WSU Research Park cleaning

Bid readiness checklist | RFQQ CC0371-DU006863 | Pullman

Review limit: the RFQQ and Addendum #1 were reviewed as document copies. WEBS requires sign-in, so later amendments and current status are not independently confirmed. Verify the complete current packet before bidding.

1. Opportunity at a glance

Response date	December 1, 2026 in reviewed RFQQ [W1]. Exact cutoff time must be confirmed.
Site tour	November 10 by prior arrangement; call Milo McGehee, 509-335-4021 [W1-W2].
Workload	About 7,786 sq. ft. of common areas five nights weekly; about 2,317 sq. ft. of tenant offices weekly [W1].
Submission	PDF or Word response plus Excel pricing; email desiree.urban@wsu.edu with RFQQ number [W1].
Site / source	Two Research Park buildings in Pullman. Use WEBS and the RFQQ number for the current packet [W1-W2].

2. Assemble your response

Tick	Document requirement [W1]	Your evidence / status
[ ]	Staff background checks; supplies/equipment; prevailing-wage compliance.	_____
[ ]	Comparable commercial references from last two years; company and assigned staff experience.	_____
[ ]	Cleaning methods; emergency response; self-inspection and complaint resolution.	_____
[ ]	Sample invoice, damage/accident report and inspection form; Excel price quote.	_____
[ ]	Monthly service reports; owner authorization before subcontracting.	_____

NEEDRIX assessment: assess evening staffing, commercial references and all-in supply costs first. Insurance limits, final contract terms and amendment status are not established by this sample.

Your go / no-go worksheet

WSU | Suggested planning questions, not additional buyer requirements

3. Plan the workload

Measure before setting your price	Your answer
Common-area labor hours per night	_____
Weekly office-cleaning labor hours	_____
Travel, access and setup hours each week	_____
Backup staffing and emergency coverage	_____
Monthly consumables / equipment costs	_____
Supervision, reporting and inspection time	_____

4. Estimate cost without inventing a bid price

Weekly labor planning = (common-area hours per night x 5) + weekly office hours + travel/setup + reporting/inspection time.
Monthly planning = weekly labor cost x 52 / 12 + supplies + equipment + overhead + contingency + intended profit.
This is a budgeting aid. Follow Exhibit B's actual units and instructions for the submitted quote.

5. Resolve these questions

1. Retrieve the live RFQQ, all addenda, Exhibit A and Exhibit B from WEBS.
2. Confirm response cutoff time, contract duration and insurance terms.
3. Arrange the tour and check access, surfaces and restocking needs.
4. Confirm that your references and staffing can support this work.

6. Record the decision

[ ] Pursue [ ] Hold pending clarification [ ] Decline
Reason / next action: _____
Responsible person / date: _____

Sources and review limits

[W1] RFQQ document index and original-source route

[W2] Addendum #1 - address clarification (via same document index)

Official WEBS portal - search CC0371-DU006863

W1: dates p. 1; scope pp. 2-3; response pp. 4-6. W2: site addresses and prior tour coordination. Documents reviewed November 6. No buyer contact or company qualification check has been performed. Complete current buyer documents control.