

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/fmhc>
E-MAIL: FMDCRealEstate@oa.mo.gov

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

NOTICE OF AWARD

CONTRACT NUMBER JLII1016	LEASE NUMBER 04700834	FACILITY ADDRESS 202 Park Drive, Ironton (Iron County), MO 63650	
CONTRACT TITLE Janitorial Services – Ironton, MO		CONTRACT PERIOD November 1, 2015 through October 31, 2016	
VENDOR NUMBER 4552485560-0		Site Information: Number of Days per Week - 2 Number of Square Feet – 5,099 Price per Square Foot \$.109 Monthly Amount: \$ 555.79	
VENDOR NAME AND ADDRESS Fit To Be Clean LLC. 121 Lisa Ln Bismarck, MO 63624 Email: fittobeclean@aol.com Phone: (573) 330-5856		ON-SITE CONTACT INFORMATION Name: Lisa Crocker Phone Number: (573) 546-7463 or (573) 431-6592 x230 Email: lisa.c.crocker@dss.mo.gov	
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The bid submitted by Fit To Be Clean LLC., dated 10/11/15, in response to RFQ# JLII1016-001 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: 10/26/2015	
SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE: 		TITLE: Section Manager	DATE: 10-26-15



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

RFQ #: JLI11016
TITLE: Janitorial Services: Ironton
ISSUE DATE: 10/01/15

CONTRACT SPECIALIST: Amber Willis
PHONE #: (573) 526-3421
FAX #: (573) 751-7277
E-MAIL: Amber.Willis@oa.mo.gov

RETURN BID NO LATER THAN: October 19, 2015 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 - FMD - 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:
202 Park Drive Ironton (Iron 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 Fit To Be Clean LLC	LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Fit To Be Clean LLC
MAILING ADDRESS 121 Lisa Lane	IRS FORM 1099 MAILING ADDRESS 121 Lisa Lane
CITY, STATE, ZIP CODE Bismarck, MO 63024	CITY, STATE, ZIP CODE Bismarck, MO 63024
CONTACT PERSON Janie Armon	EMAIL ADDRESS fittobeclean@201.com
PHONE NUMBER 573-330-5856	FAX NUMBER
TAXPAYER ID NUMBER (TIN) 45-5248556	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government	VENDOR NUMBER (IF KNOWN) 45524855600 (NOTE: LLC IS NOT A VALID TAX FILING TYPE)
AUTHORIZED SIGNATURE 	DATE 10/11/15
PRINTED NAME Janie Armon	TITLE Owner

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	\$ <u>0.109</u> per square foot, per month	\$ <u>0.109</u> per square foot, per month	\$ <u>0.109</u> 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	\$ 1 _____ per linear foot	\$ 1 _____ per linear foot	\$ 1 _____ per linear foot
003	Exterior Window Cleaning	\$ 1 _____ per linear foot	\$ 1 _____ per linear foot	\$ 1 _____ per linear foot
004	Hard Floor Cleaning - Stripping and Refinishing of Hard Flooring	\$.30 _____ per square foot	\$.30 _____ per square foot	\$.30 _____ per square foot
005	Deep Carpet Cleaning and Water Extraction Services	\$.05 _____ per square foot	\$.05 _____ per square foot	\$.05 _____ per square foot
006	Brushing and Spot Cleaning of Fabric Furniture	\$ 2 _____ per piece	\$ 2 _____ per piece	\$ 2 _____ per piece
007	Cleaning and Vacuuming of Cloth Cubicle Partitions	\$ 2 _____ per partition	\$ 2 _____ per partition	\$ 2 _____ per partition
008	One time Construction Clean-up	\$.15 _____ per square foot	\$.15 _____ per square foot	\$.15 _____ per square foot
009	Ongoing Construction Clean-up	\$.15 _____ per square foot	\$.15 _____ per square foot	\$.15 _____ per square foot
010	Final Clean-Up	\$.15 _____ per square foot	\$.15 _____ per square foot	\$.15 _____ per square foot
011	Additional Paper Towel Rolls <i>* Facility does not have these</i>	\$ 50 _____ per case (minimum of 6 rolls per case)	\$ 50 _____ per case (minimum of 6 rolls per case)	\$ 50 _____ per case (minimum of 6 rolls per case)
012	Additional Tri-Fold Paper Towels	\$ 25 _____ per case (minimum of 6 rolls per case)	\$ 25 _____ per case (minimum of 6 rolls per case)	\$ 25 _____ per case (minimum of 6 rolls per case)
013	Additional Personnel	\$ 15 _____ Per Hour, Per Person	\$ 15 _____ Per Hour, Per Person	\$ 15 _____ 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:		
Reference Information (Current/Prior Services Performed For:)		
Name and Address of Reference Company:	DFS 202 Park Drive Iron ton, MO 63650	
Reference Contact Person:	Name: <u>Sharon</u> Phone Number: <u>573-546-7463</u> Email Address: _____	
Dates of Service:	<u>08/2011 - Present</u>	
Dollar Value of Services	<u>\$555.79 / month</u>	
Square Footage of the Building	Total Square Feet: <u>5099</u> Square Feet of Carpeted Area: <u>4500</u> Square Feet of Hard Surface Floors: <u>599</u>	
Description of Prior Services Performed, Including an Indication as to Whether Carpet Cleaning was Performed and the Square Footage of the Carpeted Area	<u>Interior Service, carpet cleaning, strip/wax, etc</u> Carpet Cleaning Provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate the square footage of carpeted area: <u>4500</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:

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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Describe and provide details:		

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. *N/A*

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

EXHIBIT F, continued

BOX B - CURRENT BUSINESS ENTITY STATUS

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

I certify that Fit To Be Ueen (Business Entity Name) MEETS the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

<u>Janie Arno</u>	<u>[Signature]</u>
Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature

<u>Fit To Be Ueen LLC</u>	<u>10/11/15</u>
Business Entity Name	Date

fittobeen@atd.com
E-Mail Address

As a business entity, the bidder/contractor must perform/provide the following. The bidder/contractor should check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/xprevprov/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER 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, at minimum, by the bidder/contractor and the Department of Homeland Security - Verification Division. If the signature page of the MOU lists the bidder's/contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT D. (CONTINUED)

AFFIDAVIT OF WORK AUTHORIZATION:

The bidder who meets the section 285.525, RSMo. definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Fit To Be Clean ^{Jamie Armon/owner} (Name of Business Entity Authorized Representative) as Owner (Position/Title) first being duly sworn on my oath, affirm Fit To Be Clean (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to 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 for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Fit To Be Clean LLC (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

[Signature]
Authorized Representative's Signature

Jamie Armon
Printed Name

Owner
Title

7/7/15
Date

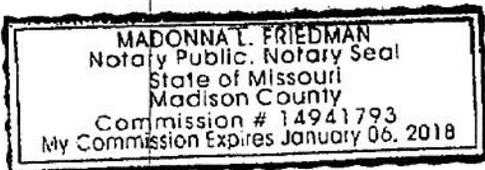
fittobeclean@201.com
E-Mail Address

891620
E-Verify Company ID Number

Subscribed and sworn to before me this 8th of July 2015. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of MADISON, State of
(NAME OF COUNTY)
Missouri, and my commission expires on _____
(NAME OF STATE) (DATE)

[Signature]
Signature of Notary

7/8/2015
Date



10-A

Willis, Amber

From: FMDC GENERAL
Sent: Tuesday, October 13, 2015 7:39 AM
To: Willis, Amber
Subject: FW: Received Fax From: 5737601774
Attachments: MOSRVFAX05A_1510121700560142.TIF

-----Original Message-----

From: mosrvfax [mailto:mosrvfax@oa.mo.gov]
Sent: Monday, October 12, 2015 12:01 PM
To: FMDC GENERAL
Subject: Received Fax From: 5737601774

This message was received via FAXCOM, a product from Biscom Inc. <http://www.biscom.com/>

-----Fax Reception Report-----

Received Time: 10/12/2015 11:55
Result: OK
Description: All pages received OK
Result Code: 0000
Pages Received: 7
Remote TSI:
Connect Time: 4 minutes, 52 seconds
Routing ID: 5737517277
Caller ID: 5737601774
Unique ID: MOSRVFAX05A_1510121700560142
Fax Line: 24
Fax Server: mosrvfax05a

The fax is included as a TIF image attachment

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 Real Estate@oa.mo.gov](mailto:FMDC.RealEstate@oa.mo.gov)

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

BID EVALUATION MEMORANDUM

Date: October 26, 2015

Bid Number: JLII1016

Bid Title: Janitorial Services - Ironton

Date Closed: 10/19/2015

Contract Specialist: Amber Willis *adw*

Contract's Unit Manager: Rebecca Brinkley *RB*

Pursuant to RFQ JLII1016 for Janitorial Services in Ironton, MO, 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.

Two (2) bids were received in response to RFQ JLII1016. The bidders were:

Resource Service Solutions
Fit To Be Clean LLC.

No "No Bids" were received in response to RFQ JLII1016.

No Late Bids were received in response to RFQ JLII1016.

All bids received in response to RFQ JLII1016 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 Fit To Be Clean has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. Fit To Be Clean LLC is the current contractor for this location and has no known issues. The results of the cost evaluation were forwarded to Amy Spray of Real Estate Services Unit for review to approve an award to Fit To Be Clean LLC. Real Estate Services approved the award to Fit To Be Clean LLC.; therefore, I am proceeding with the award as approved.

Willis, Amber

11/1/15 Start

From: Spray, Amy
Sent: Friday, October 23, 2015 8:27 AM
To: Willis, Amber
Subject: RE: JLII1016-001 IRONTON Cost Evaluation and Summary

Please proceed with award.

From: Willis, Amber
Sent: Thursday, October 22, 2015 2:59 PM
To: Spray, Amy
Cc: Brinkley, Rebecca; Wilde, Kyle; Willis, Amber
Subject: JLII1016-001 IRONTON Cost Evaluation and Summary

Amy,

The above referenced RFP closed October 19th and two (2) bids were received. The cost evaluation report is attached for your review.

The two bidders were:

- 1) Fit To Be Clean LLC
- 2) Resource Service Solutions

1.1.1 Currently, the State of Missouri leases the following building(s) in Ironton, MO.

- a. The tenants of the building located at 202 Park Drive consist of offices and employees of the Department of Social Services and Department of Health and Senior Services.
 - 1) The building is approximately 5,099 total square feet.
 - 2) There are approximately 15 employees.
- b. A current contract exists for this location at .109 per square foot with Fit to Be Clean.

Services are for 2 days per week. Day cleaning is not necessary.

Fit To Be Clean LLC is the lowest bidder. Fit To Be Clean is the current contractor for this location with no known problems or issues.

Total Square Feet:	Per Square Foot Price	Monthly Total	Annual Total
Lowest Bidder 5,099	.109	\$ 555.79	\$ 6,669.48
Current Contractor 5,099	.109	\$ 555.79	\$ 6,669.48
Difference	-	-	-
Increase			-

Decrease	-
----------	---

Please advise how you want to proceed.

Thanks!
Amber

Amber Willis

Contract Specialist II

State of Missouri

Office of Administration

Division of Facilities Management, Design and Construction

Contracts Unit

Harry S Truman Office Building

301 West High Street, Room 730

P.O. Box 809

Jefferson City, MO 65102

Phone: (573) 526-3421

Fax: (573) 751-7277

E-mail: Amber.willis@oa.mo.gov



Division of Facilities Management,
Design and Construction
 COST EVALUATION
 Contract Specialist: Amber Willis

Bid Number: JLI1016-001 Bid Name: Janitorial Services - Irontrc Evaluation Date: 10/22/2015

Fit to be Clean Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period			
		Price	Extended Cost	Price	Extended Cost	Price	Extended Cost		
001	5099	\$0.109	\$6,669.49	\$0.109	\$6,669.49	\$0.109	\$6,669.49		
002	1	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00		
003	1	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00		
004	1	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30		
005	1	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05		
006	1	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00		
007	1	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00		
008	250	\$0.15	\$37.50	\$0.15	\$37.50	\$0.15	\$37.50		
009	250	\$0.15	\$37.50	\$0.15	\$37.50	\$0.15	\$37.50		
010	250	\$0.15	\$37.50	\$0.15	\$37.50	\$0.15	\$37.50		
011	1	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00		
012	1	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00		
013	1	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00		
		TOTAL	\$6,878.34	TOTAL	\$6,878.34	TOTAL	\$6,878.34		
TOTAL CONTRACT COST									
								Grand Total Cost	\$ 20,635.03
								Blind & Sheltered Workshop	0
								SDVE	0
								Total Cost Points	200

Bid Number: JLI1016-001

Bid Name: Janitorial Services - Ironton

Evaluation Date: 10/22/2015

Resource Service Solutions	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	5099	\$0.140	\$8,566.32	\$0.140	\$8,566.32	\$0.140	\$8,566.32	
	002	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	003	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	004	1	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	
	005	1	\$0.14	\$0.14	\$0.14	\$0.14	\$0.14	\$0.14	
	006	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	007	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	008	250	\$0.12	\$30.00	\$0.12	\$30.00	\$0.12	\$30.00	
	009	250	\$0.10	\$25.00	\$0.10	\$25.00	\$0.10	\$25.00	
	010	250	\$0.05	\$12.50	\$0.05	\$12.50	\$0.05	\$12.50	
	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	1	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	
			TOTAL	\$8,697.46	TOTAL	\$8,697.46	TOTAL	\$8,697.46	
									Grand Total Cost \$ 26,092.38
									Blind & Sheltered Workshop 0
									SDVE 0
									Total Cost Points 158