# REQUEST FOR INFORMATION

Umpqua Public Transportation District

1. **Description**

1.1 Umpqua Public Transportation District (UPTD) in support of the Procurement Manager is seeking information on how an interested contractor could provide Cleaning of Offices UPTD main office and Satellite downtown office.

1.2 THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Quote (RFQ) or a promise to issue an RFQ in the future. This request for information does not commit UPTD to contract for any supply or service whatsoever. Further, UPTD is not at this time seeking proposals and will not accept unsolicited proposals. Responders are advised that UPTD will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party’s expense. Not responding to this RFI does not preclude participation in any future RFQ, if any is issued. If a solicitation is released, on the UPTD website. It is the responsibility of the potential offerors to monitor the site for additional information pertaining to this requirement.

1. **Background**

2.1 Office Cleaning

2.2 Janitorial Services

1. **Requested Information**
   1. Professional Cleaning equipment (not provided)
   2. Additional Services Provided ex. (Deep Cleaning, Upholstery and Carpet cleaning).
   3. Sam.gov affiliation

**4.0 Responses**

4.1 Interested parties are requested to respond to this RFI. By US Mail or email.

4.2 White papers in Microsoft Word for Office 2000 compatible format are **due no later than 16 May 2025, 16:00 PST**. Responses shall be limited to 2 pages for Section 3 and submitted via e-mail to [ableau@umpquatransit.org](mailto:ableau@umpquatransit.org). or mailed to ATTN Procurement, 3076 Diamond Lake Blvd, Roseburg Or.97470. Please be advised that all submissions become UPTD property and will not be returned.

4.3. Section 1 of the white paper shall provide administrative information, and shall include the following as a minimum:

4.3.1. Name, mailing address, overnight delivery address (if different from mailing address), phone number, fax number, and e-mail of designated point of contact.

4.3.2. Business type (large business, small business, small, disadvantaged business, 8(a)-certified small, disadvantaged business, HUBZone small business, woman-owned small business, very small business, veteran-owned small business, service-disabled veteran-owned small business) based upon North American Industry Classification System (NAICS) code 541512, Computer Systems Design Services. “Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR part 121. Responders are cautioned, however, that this is a general description only. Additional standards and conditions apply. Please refer to Federal Acquisition Regulation [FAR 19](http://www.arnet.gov/far/current/html/FARTOCP19.html) for additional detailed information on Small Business Size Standards. The FAR is available at <http://www.arnet.gov>.

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5.0 **Industry Discussions**

5.1 UPTD representatives may or may not choose to meet with potential offerors. Such discussions would only be intended to get further clarification of potential capability to meet the requirements, especially any development and certification risks.

**6.0 Questions**

Questions regarding this announcement shall be submitted in writing by e-mail or US mail to the Contracting Officer, Verbal questions will NOT be accepted. UPTD does not guarantee that questions received after 14 May 2025 will be answered. Only answers and information related to this RFI. Interested parties are invited to the UPTD.com website to ensure they receive any important information updates connected with this RFI.

**7.0 Summary**

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide Cleaning and Janitorial Services. The information provided in the RFI is subject to change and is not binding to UPTD. Umpqua Public Transportation has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become UPTD property and will not be returned.