the State shall verify, prior to awarding any Commission contract, the following information in order to ensure that all obligations due to the State are fulfilled:**

- a) Corporation in Good Standing – The Commission shall verify with the Office of the Secretary of State (SOS) that the Bidder is a corporation currently qualified to do business in California. The bid shall be considered non-responsive if the bidder declares it as a corporation and is not listed with the SOS.
- b) Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California.
- c) State Tax Delinquency – The Commission shall verify with the Franchise Tax Board (FTB) and California Department of Tax and Fee Administration (CDTFA) that the bidder is not on a prohibited

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list due to tax delinquencies. The bid will be considered non-responsive if the bidder appears on any of these lists.

- d) Business Licensing – The prime and any subcontractors shall have business licenses: If a contractor or sub-contractor is located within the State of CA, a business license from the City/County in which it is headquartered is required. If contractor is a corporation, a copy of incorporation documents is sufficient.
- e) Review for Federal Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the Office of Management and Budget (OMB) guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Based on “2 CFR Appendix II to Part 200. Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.”

14) Generative Artificial Intelligence (GenAI) Disclosure

- a) Bidders must notify the State in writing if they:
 - i) Intend to provide GenAI as a deliverable.
 - ii) Intend to use GenAI in a way that materially impacts contract performance.
- b) Failure to disclose may result in disqualification.