

Jeremiah W. (Jay) Nixon
Governor



Catherine F. Brown
Director

Doug Nelson
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Division of Facilities Management
Design and Construction
730 Truman Building, 301 West High Street
Post Office Box 809
Jefferson City, Missouri 65102
INTERNET: <http://www.oa.mo.gov/fmdc>
E-MAIL: FMDC.RealEstate@oa.mo.gov

(573) 751-3339
FAX (573) 751-7277

CONTRACT INFORMATION SHEET

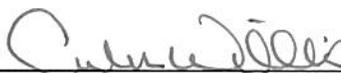
CONTRACT NUMBER FMDC17-0007	FACILITY ADDRESS Feed and Seed Laboratory (5220) 115 Constitution Drive Jefferson City, MO 65109
CONTRACT TITLE Janitorial Services – Jefferson City	SITE INFORMATION Number of Days per Week: 5 Number of Square Feet: 11,945 Price per Square Foot: \$.1088 Monthly Amount: \$1,299.62
AMENDMENT NUMBER New Award	CONTRACT PERIOD December 1, 2016 through November 30, 2017
VENDOR NAME AND ADDRESS R.K. Janitorial Service 505 Ellis Blvd Apt E-13 Jefferson City, MO 65109 Phone No. : 573-291-2936 Email: rkjanitorialservice@yahoo.com	VENDOR NUMBER 4736577930-0/MB00096661
	LEASE NUMBER N/A
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The bid submitted by R.K. Janitorial dated 10/07/2016 is accepted in its entirety pursuant to the terms and conditions of the RFQ.	



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
 DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION (OA/FMDC)
 HARRY S. TRUMAN OFFICE BUILDING
 301 WEST HIGH STREET, ROOM 730
 PO BOX 809
 JEFFERSON CITY, MO 65102

PHONE: (573) 751-2624 FAX: (573) 751-7277

NOTICE OF AWARD

RFQ NO.: FMDC17-0007	CONTRACT TITLE: Janitorial Services – Jefferson City, MO	CONTRACT PERIOD/REQUIRED DELIVERY DATE December 1, 2016 through November 30, 2017
CONTRACTOR VENDOR NUMBER: 4736577930-0/MB00096661	OPTIONAL CONTRACT RENEWAL PERIODS AVAILABLE: 2	
CONTRACTOR NAME AND ADDRESS: R.K. Janitorial Service 505 Ellis Blvd Apt E-13 Jefferson City, MO 65109 Phone: 573-291-2936 Email: rkjanitorialservice@yahoo.com	DELIVER EQUIPMENT, SUPPLIES AND/OR SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS: Feed and Seed Laboratory 115 Constitution Drive Jefferson City, Mo 65109	
	MAIL INVOICES TO: Office of Administration Division of Facilities Management, Design and Construction 301 West High Street, Room 730 P.O. Box 809 Jefferson City, MO 65102	
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:		
The bid submitted by R.K. Janitorial Service, dated 10/7/2016 in response to RFQ#: FMDC17-0007 is accepted in its entirety pursuant to the terms and conditions of the RFQ.		
STATE OF MISSOURI USE ONLY		
The Contractor agrees that upon receipt of a Notice of Award signed and issued by an authorized representative of the State of Missouri, a binding contract shall exist between the Contractor and the State Agency.		
OA/FMDC CONTACT NAME: Amber Willis	OA/FMDC CONTACT TITLE: Contract Specialist	OA/FMDC CONTACT INFORMATION: Email: Amber.willis@oa.mo.gov Phone: (573) 526-3421 Fax: (573) 751-7277
SIGNATURE OF OA/FMDC CONTACT: 		DATE: 10/21/2016
SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE: 		TITLE: Section Manager DATE: 10-21-16

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FAX (573) 751-7277

BID EVALUATION MEMORANDUM

Date: October 21, 2016

Bid Number: FMDC17-0007

Bid Title: Janitorial Services – Jefferson City

Date Closed: 10/11/2016

Contract Specialist: Amber Willis *adw*

Contract's Unit Manager: Rebecca Brinkley *RB*

Pursuant to RFQ FMDC17-0007 for Janitorial Services in Jefferson City, an award shall be made to the lowest priced responsive bidder. Other factors that affect the determination of the lowest price responsive bidder include consideration of the Blind/Sheltered Workshop Preference and Missouri Service-Disabled Veteran Business Enterprise Preference.

Five (5) bids were received in response to RFQ# FMDC17-0007. The bidders were:

- 1) Archie L. Andrews Janitorial
- 2) R.K. Janitorial
- 3) Midstate Janitorial
- 4) ISS Facility Services
- 5) Woodley Building Maintenance

No "No Bids" were received in response to RFQ FMDC17-0007.

No Late Bids were received in response to RFQ FMDC17-0007.

All bids received in response to RFQ FMDC17-0007 were reviewed for compliance with the evaluation criteria and preferences in the RFQ. The results of that review are as follows:

Due to reference information regarding unsatisfactory performance of contract C313070003, the bid from Archie L. Andrews Janitorial was rejected from consideration, pursuant to Paragraph 3.4.2 a. of RFQ# FMDC17-0007.

None of the bidders received preference points for Missouri Service Disabled Veteran Business Preference, or for Organizations for the Blind and Sheltered Workshop Preference.

A cost evaluation was performed in accordance with Paragraph 3.2.1 of the RFQ for janitorial Services and Supplemental Services.

The bid from R.K. Janitorial has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. R.K. Janitorial has several contracts with the State of Missouri. The results of the cost evaluation were forwarded to Jonathan Thompson of State-Owned Operations for review to approve an award to R.K. Janitorial. State-Owned Operations approved the award to R.K. Janitorial. Therefore, I am proceeding with the award as approved.



Division of Facilities Management,

Design and Construction

COST EVALUATION

Contract Specialist: Amber Willis

Bid Number: FMDCl7-0007

Bid Name: Feed and Seed Lab

Evaluation Date: 10/12/16

Archie Andrews		Original Contract Period		1st Renewal Period		2nd Renewal Period		TOTAL CONTRACT COST
Line Item	Qty	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	
001	11,945	\$0.06	\$8,600.40	\$0.06	\$8,600.40	\$0.06	\$8,600.40	
002	200	\$0.06	\$12.00	\$0.06	\$12.00	\$0.06	\$12.00	
003	5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
004	5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
005	5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
006	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
007	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
008	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
009	10000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
010	10000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
011	100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
012	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL			\$8,612.40	TOTAL	\$8,612.40	TOTAL	\$8,612.40	
Grand Total Cost		\$	25,837.20	Blind & Sheltered Workshop		SDVE		0
Total Cost Points			200					0

Bid Number: FMDCl7-0007

Bid Name: Feed and Seed Lab

Evaluation Date: 10/12/16

R.K. Janitorial	Line Item	Qty	Original Contract Period Price	Original Contract Period Extended Cost	1st Renewal Period Price	1st Renewal Period Extended Cost	2nd Renewal Period Price	2nd Renewal Period Extended Cost	TOTAL CONTRACT COST
	001	11,945	\$0.1088	\$15,595.39	\$0.1088	\$15,595.39	\$0.1088	\$15,595.39	TOTAL CONTRACT COST
	002	200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	003	5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	004	5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	005	5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	006	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	007	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	008	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	009	10000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	010	10000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	011	100	\$8.00	\$800.00	\$8.00	\$800.00	\$8.00	\$800.00	
	012	10	\$20.00	\$200.00	\$20.00	\$200.00	\$20.00	\$200.00	
			TOTAL	\$16,595.39	TOTAL	\$16,595.39	TOTAL	\$16,595.39	
Grand Total Cost									\$ 49,786.18
Blind & Sheltered Workshop									0
SDVE									0
Total Cost Points									104

Bid Number: FMDCl7-0007

Bid Name: Feed and Seed Lab

Evaluation Date: 10/12/16

Midstate janitorial		Original Contract Period		1st Renewal Period		2nd Renewal Period		TOTAL CONTRACT COST	
Line Item	Qty	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost		
001	11,945	\$0.09	\$13,258.95	\$0.09	\$13,258.95	\$0.09	\$13,258.95	TOTAL CONTRACT COST	
002	200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
003	5000	\$0.15	\$750.00	\$0.15	\$750.00	\$0.15	\$750.00		
004	5000	\$0.15	\$750.00	\$0.15	\$750.00	\$0.15	\$750.00		
005	5000	\$0.25	\$1,250.00	\$0.25	\$1,250.00	\$0.25	\$1,250.00		
006	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
007	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
008	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
009	10000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
010	10000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
011	100	\$10.00	\$1,000.00	\$10.00	\$1,000.00	\$10.00	\$1,000.00		
012	10	\$25.00	\$250.00	\$25.00	\$250.00	\$25.00	\$250.00		
TOTAL			\$17,258.95	TOTAL	\$17,258.95	TOTAL	\$17,258.95		
Grand Total Cost								\$	51,776.85
Blind & Sheltered Workshop									0
SDVE									0
Total Cost Points									100

Bid Number: FMDCl7-0007

Bid Name: Feed and Seed Lab

Evaluation Date: 10/12/16

ISS Facility Serv	Line Item	Qty	Original Contract Period Price	Original Contract Period Extended Cost	1st Renewal Period Price	1st Renewal Period Extended Cost	2nd Renewal Period Price	2nd Renewal Period Extended Cost	TOTAL CONTRACT COST
	001	11,945	\$0.111	\$15,910.74	\$0.111	\$15,910.74	\$0.111	\$15,910.74	TOTAL CONTRACT COST
	002	200	\$0.10	\$20.00	\$0.10	\$20.00	\$0.10	\$20.00	
	003	5000	\$0.05	\$250.00	\$0.05	\$250.00	\$0.05	\$250.00	
	004	5000	\$0.08	\$400.00	\$0.08	\$400.00	\$0.08	\$400.00	
	005	5000	\$0.12	\$600.00	\$0.12	\$600.00	\$0.12	\$600.00	
	006	10	\$2.50	\$25.00	\$2.50	\$25.00	\$2.50	\$25.00	
	007	10	\$2.00	\$20.00	\$2.00	\$20.00	\$2.00	\$20.00	
	008	10	\$10.00	\$100.00	\$10.00	\$100.00	\$10.00	\$100.00	
	009	10000	\$0.07	\$700.00	\$0.07	\$700.00	\$0.07	\$700.00	
	010	10000	\$0.06	\$600.00	\$0.06	\$600.00	\$0.06	\$600.00	
	011	100	\$12.00	\$1,200.00	\$12.00	\$1,200.00	\$12.00	\$1,200.00	
	012	10	\$22.00	\$220.00	\$22.00	\$220.00	\$22.00	\$220.00	
			TOTAL	\$20,045.74	TOTAL	\$20,045.74	TOTAL	\$20,045.74	
Grand Total Cost									\$ 60,137.22
Blind & Sheltered Workshop									0
SDVE									0
Total Cost Points									86

Bid Number: FMDC17-0007

Bid Name: Feed and Seed Lab

Evaluation Date: 10/12/16

Woodley		Original Contract Period		1st Renewal Period		2nd Renewal Period		TOTAL CONTRACT COST	
Line Item	Qty	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost		
001	11,945	\$0.10	\$14,334.00	\$0.10	\$14,334.00	\$0.10	\$14,334.00	TOTAL CONTRACT COST	
002	200	\$0.10	\$20.00	\$0.10	\$20.00	\$0.10	\$20.00		
003	5000	\$0.10	\$500.00	\$0.10	\$500.00	\$0.10	\$500.00		
004	5000	\$0.20	\$1,000.00	\$0.20	\$1,000.00	\$0.20	\$1,000.00		
005	5000	\$0.23	\$1,150.00	\$0.23	\$1,150.00	\$0.20	\$1,000.00		
006	10	\$2.00	\$20.00	\$2.00	\$20.00	\$2.00	\$20.00		
007	10	\$3.00	\$30.00	\$3.00	\$30.00	\$3.00	\$30.00		
008	10	\$10.00	\$100.00	\$10.00	\$100.00	\$10.00	\$100.00		
009	10000	\$0.15	\$1,500.00	\$0.15	\$1,500.00	\$0.15	\$1,500.00		
010	10000	\$0.15	\$1,500.00	\$0.15	\$1,500.00	\$0.15	\$1,500.00		
011	100	\$15.00	\$1,500.00	\$15.00	\$1,500.00	\$15.00	\$1,500.00		
012	10	\$35.00	\$350.00	\$35.00	\$350.00	\$35.00	\$350.00		
TOTAL			\$22,004.00	TOTAL	\$22,004.00	TOTAL	\$21,854.00		
Grand Total Cost								\$	65,862.00
Blind & Sheltered Workshop									0
SDVE									0
Total Cost Points									78

OFFICE OF ADMINISTRATION

DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION

MEMORANDUM

TO: FILE
FROM: Amber Willis
RE: Rejection of Bid – Archie Andrews
DATE: October 12, 2016

Five (5) bids were received in response to RFQ# FMDC17-0007 for janitorial services located at 115 Constitution Drive in Jefferson City, Missouri. A cost analysis was conducted on the bids documenting that the lowest bidder is Archie Andrews Janitorial.

Paragraph 3.4.2 a. of RFQ# FMDC17-0007 states that the State of Missouri shall have the right to reject any proposal for reasons which may include but not necessarily be limited to: (1) receipt of any information, from any source, regarding unsatisfactory experience/performance of similar services by the bidder or any subcontractor(s) proposed to provide the janitorial services within the past three (3) years, or (2) inability of the bidder to document performance of janitorial services within the past three years which are similar to the services required herein, particularly provided in a similar sized office building for a period of not less than twelve consecutive months. In addition, the State of Missouri reserves the right to reject a proposal from one or more evaluations if the bidder has not had concurrent experience providing janitorial services for the total of the square footage of the buildings proposed.

In the case of Archie Andrews, reference information from the performance of contract C313070003 confirms unsatisfactory performance (see attached documentation). Therefore, the bid from Archie Andrews is being rejected from consideration pursuant to Paragraph 3.4.2 a. of RFQ# FMDC17-0007.

RB
10-12-16

Willis, Amber

From: Thompson, Jonathan
Sent: Thursday, August 04, 2016 11:34 AM
To: Archie Andrews Janitorial Services
Cc: DeVore, Chris; Brinkley, Rebecca; Hickman, Tammy; Jones, Debra; Duncan, Brian; Cameron, Barbara; Willis, Amber; Woods, Levi
Subject: FW: Feed & Seed 08-01-2016 xls.xls
Attachments: Feed & Seed 08-01-2016 xls.xls

Archie here is the re-inspection of Feed and Seed. This building is still not up to standards. If you would like for me to have Tammy and Debra meet you out there to go over the deficiencies?

JONATHAN THOMPSON BOCH
FACILITIES OPERATIONS MANAGER BANDII
OA/FMDC CUSTODIAL SERVICES
OFFICE: 573-526-1136
CELL: 573-619-9108

DFM,DC INSPECTION REPORT
Feed & Seed

Common area: 63%
 Office area: 76%
 Restroom: 54%
 Closets 78%
 Total:

Comments:

Common Area's	Trash cans	High dust	Low dust	Wash/wipe	Floor maint.	Percentage
Elevators	X	X	X	1	2	50%
1st floor entrance	X	2	1	2	1	50%
2nd floor entrance	X	3	3	2	1	75%
1st floor hallways	X	2	1	1	2	50%
2nd floor hallways	X	3	2	2	2	75%
1st floor break area	X	3	2	2	1	67%
Front Stairwell	X	2	2	2	2	67%
Back Stairwell	X	2	2	2	2	67%
2nd fl. Outside entrance						
Ash urns						
Office Area's		Average:				63%
1st floor office/lab	3	2	2	3	1	73%
2nd floor office/lab	3	2	2	3	1	73%
Conference rooms	3	2	3	2	2	80%
Restroom's		Average:				76%
MRR	X	X	X	X	X	54%
WRR	X	X	X	X	X	54%
Closet Area		Average:				54%
Equipment Conditions	Comments					
Chemicals	Comments					
MSDS log Book	Comments					
Cleanliness	2	X	X	3	2	78%
		Average:				78%

3 - Acceptable 2 - Improvement Expected 1 - Unsatisfactory

INSPECTED BY: DebraTammy

DATE: 08/01/2016

Tables are dirty and the carpet does not appear to have been vacuumed

Floors have not been swept or mopped.

Floors not mopped

All horizontal surfaces are very dusty.

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July 29, 2016

Archie L Andrews Janitorial SVS
1107 Maywood Drive
Jefferson City, Missouri 65109
Attn: Archie Andrews

RE: Contract Deficiencies, Contract # C313070003

Archie,

I had sent you e-mails about the deficient inspection from June 3, 2016 stating that there had not been proper vacuuming done in the tenant space as in sweeping the carpet areas instead of using a vacuum. This is not an acceptable practice. Also there was a notation about the restrooms being extremely dirty. This is also unacceptable. You will also see attached the inspections from July 11, 2016. These problems have not been resolved from last month. I went over there this morning and these restrooms need IMMEDIATE attention to detail cleaning. This is in violation of Contract #C313070003 Section 2.4.1 a-f.

I would like to have all the problem areas resolved by July 19, 2016 or we will assess Liquidated Damages as per contract.

Per our meeting today July 20, 2016, I submitted you a copy of this inspection for Feed& Seed Building that was re-inspected by Tammy and Brian on July 19, 2016. This showed that only one sink had been addressed but the rest of the problem areas had NOT been. I said I will give you until July 22, 2016 to get the rest of the issues addressed. The building will be inspected again on July 22, 2016. If the deficiencies are not resolved we will assess Liquidated Damages of \$10.00 per day as stated in the contract#C3130700003 in section 2.22.3©3 dating back to July 12, 2016. The reason for going back to the 12th was that you stated in the meeting today that, you had seen the e-mail but did not read the e-mail about the corrective action needed in this building.

These deficiencies have NOT been resolved so we are going to Liquidate Damages for these deficiencies for violating Contract #C313070003 2.22.3 c(3). We are accessing \$10.00 per day until the deficiencies are resolved from July 22, 2016. As of this e-mail it is a total of \$60.00. This will continue to be assessed daily until the deficiencies are corrected. These Liquidated Damages will be deducted from your services check.

We are taking these deficiencies very serious and will continue too monitor the building strictly.

Thank You for Your Cooperation,

Jonathan L Thompson

Facilities Operations Manager Band 2

Custodial Operations

Willis, Amber

From: Thompson, Jonathan
Sent: Thursday, July 28, 2016 3:00 PM
To: Thompson, Jonathan; Archie Andrews Janitorial Services; DeVore, Chris; Brinkley, Rebecca; Duncan, Brian; Cameron, Barbara; Hickman, Tammy; Willis, Amber; Jones, Debra; Akin, Vickie; Hadley, Traci
Subject: RE: FEED AND SEED LIQUIDATED DAMAGES

Archie, Debra has re-inspected the last two nights with no improvement. I am accessing Liquidated Damages for two more days for \$20.00 which now is a total of \$40.00.

From: Thompson, Jonathan
Sent: Tuesday, July 26, 2016 12:48 PM
To: Archie Andrews Janitorial Services; DeVore, Chris; Brinkley, Rebecca; Duncan, Brian; Cameron, Barbara; Hickman, Tammy; Willis, Amber; Jones, Debra; Akin, Vickie; Hadley, Traci
Subject: RE: FEED AND SEED LIQUIDATED DAMAGES

Ok I will have Debra go by tonight and re-inspect.

From: archiepc@aol.com [<mailto:archiepc@aol.com>]
Sent: Tuesday, July 26, 2016 11:23 AM
To: DeVore, Chris; Brinkley, Rebecca; Duncan, Brian; Cameron, Barbara; Hickman, Tammy; Willis, Amber; Jones, Debra; Akin, Vickie; Hadley, Traci; Thompson, Jonathan
Subject: RE: FEED AND SEED LIQUIDATED DAMAGES

Good Morning Jonathan,

I will be at the Feed / Seed Laboratory this evening and request a follow-up inspection.

Thank you,

Archie L Andrews

Sent from AOL Mobile Mail
Get the new AOL app: mail.mobile.aol.com

On Tuesday, July 26, 2016 Thompson, Jonathan <Jonathan.Thompson@oa.mo.gov> wrote:

Archie,

As I have stated in two previous e-mails about the deficiencies in the Feed and Seed Building.

E-Mail Dated July 12, 2016:

“Archie, Attached is an inspection from June 3,2016 stating that there had not been proper vacuuming done in the tenant space as in sweeping the carpet areas instead of using a vacuum. This is not an acceptable practice. Also there was a notation about the restrooms being extremely dirty. This is also unacceptable. You will also see attached the inspections from July 11, 2016. These problems have not been resolved from last month. I went over there this morning and these restrooms need IMMEDIATE attention to detail cleaning. This is in violation of Contract #C313070003 Section 2.4.1 a-f.

I would like to have all the problem areas resolved by July 19,2016 or we will assess Liquidated Damages as per contract.

Thank You for your cooperation,”

This was a CURE letter to resolve the issues by July 19, 2016.

Then we had a meeting face to face on July 20, 2016 about several matters including this issue in which you told me that you had seen the e-mails but did not read them. So I gave you an additional 3 days until July 22, 2016.

E-Mail Dated July 20, 2016:

“Archie,

Per our meeting today July 20,2016, I submitted you a copy of this inspection for Feed& Seed Building that was re-inspected by Tammy and Brian on July 19,2016. Which showed that only one sink had been addressed but the rest of the problem areas had NOT been. I said I will give you until July 22, 2016 to get the rest of the issues addressed. The building will be inspected again on July 22, 2016. If the deficiencies are not resolved we will assess Liquidated Damages of \$10.00 per day as stated in the contract#C3130700003 in section 2.22.3©3 dating back to July 12, 2016. The reason for going back to the 12th was that you stated in the meeting today that, you had seen the e-mail but did not read the e-mail about the corrective action needed in this building.

Thank You for your cooperation in this matter,”

These deficiencies have NOT been resolved so we are going to Liquidate Damages for these deficiencies for violating Contract #C313070003 2.22.3 c(3). We are accessing \$10.00 per day until the deficiencies are resolved from July 22, 2016. As of this e-mail it is a total of \$20.00.

Please respond to this immediately.

JONATHAN THOMPSON BOCII

FACILITIES OPERATIONS MANAGER BANDII

OA/FMDC CUSTODIAL SERVICES

OFFICE: 573-526-1136

CELL: 573-619-9108

Willis, Amber

From: Thompson, Jonathan
Sent: Tuesday, July 26, 2016 11:17 AM
To: Archie Andrews Janitorial Services
Cc: DeVore, Chris; Brinkley, Rebecca; Duncan, Brian; Cameron, Barbara; Hickman, Tammy; Willis, Amber; Jones, Debra; Akin, Vickie; Hadley, Traci
Subject: FEED AND SEED LIQUIDATED DAMAGES
Attachments: Feed Seed 6-3-2016.xls; Feed Seed 7-11-2016.xls; Feed Seed 7-22-2016.xls; Feed Seed 7-19-2016 (2).xls

Archie,

As I have stated in two previous e-mails about the deficiencies in the Feed and Seed Building.

E-Mail Dated July 12, 2016:

"Archie, Attached is an inspection from June 3, 2016 stating that there had not been proper vacuuming done in the tenant space as in sweeping the carpet areas instead of using a vacuum. This is not an acceptable practice. Also there was a notation about the restrooms being extremely dirty. This is also unacceptable. You will also see attached the inspections from July 11, 2016. These problems have not been resolved from last month. I went over there this morning and these restrooms need IMMEDIATE attention to detail cleaning. This is in violation of Contract #C313070003 Section 2.4.1 a-f.

I would like to have all the problem areas resolved by July 19, 2016 or we will assess Liquidated Damages as per contract.

Thank You for your cooperation,"

This was a CURE letter to resolve the issues by July 19, 2016.

Then we had a meeting face to face on July 20, 2016 about several matters including this issue in which you told me that you had seen the e-mails but did not read them. So I gave you an additional 3 days until July 22, 2016.

E-Mail Dated July 20, 2016:

"Archie,

Per our meeting today July 20, 2016, I submitted you a copy of this inspection for Feed & Seed Building that was re-inspected by Tammy and Brian on July 19, 2016. Which showed that only one sink had been addressed but the rest of the problem areas had NOT been. I said I will give you until July 22, 2016 to get the rest of the issues addressed. The building will be inspected again on July 22, 2016. If the deficiencies are not resolved we will assess Liquidated Damages of \$10.00 per day as stated in the contract #C3130700003 in section 2.22.3 c(3) dating back to July 12, 2016. The reason for going back to the 12th was that you stated in the meeting today that, you had seen the e-mail but did not read the e-mail about the corrective action needed in this building.

Thank You for your cooperation in this matter,"

These deficiencies have NOT been resolved so we are going to Liquidate Damages for these deficiencies for violating Contract #C313070003 2.22.3 c(3). We are assessing \$10.00 per day until the deficiencies are resolved from July 22, 2016. As of this e-mail it is a total of \$20.00.

Please respond to this immediately.

JONATHAN THOMPSON BOCII
FACILITIES OPERATIONS MANAGER BANDII
OA/FMDC CUSTODIAL SERVICES
OFFICE: 573-526-1136
CELL: 573-619-9108

DFM,DC INSPECTION REPORT
Feed & Seed

Common Area's	Trash cans	High dust	Low dust	Wash/wipe	Floor maint.	Percentage
Elevators	x	x	x	1	2	38%
1st fl. Entrance/vestibule	x	1	1	1	1	25%
2nd floor entrance	x	1	1	1	1	25%
1st floor hallways	x	x	1	1	1	25%
2nd floor hallways	x	x	2	1	1	33%
1st floor break area	2	3	x	2	2	56%
Front Stairwell	x	1	1	1	1	25%
Back Stairwell	x	1	1	1	1	25%
2nd fl. Outside entrance						
Ash urns						
Office Area's						Average: 32%
1st floor office/lab	4	3	1	x	2	63%
2nd floor office/lab	4	2	2	x	1	56%
Conference rooms	4	4	2	2	1	65%
Restroom's						Average: 61%
MRR	x	x	x	x	x	63%
WRR	x	x	x	x	x	63%
Closet Area						Average: 63%
Equipment Conditions	Comments					
Chemicals	Comments					
MSDS log Book	Comments					
Cleanliness						
						Average:

Common area: 32%
 Office area: 61%
 Restroom: 63%
 Closets
 Total:
Comments:
 Cobwebs in office door frames, baseboards/file cabinets, hard water deposit on drinking fountains.

This is a re-inspection from 7/11/2016

Stainless steel walls has a film, debris on carpet.
 This area is full of cobwebs and dead bugs
 Glass doors/frames, adjacent panels very dirty, floor and mat has debris and spot.
 heavy dust and cobwebs on baseboards, dead bugs in corners of floors.
 Drinking fountain is dirty, debris on carpet
 Trash can dirty, sinks stained, fronts of cabinets dirty, walls around trash can soiled. Debris on floor along walls.
 Rails and ledges dusty, debris, dead bugs and dust bunnies on steps and landings.
 Rails and ledges dusty, debris, dead bugs and dust bunnies on steps and landings.

Large cobwebs in window sills, in corners of baseboards / file cabinets, chair frames dusty, debris on carpet, and hard surface,
 Chair frames are dusty, Table tops are dirty, Debris on carpet.

4 - Successful 3 - Acceptable 2 - Improvement Expected 1 - Unsatisfactory

INSPECTED BY: Tammy Hickman and Brian Duncan

DATE: 7/19/2016

Willis, Amber

From: Hickman, Tammy
Sent: Friday, June 03, 2016 5:45 PM
To: Archie Andrews Janitorial Services
Cc: Willis, Amber; DeVore, Chris; Thompson, Jonathan; Duncan, Brian; Jones, Debra
Attachments: Feed & Seed 6-3-2016.xls

Importance: High

Archie,

Please review attached inspection and note the Feed & Seed facility is below acceptable percentage levels. Based on the past several inspection AL Andrew's Janitorial has failed to bring areas of the facility up to acceptable levels where percentage rates of cleanliness are at or above 70%. Semi – Annual exterior window washing was due to be completed in April and you have failed to schedule and complete. The services that AL Andrew's Janitorial is providing are deficient and/or incomplete and are considered unacceptable.

AL Andrew's Janitorial must address all the issues identified in this inspection as soon as possible and complete all uncompleted periodic task, Exterior / interior Window cleaning, carpet cleaning and VCT scrub/recoat. FMDC will monitor the progress made and note it on upcoming inspection reports over the next two weeks.

Thank you
Tammy

