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**Question and Answer #3                      June 11, 2024**  
**24RFP025 Custodial/Janitorial Services at the City of St. Louis Water Division**  
**Administrative Building**

1) **Question:** Is the RFP only for disadvantaged, minority, and women owned businesses? (those who have certificates)

**Answer:** No. Any firm may apply.

2) **Question:** If awarded, do we have to obtain fingerprints and background checks?

**Answer:** No.

3) **Question:** Can we receive an example of how the invoice should be structured?

**Answer:** The invoice needs to include the number of hours worked and the hourly rate charged per person. Note that we track hours in and out via a badging system, so hopefully they match up fairly closely.

4) **Question:** When is the earliest and latest the invoices have to be submitted?

**Answer:** Invoices will not be paid until after the work is completed. Therefore, invoices must be submitted between 1-30 days after a service is complete, on a monthly basis.

5) **Question:** 7 other questions were asked that were answered in Q&A #1 and #2 or in the RFP document

**Answer:** Please read the other documents which can be found at <https://www.stlouis-mo.gov/government/departments/public-utilities/water/documents/water-div-24rfp025-custodial-services.cfm>