

April 29, 2024

**REQUEST FOR PROPOSAL FOR  
JANITORIAL AND CLEANING SERVICES,  
CONSUMABLE SUPPLIES, AND  
FACILITY SUPERVISION & MAINTENANCE SERVICES**

**Update #1**

**Regarding a mandatory site visit:**

Q: Will there be a mandatory site visit required to submit a bid?

A: While a visit is not mandatory, there will be a scheduled time where interested parties may visit the facility. This time will be Thursday, May 9th at 12:00pm at the NCA campus. Visitors will need to bring their driver's license to check in at the front desk. Any questions that arise at the visit will be documented and an update will be provided within 48 hours of the visit to all potential bidders.

**Regarding billing terms:**

Q: What are the preferred billing terms of the school?

A: The billing terms required by the school would be Net 30. Please also note that the school is a tax-free entity. The selected vendor will be required to complete a W-9 form as well as provide a current and valid certificate of insurance (COI).

**Regarding cost/budget:**

Q: What is the current budget?

A: While the vendor will not be selected solely on the proposed cost, they will need to consider this in their overall value proposition to the school. The vendor will be selected based on who provides the most advantageous services and value to NCA with respect to the factors listed in the initial RFP document.

**Regarding staffing:**

Q: Is there a specific amount of staff required?

A: There is no required number of positions to staff. Potential bidders should include staffing levels in their proposal based on their industry knowledge and requested services.