

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

NOTICE OF AWARD

CONTRACT NUMBER JLFS0816	LEASE NUMBER 096001129	FACILITY ADDRESS 917 N. Highway 67, Florissant (St. Louis County), MO	
CONTRACT TITLE Janitorial Services – Hamilton, MO		CONTRACT PERIOD October 1, 2015 through September 30, 2016	
VENDOR NUMBER 4121521510 0		Site Information: Number of Days per Week 1 Number of Square Feet – 1,000 Price per Square Foot .22 Monthly Amount: \$220.00	
VENDOR NAME AND ADDRESS Resource Service Solutions, LLC PO Box 4767 Olathe, KS 66063-4767 Email: kward@rss-web.com		ON-SITE CONTACT INFORMATION Dan Carey Daniel.carey@dnr.mo.gov (314) 265-4272	
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The bid submitted by RSS dated 9/01/15 in response to RFQ# JLFS0816 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 II	OA/FMDC CONTACT INFORMATION: Email: Amber.willis@oa.mo.gov Phone: (573)526-3421 Fax(573) 751-7277	
SIGNATURE OF OA/FMDC CONTACT: 		DATE: 9/22/2015	
SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE: 		TITLE: Section Manager	DATE: 9-22-15



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
 DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION (DFMDC)
 REQUEST FOR QUOTATION (RFQ)

RFQ #: JLES0816
 TITLE: Janitorial Services - Florissant
 ISSUE DATE: 8/13/15

CONTRACT SPECIALIST: Rebecca Brinkley
 PHONE #: (573) 526-4135
 FAX #: (573) 751-7277
 E-MAIL: Rebecca.brinkley@oa.mo.gov

RETURN BID NO LATER THAN: 9/02/15 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFQ Number and Return Due Date on the lower left hand corner of the envelope or package.

RETURN BID TO: OFFICE OF ADMINISTRATION
 DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION
 301 WEST HIGH STREET, ROOM 730
 PO BOX 809, JEFFERSON CITY, MO 65102

OR FAX TO: Fax #: (573) 751-7277 - FMDCC - JANITORIAL BID
 (Mail or Fax, please do not do both)

CONTRACT PERIOD: Effective Date of Contract through One year

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:	STATE AGENCY'S NAME AND ADDRESS:
917 N. Highway 67 Florissant (St. Louis County), MO	Office of Administration Division of Facilities Management, Design & Construction 301 West High Street, Room 730 Jefferson City, MO 65102

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein, and the Terms and Conditions Request for Quotation. The bidder further agrees that the language of this RFQ shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the bidder and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	
MAILING ADDRESS		RESOURCE SERVICE SOLUTIONS, LLC	
CITY, STATE, ZIP CODE		IRS FORM 1099 MAILING ADDRESS	
		PO BOX 4767	
		CITY, STATE, ZIP CODE	
		OLATHE, KS. 66063	
CONTACT PERSON		EMAIL ADDRESS	
KRISTINE WARD		KWARD@RSS-WEB.COM	
PHONE NUMBER		FAX NUMBER	
(913)-338-5050		(913)-338-5050	
TAXPAYER IDENTIFICATION (TIN)	TAXPAYER IDENTIFICATION (CHECK ONE)	VENDOR NUMBER (IF KNOWN)	
41-2152151	<input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	1412152151	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)		(NOTE: LLC IS NOT A VALID TAX FILING TYPE)	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other			
AUTHORIZED SIGNATURE		DATE	
		09/01/2015	
PRINTED NAME		TITLE	
KRISTINE WARD		PRESIDENT	

4. PRICING PAGE

- 4.1 **Janitorial Services** - The bidder shall provide a firm, fixed per square foot, per month price for the original contract period and a maximum per square foot, per month price for each potential renewal period for providing janitorial services, in accordance with the provisions and requirements specified herein. All costs associated with providing the Janitorial Services, excluding Supplemental Services, shall be included in the stated prices.

Line Item Number	Description c/s code: 91039	Original Contract Period Firm, Fixed Price	First Renewal Period Maximum Price	Second Renewal Period Maximum Price
001	Janitorial Services	\$ 0.22 per square foot, per month	\$ 0.22 per square foot, per month	\$ 0.22 per square foot, per month

- 4.2 **Supplemental Service:** The bidder shall state a firm, fixed price for the original contract period and a maximum price for each potential renewal period for each of the following Supplemental Services provided in accordance with the provisions and requirements specified herein. In the event the bidder does not provide pricing on one or more of the line items below for supplemental services, it shall be interpreted and enforced as no charge (\$0) to the State of Missouri. All costs associated with providing the Supplemental Services shall be included in the stated prices.

Line Item	Description C/S Code: 91039	Original Contract Period Firm, Fixed Price	First Renewal Period Maximum Price	Second Renewal Period Maximum Price
002	Interior Window Cleaning and Other Interior Glass Surfaces	\$ 0.00 per linear foot	\$ 0.00 per linear foot	\$ 0.00 per linear foot
003	Exterior Window Cleaning	\$ 0.00 per linear foot	\$ 0.00 per linear foot	\$ 0.00 per linear foot
004	Hard Floor Cleaning - Stripping and Refinishing of Hard Flooring	\$ 0.35 per square foot	\$ 0.35 per square foot	\$ 0.35 per square foot
005	Deep Carpet Cleaning and Water Extraction Services	\$ 0.14 per square foot	\$ 0.14 per square foot	\$ 0.14 per square foot
006	Brushing and Spot Cleaning of Fabric Furniture	\$ 0 per piece	\$ 0 per piece	\$ 0 per piece
007	Cleaning and Vacuuming of Cloth Cubicle Partitions	\$ 0 per partition	\$ 0 per partition	\$ 0 per partition
008	One time Construction Clean-up	\$ 0.12 per square foot	\$ 0.12 per square foot	\$ 0.12 per square foot
009	Ongoing Construction Clean-up	\$ 0.10 per square foot	\$ 0.10 per square foot	\$ 0.10 per square foot
010	Final Clean-Up	\$ 0.05 per square foot	\$ 0.05 per square foot	\$ 0.05 per square foot
011	Additional Paper Towel Rolls	\$ 25.00 per case (minimum of 6 rolls per case)	\$ 25.00 per case (minimum of 6 rolls per case)	\$ 25.00 per case (minimum of 6 rolls per case)
012	Additional Tri-Fold Paper Towels	\$ 25.65 per case (minimum of 6 rolls per case)	\$ 25.65 per case (minimum of 6 rolls per case)	\$ 25.65 per case (minimum of 6 rolls per case)
013	Additional Personnel	\$ 12.50 Per Hour, Per Person	\$ 12.50 Per Hour, Per Person	\$ 12.50 Per Hour, Per Person

EXHIBIT CPRIOR EXPERIENCE OF BIDDER

The bidder should copy and complete this form for each reference being submitted as demonstration of the bidder's prior experience. The bidder is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Bidder Name:	RESOURCE SERVICE SOLUTIONS, LLC
Reference Information (Current/Prior Services Performed For:)	
Name and Address of Reference Company:	STATE OF MISSOURI - CAMERON OFFICE 207 EAST MCELWAIN CAMERON, MO. 64429
Reference Contact Person:	Name: <u>RON BLAKELY</u> Phone Number: <u>816-632-3781</u> Email Address: <u>Ron Blakely (ron.blakely@doc.mo.gov)</u>
Dates of Service:	MARCH 2013-PRESENT
Dollar Value of Services	\$1919.55 PER MONTH
Square Footage of the Building	Total Square Feet: <u>12,797 SQUARE FEET</u> Square Feet of Carpeted Area: <u>9920 SQUARE FEET</u> Square Feet of Hard Surface Floors: <u>2877 SQUARE FEET</u>
Description of Prior Services Performed, Including an Indication as to Whether Carpet Cleaning was Performed and the Square Footage of the Carpeted Area	JANITORIAL CLEANING, WINDOW CLEANING, TILE FLOOR CLEANING, CARPET CLEANING, CONSUMABLES, EQUIPMENT AND SUPPLIES Carpet Cleaning Provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate the square footage of carpeted area: <u>9920 SF</u>

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the bidder referenced above:

REQUESTED SIGNATURE CALLED OR EMAILED

Signature of Reference Contact Person

Date of Signature

EXHIBIT D
MISCELLANEOUS INFORMATION

Outside United States

If any products and/or services offered under this RFQ are being manufactured or performed at sites outside the United States, the bidder MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the United States?	Yes _____	No <input checked="" type="checkbox"/>
Describe and provide details: NA		

Employee Bidding/Conflict of Interest

Bidders who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with Sections 105.450 to 105.458 RSMo regarding conflict of interest. If the bidder and/or any of the owners of the bidder's organization are currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name of State Employee, General Assembly Member, or Statewide Elected Official:	NA
In what office/agency are they employed?	NA
Employment Title:	NA
Percentage of ownership interest in bidder's organization:	0 %

EXHIBIT F, continued

BOX C - AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization, already on file with the State of Missouri. If completing Box C, do not complete Box B.)

I certify that RESOURCE SERVICE SOLUTIONS, LLC (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's/contractor's name and the MOU signature page completed and signed by the bidder/contractor and the Department of Homeland Security -- Verification Division.
- ✓ A completed, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of Missouri State Agency or Public University* to Which Previous E-Verify Documentation Submitted: STATE OF MISSOURI - DIVISION OF PURCHASING

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University -- St. Louis, Missouri; Southern State University -- Joplin; Missouri Western State University -- St. Joseph; Northwest Missouri State University -- Maryville; Southeast Missouri State University -- Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: JUNE 2015

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted:

(if known)

KRISTINE WARD

Authorized Business Entity Representative's Name

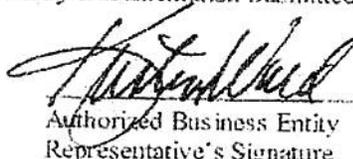
(Please Print)

259613

E-Verify MOU Company ID Number

RESOURCE SERVICE SOLUTIONS, LLC

Business Entity Name



Authorized Business Entity Representative's Signature

KWARD@RSS-WEB.COM

E-Mail Address

09/02/2015

Date

FOR STATE USE ONLY:

Documentation Verification Completed By:

Bayer

Date

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.aa.mo.gov/fmdc>
E-MAIL: FMDC.RealEstate@aa.mo.gov

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

BID EVALUATION MEMORANDUM

Date: September 8, 2015

Bid Number: RFQ JLFS0816

Bid Title: Janitorial Services - Florissant

Date Closed: September 2, 2015

Contract's Section Manager: Rebecca Brinkley *RB*

Deputy Director, Contract's Unit – Charlie Brzuchalski *CB*

Pursuant to RFQ JLFS0816 for Janitorial Services for 917 N. Highway 67 Florissant (St. Louis County) a contract 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.

Two (2) bids were received in response to RFQ JLFS0816. Those bidders are:

1. Elite Janitorial
2. Resource Service Solutions

No "No Bids" were received in response to RFQ JLFS0816.

No Late Bids were received in response to RFQ JLFS0816.

All bids received in response to RFQ JLFS0816 were reviewed for compliance with the evaluation criteria and preferences in the RFQ. The results of that review are as follows:

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 RSS has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. RSS currently holds several janitorial contracts with the State of Missouri with acceptable performance at this time. The results of the cost evaluation were forwarded to Amy Spray of Real Estate Services Unit for review to approve toward an award to Resource Service Solutions, LLC. Real Estate Services approved the award to Resource Service Solutions, LLC. Therefore, I am proceeding with the award as approved.



Division of Facilities Management,
Design and Construction
COST EVALUATION

Contract Specialist: Rebecca Brinkley

Bid Number: JLFS0816		Bid Name: Janitorial - Florissant		Evaluation Date: 9/05/15					
RSS	Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period		TOTAL CONTRACT COST
			Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	
	001	1,000	\$0.22	\$2,640.00	\$0.22	\$2,640.00	\$0.22	\$2,640.00	
	002	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	003	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	004	100	\$0.35	\$35.00	\$0.35	\$35.00	\$0.35	\$35.00	
	005	100	\$0.14	\$14.00	\$0.14	\$14.00	\$0.14	\$14.00	
	006	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	007	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	008	500	\$0.12	\$60.00	\$0.12	\$60.00	\$0.12	\$60.00	
	009	500	\$0.10	\$50.00	\$0.10	\$50.00	\$0.10	\$50.00	
	010	500	\$0.05	\$25.00	\$0.05	\$25.00	\$0.05	\$25.00	
	011	1	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	
	012	1	\$25.65	\$25.65	\$25.65	\$25.65	\$25.65	\$25.65	
	013	4	\$12.50	\$50.00	\$12.50	\$50.00	\$12.50	\$50.00	
			TOTAL	\$2,924.65	TOTAL	\$2,924.65	TOTAL	\$2,924.65	
									Grand Total Cost
									\$8,773.95
									Blind & Sheltered Workshop
									0
									SDVE
									0
									Total Cost Points
									200

Elite	Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period	
			Price	Extended Cost	Price	Extended Cost	Price	Extended Cost
	001	1,000	\$0.2790	\$3,348.00	\$0.2790	\$3,348.00	\$0.2790	\$3,348.00
	002	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	003	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	004	100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	005	100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	006	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	007	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	008	500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	009	500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	010	500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	011	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	012	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	013	4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			TOTAL	\$3,348.00	TOTAL	\$3,348.00	TOTAL	\$3,348.00
			TOTAL		TOTAL		TOTAL	
					Grand Total Cost		\$10,044.00	
					Blind & Sheltered Workshop		0	
					SDVE		0	
					Total Cost Points		175	
					TOTAL CONTRACT COST			