Request for Proposal

Contracted Custodial Services

Associated Students, Inc. at Cal Poly
Cal Poly Maritime Academy, Solano Campus

Solicitation Information	
Issue Date	November 2, 2026
Proposal Due Date and Time	December 4, 2026
Contract Term	January 25, 2027, through June 30, 2027 Reviewed annually for renewal
ASI Contact	Jill Baxter, Assistant Director - Facility Operations

Introduction and Purpose

Associated Students Incorporated at California Polytechnic State University, San Luis Obispo, doing business as ASI, is a nonprofit auxiliary organization of California Polytechnic State University. ASI is seeking a qualified contractor to provide routine scheduled and as-needed custodial services for designated ASI-managed facilities at Cal Poly Maritime Academy, Solano Campus.

The selected contractor will provide reliable, safe, and well-supervised custodial services in accordance with this RFP, approved schedules, and ASI procedures.

RFP Schedule

ASI may modify this schedule by written addendum. Proposers are responsible for monitoring the designated procurement location for updates.

Milestone	Date
RFP issued	November 2, 2026
Proposal due	December 4, 2026
Finalist interviews, if conducted	December 11, 2026
Notice of intent to award	December 18, 2026
Anticipated contract start	January 25, 2027

Facilities and Service Areas

This RFP establishes academic-year custodial coverage for the Physical Education and Aquatics Center (PEAC), Morrow Cove, and Bodnar Field. Summer operating hours, service days, staffing levels, and coverage requirements will be reviewed and confirmed with ASI before summer services begin. A site walkthrough may be arranged upon request to verify facility conditions, access, square footage, and service expectations.

Facility	Academic-Year Coverage
PEAC	Daily service, seven days per week. See **Attachment A** for the detailed area schedule.
Morrow Cove	Daily service for restrooms, common areas, offices, trash removal, and related touchpoints. Estimated one hour per day, subject to final schedule.
Bodnar Field	Restrooms are serviced once daily, seven days per week.

Scope of Services

The contractor shall furnish all labor, supervision, equipment, cleaning products, transportation, and other resources necessary to perform the services, unless expressly identified as ASI-provided in the resulting agreement. Services should maintain clean, safe, orderly, and guest-ready environments.

Routine Custodial Services

- Empty waste, recycling, and compost receptacles, replace liners, and transport materials to approved collection areas.
- Clean, disinfect, and sanitize restrooms, locker rooms, showers, changing areas, fixtures, partitions, benches, and high-touch surfaces.
- Replenish ASI-provided soap, paper towels, toilet paper, hand sanitizer, and other approved consumables.
- Vacuum carpeted areas, sweep, damp mop, scrub, or auto-scrub hard-surface floors as appropriate to the surface type.
- Clean fitness equipment exteriors, mirrors, glass, counters, railings, drinking fountains, lockers, tables, seating, doors, and accessible fixtures.
- Address visible spills, biohazard concerns, and urgent custodial issues promptly using appropriate safety controls.
- Report observed maintenance, safety, security, accessibility, pest, water-intrusion, and supply concerns to ASI.

Service Standard and Quality Control

The contractor shall maintain assigned areas at a minimum APPA Level 2, Ordinary Tidiness, Comprehensive Care standard. At the completion of each daily service cycle, floors, base moldings, accessible surfaces, restrooms, showers, fixtures, and waste receptacles shall be clean, presentable, and adequately supplied. Products and methods shall be appropriate for each surface type and comply with manufacturer instructions, safety data sheets, and Campus requirements.

- Maintain a documented quality-control program with routine inspections, timely correction of deficiencies, service documentation, and a clear escalation process.
- Provide trained personnel, relief coverage, supervision, and quality assurance sufficient to maintain service during absences, holidays, vacancies, and other staffing disruptions.
- Maintain work areas in a safe condition, including use of wet-floor signs, barriers, personal protective equipment, and other appropriate controls.
- Immediately report property damage, incidents, hazards, water intrusion, security concerns, or conditions requiring maintenance attention.

Required Academic-Year Staffing and Coverage

The contractor shall provide at least 15 direct custodial labor hours per day, or 105 direct custodial labor hours per week, to provide routine academic-year custodial coverage across PEAC, Morrow Cove, and Bodnar Field.

Coverage Period	Minimum Staffing	Daily Labor Hours	Primary Coverage
3:00 p.m. - 10:00 p.m.	One custodian	7	Peak-use support, restroom and locker room checks, trash removal, spill response, supply replenishment, and cleaning of high-touch public areas.
8:00 p.m. - 12:00 a.m.	Two custodians	8	Peak-period support, Bodnar restrooms, Morrow Cove cleaning, and after-hours detailed cleaning, floor care, trash removal, locker room deep cleaning.

Event and Supplemental Services

Routine staffing is based on normal academic-year use. ASI may request additional staffing for athletic events, tournaments, camps, high-attendance programs, or other periods of increased use. Proposers shall provide separate hourly rates for supplemental labor, event support, after-hours response, and specialized floor-care services.

Equipment Supplies and Storage

Contractor-Provided Resources

The contractor shall provide and maintain, at its own expense, all custodial equipment, tools, floor-care equipment, personal protective equipment, safety signage, and specialized materials needed to meet the contracted scope.

ASI-Provided Essentials

ASI will order approved cleaning chemicals and consumable items, including dispenser soap inserts and paper products. The contractor shall replenish these supplies and promptly notify ASI when inventory requires replenishment.

Custodial Storage

ASI will provide reasonable access to designated custodial closets, subject to available space and Campus requirements. The contractor shall keep storage areas organized, secure, clean, and free of unapproved materials.

Contractor Qualifications and Proposal Requirements

The successful proposer shall demonstrate commercial or institutional custodial experience of similar scope and complexity, sufficient staffing and financial capacity, required business authorization, compliance with applicable employment and safety laws, appropriate employee screening and training, required insurance, and the ability to comply with ASI and Campus access, safety, and security procedures.

Proposals shall include a signed cover letter, company profile and relevant experience, staffing and service approach, quality-control procedures, contractor-provided equipment list, a quote and proposal for standard academic-year coverage, and proof of insurance per ASI's requirements.

Pricing Proposal

Pricing shall be clear, complete, and inclusive of all contractor costs unless expressly identified otherwise. Proposers shall identify assumptions, exclusions, and escalation provisions. ASI may negotiate final scope and pricing with the selected proposer.

Pricing Category
Routine scheduled academic-year custodial services
Periodic services or deep cleaning
Additional, emergency, or event-related services hourly rate

Insurance Requirements

Before work or services begin, the selected contractor shall provide ASI with a current Certificate of Insurance and all required endorsements. The certificate and endorsements must demonstrate, at minimum, the following coverage:

Coverage	Minimum Requirement

Coverage	Minimum Requirement
Commercial General Liability	$2,000,000 per occurrence and $4,000,000 aggregate
Automobile Liability	$1,000,000 per accident for any owned, non-owned, or hired autos
Workers' Compensation	Statutory limits and $1,000,000 Employer's Liability

If the contractor has no employees and is self-insured, the contractor shall complete and return ASI's Workers' Compensation Waiver form.

Required Endorsements

- Additional Insured Endorsement using ISO forms CG 20 10 and CG 20 37, or equivalent.
- Waiver of Subrogation for Commercial General Liability, Automobile Liability, and Workers' Compensation.
- Primary and non-contributory language for Commercial General Liability.

Certificate Requirements

The Certificate Holder shall be listed as:
Associated Students, Inc.
Attn: Business Services
1 Grand Avenue
San Luis Obispo, CA 93407-0440
glyon14@calpoly.edu

The Description of Operations must state: “The State of California; the Trustees of the California State University; California Polytechnic State University, San Luis Obispo; Associated Students, Inc. California Polytechnic State University, San Luis Obispo; and their officers, employees, agents, directors, and volunteers are named as additional insureds.”

Evaluation and Selection

ASI will use a best-value determination. Price is important but will not be the sole factor. ASI may request clarifications, conduct reference checks, interview finalists, and negotiate with the proposer determined to offer the best value.

Evaluation Factor	Relative Consideration
Relevant experience and qualifications	High
Staffing, service approach, and quality control	High
Pricing and overall value	High
References and past performance	Medium
Responsiveness and completeness	Medium
Ability to meet ASI and Campus operational needs	Medium

Submission Instructions

Proposals must be received by the due date and time stated in the RFP Schedule. Late proposals may be rejected. Submit proposals and written questions to:

Jill Baxter
Assistant Director - Facility Operations
jibaxter@calpoly.edu

ASI may issue written responses or addenda as it determines appropriate. Verbal statements are not binding unless confirmed in writing by ASI.

General Conditions

ASI reserves the right to reject any or all proposals, waive minor irregularities, cancel or modify this solicitation, and accept or negotiate with the proposal ASI determines to be in its best interest. Issuance of this RFP does not obligate ASI to award a contract or reimburse proposal costs. Any award is contingent on execution of a written agreement and completion of required insurance, background, access, and onboarding requirements.

Attachment A

PEAC and Bodnar Field Academic Year Service Area Schedule

Square footage is approximate and daily services are required unless another frequency is stated.

PEAC Upper Level

Area	Approx. Size	Required Service
Women's Restroom	220 sq. ft.	Clean and sanitize four toilets and two sinks. Replenish supplies, empty trash, sweep and damp mop, and clean stainless-steel surfaces and touchpoints.
Men's Restroom	220 sq. ft.	Clean and sanitize four toilets and two sinks. Replenish supplies, empty trash, sweep and damp mop, and clean stainless-steel surfaces and touchpoints.
Carpeted Hallways	Estimated under 1,000 sq. ft.	Vacuum, remove debris, spot clean visible stains, and clean baseboards as needed.
Concrete Entry, Stairs, and Elevator	1,200 sq. ft.	Sweep, vacuum, and damp mop floors and stairs. Clean baseboards, water fixtures, elevator flooring, stainless-steel surfaces, and elevator doors.
Upper Gym Overhang	960 sq. ft.	Sweep or vacuum, damp mop, remove debris, and clean baseboards as needed.
Fitness Space 201	960 sq. ft.	Clean Mondo rubber flooring, replenish sanitizing wipes, empty trash, clean mirrors, glass, windowsills, and accessible fitness equipment.
Small Conference Room 205	336 sq. ft.	Clean flooring, empty trash, and clean accessible tables, chairs, surfaces, touchpoints, and interior glass.
Office 206 and Offices 207-215	1,110 sq. ft. total	Clean flooring, empty trash, and clean accessible surfaces and touchpoints.
Large Conference Room	900 sq. ft.	Vacuum carpet, empty trash, clean tables, chairs, accessible surfaces, touchpoints, and interior glass. Spot clean carpet and walls as needed.

PEAC Lower Level

Area	Approx. Size	Required Service
Lobby, Entry, Stairs, and Elevator	1,240 sq. ft.	Sweep, vacuum, and damp mop flooring and stairs. Clean baseboards, water fixtures, elevator doors, and remove debris.
Locker Room Hallways and Tile Entryways	264 sq. ft.	Sweep and damp mop tile. Address visible soil, marks, and spills.
Women's Locker Room 100A	900 sq. ft.	Clean and sanitize nine showers, four toilets, and two sinks. Replenish supplies, empty trash, scrub tile, clean lockers, Suitmate equipment, stainless steel, and touchpoints.

Lower Level Continued

Area	Approx. Size	Required Service
Men's Locker Room 111	900 sq. ft.	Clean and sanitize nine showers, four toilets, and two sinks. Replenish supplies, empty trash, scrub tile, clean lockers, Suitmate equipment, stainless steel, and touchpoints.
Team Locker Room	240 sq. ft.	Vacuum carpet, spot clean visible soil, empty trash, and clean accessible surfaces and touchpoints.
Lower Fitness Space 102	1,920 sq. ft.	Clean Mondo rubber flooring, replenish sanitizing wipes, empty trash, clean mirrors, glass, windowsills, water fountains, and accessible fitness equipment.
Lobby Women's Restroom 114	360 sq. ft.	Clean and sanitize eight toilets and three sinks. Replenish supplies, empty trash, scrub tile, and clean stainless-steel fixtures and touchpoints.
Lobby Men's Restroom 113	360 sq. ft.	Clean and sanitize eight toilets and three sinks. Replenish supplies, empty trash, scrub tile, and clean stainless-steel fixtures and touchpoints.
Multi-Purpose Gym 101	3,260 sq. ft.	Sweep and dust mop athletic wood flooring, remove trash, clean touchpoints, and clean wall pads every other day. Provide machine floor cleaning after events when requested.
Wellness Space 108	920 sq. ft.	Replenish supplies, clean and disinfect surfaces and touchpoints, empty trash, sweep and damp mop, scrub tile as needed, and clean stainless-steel surfaces and sink.
Main Gym 103	12,000 sq. ft.	Sweep and dust mop athletic flooring, remove trash, clean accessible seating, doors, equipment, surfaces, and touchpoints, and respond promptly to spills.
Ticket Office and Concessions 104	220 sq. ft.	Replenish supplies, clean and disinfect surfaces and touchpoints, empty trash, sweep and damp mop, and clean stainless-steel surfaces and sink.
Pool Deck Wet Room and Conference Room	560 sq. ft. (28 x 20)	Clean and disinfect wet-area flooring, drains, fixtures, furniture, accessible surfaces, touchpoints, glass, and doors. Remove trash, replenish approved supplies, and address standing water or slip hazards promptly.

Bodnar Field Restrooms

Service once daily during the academic year. Clean, disinfect, and sanitize toilets, sinks, fixtures, dispensers, doors, and touchpoints. Replenish consumables, empty trash, replace liners, sweep and damp mop floors, and report maintenance, safety, supply, or vandalism concerns to ASI.

Morrow Cove

The contractor shall provide daily custodial services for Morrow Cove during the academic year. Daily service areas include exterior trash and entry areas, the main lounge area of approximately 2,320 square feet, two restrooms of approximately 108 square feet each for a total of 216 square feet, Offices 118, 114, and 115, and office and support spaces ranging from approximately 100 to 200 square feet each. The hallway is approximately 500 square feet.

Daily services shall include:

- Empty exterior and interior trash receptacles, replace liners, and remove visible litter and debris from entry areas.
- Clean and disinfect accessible counters, tables, fixtures, touchpoints, doors, and other horizontal surfaces.
- Clean and disinfect both restrooms, including toilets, sinks, faucets, dispensers, mirrors, doors, and touchpoints.

- Replenish ASI-provided soap, paper towels, toilet paper, and other approved consumables.
- Empty restroom and office trash, replace liners, and maintain clean, odor-free conditions.
- Vacuum entry mats and carpeted areas, dust mop hard-surface floors, and spot clean visible soil, spills, marks, and stains.
- Clean stainless-steel fixtures, surfaces, and accessories.
- Clean Offices 118, 114, and 115, including accessible surfaces, touchpoints, flooring, and trash receptacles.
- Clean the hallway, including flooring, baseboards as needed, accessible surfaces, and visible debris.
- Report observed maintenance, safety, supply, pest, water intrusion, or security concerns to ASI.