

RFQ #2026-01
Huntington Beach Field Office – Cleaning & Janitorial Services
QUOTE WORKSHEET

Vendor Name:

SB/MB Certification #

Expires:

Contact Name / Phone / Email:

1) Instructions to Vendor

- a) Provide complete pricing and information for each line/year below.
- b) Price quote must be all-inclusive including all labor, materials, equipment, disposal, and incidental components; and must align with Attachment 1 – Exhibit A (Scope of Work).
- c) Failure to provide complete information may result in the quote being deemed non-responsive.
- d) Work shall occur at occupied Commission field office location.
- e) Quotes that are not directly comparable to the Scope of Work or rely on inconsistent assumptions may be deemed non-responsive.

2) Quote Worksheet – will be incorporated into Exhibit B of Agreement.

Task	Task Description – See Exhibit A, Section 1 – Services and Deliverables	Amount	Unit of Measure	Qty	Rate / Year
Year 1	Cleaning and janitorial services for Huntington Beach Field Office	\$	Monthly	12	\$
Year 2	Cleaning and janitorial services for Huntington Beach Field Office	\$	Monthly	12	\$
Year 3	Cleaning and janitorial services for Huntington Beach Field Office	\$	Monthly	12	\$
[Blank]	TOTAL	[Blank]	[Blank]	36	\$

3) Vendor Certification

- a) I certify the following:
 - i) This proposal reflects complete cleaning and janitorial services as detailed Model Contract – Exhibit A.
 - ii) Pricing includes all labor, materials, equipment, and incidental components.
 - iii) All assumptions, exclusions, and modifications are fully disclosed.

Authorized Representative (Print):

Title:

Signature:

Date: