

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

NOTICE OF AWARD

CONTRACT NUMBER JLIJ1016-B	LEASE NUMBER 04801419, 04800934	FACILITY ADDRESS 14440 E. 42 ND Street and 3717 S. Whitney Way, Independence (Jackson County), MO
CONTRACT TITLE Janitorial Services – Independence, MO		CONTRACT PERIOD December 1, 2015 through November 30, 2016
VENDOR NUMBER 7317124830-0	Site Information: Number of Days per Week - 5 Number of Square Feet – 22,725 Price per Square Foot: \$.06 Monthly Amount: \$ 1,363.50 Accounting: Total = 22,725 (04801419 = 9,203; 04800934 = 13,522)	
VENDOR NAME AND ADDRESS: Riteway Maintenance and Supply, LLC. PO Box 25122 Overland Park, KS 66225 Email: sales@rmskskc.com Phone: (816) 474-3950		ON-SITE CONTACT INFORMATION Name: Tracy Kirksey (DOC-P&P); Phone: (816) 795-6055 Email: Tracy.Kirksey@doc.mo.gov Name: Patrick Franklin (DHSS/DMH) Phone: (816) 350-5442 Email: Patrick.Franklin@health.mo.gov
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The bid submitted by Riteway Maintenance and Supply LLC, dated 9/23/2015, in response to RFQ#JLIJ1016-B 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: 10/8/15
SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE: 		TITLE: Section Manager
		DATE: 10/8/15



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

RFQ #: JLIJ1016-B
TITLE: Janitorial Services - Independence
ISSUE DATE: 9/01/15

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

RETURN BID NO LATER THAN: 9/23/15 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 - FMDC – 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:
14440 E. 42 ND STREET, 3717 S. WHITNEY WAY Independence (Jackson 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 RITWAY MAINTENANCE & SUPPLY LLC.		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	
MAILING ADDRESS P.O. BOX 25122		IRS FORM 1099 MAILING ADDRESS	
CITY, STATE, ZIP CODE OVERLAND PARK KS. 66225-5122		CITY, STATE, ZIP CODE	
CONTACT PERSON THOMAS TURNER		EMAIL ADDRESS	
PHONE NUMBER 816-474-3950		FAX NUMBER 816-474-0348	
TAXPAYER ID NUMBER (TIN) 73-1712483	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN)	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) (NOTE: LLC IS NOT A VALID TAX FILING TYPE) <input checked="" 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 <i>Thomas Turner</i>		DATE 09/23/2015	
PRINTED NAME THOMAS TURNER		TITLE PRESIDENT	

1. INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

- 1.1.1 This document constitutes an invitation for competitive bids for the provision of janitorial services for the state-leased building(s) located in Independence, MO as set forth herein.
- 1.1.2 This document, referred to as a Request for Quotation (RFQ), is divided into the following parts:
- 1) Introduction and General Information
 - 2) Contractual Requirements
 - 3) Bid Submission Information
 - 4) Pricing Page
 - 5) Exhibits A-F
 - 6) Attachment 1-3
 - 7) Terms and Conditions

1.2 Background Information:

- 1.2.1 Currently, the State of Missouri leases the following building(s) in Independence, MO.
- a) The tenants of the building located at 14440 E. 42nd Street consist of offices and employees of the Department of Corrections – Board of Probation and Parole.
 - 1) The building is approximately 9,203 total square feet.
 - 2) There are approximately 31 employees.
 - b) The tenants of the building located at 3717 S. Whitney Way consist of offices and employees of the Department of Health and Senior Services, and the Department of Mental Health.
 - 1) The building is approximately 13,522 total square feet.
 - 2) There are approximately 48 employees.
 - e. A current contract exists for this location at an average price of .01679 per square foot with Prosperity Services.
- 1.2.2 Plans for relocating all or part of the agencies in both locations are underway, but are not yet certain. Therefore, changes to the needs of these two locations may be necessary in the coming few months to a year.

1.3 Tour of Building:

- 1.3.1 A tour of the building identified herein will be held on Wednesday, September 16, 2015 beginning promptly at 2:00pm at 14440 E. 42nd Street and then commence from there to 3717 S. Whitney Way.
- 1.3.2 The purpose of the tour is to provide bidders with the opportunity to inspect, examine, and assess the building and to determine any existing conditions and factors of the building that may affect the performance of the services required herein.
- 1.3.3 A record of those bidders attending the tour will be maintained for verification purposes. The bidder shall be responsible for ensuring their attendance at the tour is documented.
- 1.3.4 **BIDDERS SHALL NOT BE PERMITTED TO SCHEDULE A TOUR AT A DIFFERENT TIME OR DATE NOR SHALL THE BIDDERS BE ALLOWED TO COMMUNICATE WITH THE**

**TENANTS OF THE BUILDING OR THE DIVISION OF FACILITIES MANAGEMENT,
DESIGN AND CONSTRUCTION OTHER THAN DURING THE TOUR.**

- 1.3.5 All questions regarding the Request for Quote **must** be directed to Rebecca Brinkley at Rebecca.brinkley@oa.mo.gov or (573) 526-4135.
- 1.3.6 Bidders are strongly encouraged to advise Facilities Management, Design and Construction, at least five (5) days prior to the scheduled tour of the building, of any special accommodations needed for disabled personnel who will be attending the tour so that these accommodations can be made.

2. CONTRACTUAL REQUIREMENTS

2.1 General Requirements:

2.1.1 The contractor shall provide janitorial services for the state-leased building(s) located in Independence, Missouri for the Office of Administration, Division of Facilities Management, Design & Construction, (hereinafter referred to as the “*state agency*”), in accordance with the provisions and requirements specified herein.

- a. The contractor shall agree and understand that the state agency may add or delete buildings located in Independence, Missouri at any time during the term of the contract. The state agency shall provide written notification to the contractor of such additional or deleted buildings at least 30 days prior to the contractor beginning/discontinuing janitorial services at the additional/deleted building.
- b. Immediately following receipt of the written notification of an additional building, the contractor shall notify the state agency if the contractor is not able to provide janitorial services for the identified building.
- c. In the event more than one contractor provides janitorial services for state-leased buildings located in Independence, Missouri, the state agency shall first notify the lowest-priced contractor of the additional building. If the lowest-priced contractor is not able to provide the required janitorial services, the state agency shall then notify the next lower priced contractor. If additional contracts exist, the state agency shall continue to use the same criteria until the needs of the state agency are met.
- d. The contractor shall begin/discontinue providing janitorial services on the date specified by the state agency.
- e. The contractor shall provide janitorial services for any additional buildings in accordance with the same terms, conditions, and pricing stated herein.

2.1.2 The contractor shall provide services for those areas of the building(s) specified by the state agency.

- a. The contractor shall agree and understand that the state agency may add or delete areas of the building(s) at any time during the term of the contract.

2.1.3 The contractor must perform all janitorial services as required herein in a consistent manner satisfactory to and acceptable by the state agency in order to provide a clean and sanitary environment for the building(s), the building(s)' contents, and the buildings' tenants. The contractor shall agree and understand that the buildings' tenants shall assign a contact person (hereinafter referred to as the “*lead tenant contact person*”) to inspect, review, oversee, and coordinate janitorial services with the contractor.

2.1.4 Unless otherwise specified herein, the contractor shall furnish all material, labor, equipment, and supplies necessary to perform the services required herein.

2.2 Equipment and Supply Requirements:

2.2.1 The contractor must furnish and maintain, in good repair, all equipment including, but not limited to mops, brooms, buffers, vacuums, and any other equipment necessary.

- a. The contractor must supply commercial vacuum cleaners that meet requirements of the Carpet and Rug Institutes “Green Label” Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and operate with a sound level less than 70 decibels (dBA). (Information on CRI Green Label certification can be found at www.carpet-rug.org.)

- b. Vacuums must be equipped with the proper filter or bag. The filters must be changed or cleaned consistent with the manufacturer's recommendations. Vacuum bags or canisters shall be inspected at least every two hours and changed or replaced when half full or when indicated by a bag sensor, if vacuum is so equipped.
- 2.2.2 Products, Supplies, and Materials (also referred to as "products") – The contractor shall agree and understand that the state agency shall have the right to approve/disapprove the use of any product used in the performance of the services required herein.
- a. Environmentally Preferable - In the performance of the services required herein, the contractor should use environmentally preferable products, unless otherwise specified.
 - 1) For the purposes of the contract, "environmentally preferable" shall be defined as those products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. The comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse/post consumer content, operation, biodegradability, and pollution prevention through source reduction.
 - b. Active microfiber technology should be used where appropriate to reduce cleaning chemical consumption.
- 2.2.3 The contractor shall furnish plastic wastebasket liners, toilet tissue, paper towels for restrooms, liquid hand soap, disposable liners for sanitary napkin cans, sand for ash trays, blood and bodily fluid cleanup kits, and all cleaning products necessary to perform the services required herein.
- a. Toilet tissue should be non-chlorine bleached, 2-ply roll, must fit the tissue dispenser installed in the building, and should contain a minimum 20% post-consumer recycled paper (Envision, Scott, Cascades, Green Select, or equal).
 - b. Paper towels should be unbleached, must be folded to fit dispensers installed in the building, and should contain a minimum of 40% post-consumer recycled paper (Georgia Pacific, Scott, or equal).
 - c. Liquid hand soap must be a good grade containing antiseptic.
 - d. Plastic trash can liners should be manufactured using 30% recycled materials and of good grade.
 - e. Blood spill and body fluid kits shall meet OSHA standards for blood borne pathogen exposure control.
- 2.2.4 The contractor must provide and maintain in good repair rugs/mats of the size, type, and quantity deemed necessary by the state agency. The contractor must replace such rugs/mats as deemed necessary by the state agency.
- 2.2.5 The contractor shall be assigned a closet(s) in the building (hereinafter referred to as the "*janitorial closet*") for storage of all janitorial equipment and products necessary for the building.
- 2.2.6 The contractor shall not use any equipment or products which may be injurious or damaging to the surfaces upon which they are to be applied.
- 2.2.7 Prior to the contractor's use of any product/chemical in the building, the contractor shall provide a Material Safety Data Sheet for each such product/chemical. The contractor must maintain a file of the Material Safety Data Sheets in the janitorial closet in the building. The Material Safety Data Sheets shall become the property of the State of Missouri.

- 2.2.8 The contractor may request permission from Facilities Management to install product or supply dispensers. However, any product or supply dispensers to be installed shall be in accordance with state agency specifications. Any product or supply dispensers installed by the contractor shall become the property of the Landlord.
- 2.3 **Specific Service Requirements:** The contractor shall perform the janitorial tasks listed on Attachment at the frequencies specified in order to keep all surfaces clean and free of dust, cobwebs, spots, spills, scuffs, other debris, etc. The contractor shall perform the listed tasks between the hours of 6:00 p.m. and 12:00 a.m. Monday through Friday, excluding state holidays, unless other days or times are approved by the lead tenant contact person.
- 2.3.1 The contractor shall perform the janitorial tasks as described below. Prior to performing any of the monthly, semi-annual, and annual tasks required herein, the contractor shall notify the lead tenant contact person in writing of the anticipated beginning and completion date for each task required. The contractor must follow-up with a written notice of the satisfactory completion thereof and shall obtain the written approval of each monthly, semi-annual, and annual tasks from the state agency. Such notification shall hereinafter be referred to as the “*task schedule notice*”.
- a. Daily Tasks shall be performed five (5) days per week, Monday through Friday.
 - b. Weekly Tasks shall be performed one (1) time per week.
 - c. Monthly Tasks shall be performed one (1) time per month, within the first ten (10) consecutive work days of each month.
 - d. Semi-Annual Tasks shall be performed every six (6) months as agreed upon between the lead tenant contact person and the contractor. However, depending on the effective date of the contract and the condition of the building(s), the state agency may waive the requirement.
 - e. Annual Tasks shall be performed one (1) time per year, within the first ninety (90) days of the effective date of the contract. However, depending on the effective date of the contract and the condition of the building(s), the state agency may waive the requirement for the first six months of the original contract period only.
 - 1) The contractor must notify the lead tenant contact person at least seventy-two (72) hours in advance of carpet cleaning in order for the building tenants to prepare for the carpet cleaning. In addition, the contractor shall resolve problem areas as requested by the lead tenant contact person.
- 2.3.2 The contractor shall address any and all related and conditional miscellaneous janitorial cleaning duties which may arise as a result of accidental spilling of any office materials or supplies.
- 2.3.3 The contractor shall report any and all damage found to the lead tenant contact person.
- 2.4 **Supplemental Service Requirements:** The contractor shall perform any of the following supplemental services listed on Attachment #2 at the request of state agency building tenant(s) that occupy the building(s). The decision as to when a supplemental service is required shall rest solely with the state agency building tenant.
- 2.4.1 The state agency building tenant may obtain supplemental services from an outside company under any of the following conditions:
- a. The contractor cannot provide the needed supplemental service due to unavailability, improper equipment, insufficient personnel, or any other factor that may affect performance of completing the supplemental task, as determined by the state agency building tenant.

- b. If the contractor can provide the needed supplemental task, the state agency building tenant must document the reasons for obtaining the supplemental services from an outside company.

2.5 Personnel Requirements:

- 2.5.1 Working Supervisor - The contractor shall provide a Working Supervisor who shall be located on-site and shall provide a minimum of twenty (20) hours of services per week at times prescribed by the state agency. The Working Supervisor must have at least two (2) years of recent experience in directing cleaning type operations in a supervisory capacity. At a minimum, the contractor's Working Supervisor shall:
 - a. Supervise all the contractor's personnel providing janitorial services.
 - b. Inspect services performed each day and assure that all requirements are completed satisfactorily and acceptable to the state agency standards.
 - c. Train and assign duties for the contractor's personnel as necessary.
 - d. Work with and maintain a positive working relationship with the state agency's staff, the tenants of the building(s), and the general public.
 - e. Complete the Cleaning Checklist (Attachment #1) at the completion of each cleaning task. The contractor shall provide the cleaning checklist with invoices and store in a location easily accessible to the state agency to review.
 - f. Ensure that the reports are submitted as required and as needed.
 - g. Contact the state agency's housekeeper on a daily basis regarding problems and other directions.
 - h. Meet with the building tenants, according to a schedule approved by the state agency and the building tenants, to discuss janitorial issues.
- 2.5.2 The state agency reserves the right to approve or disapprove appointment of any of the contractor's personnel to provide services required by the contract. The state agency also reserves the right to request replacement of any person assigned to provide services. Unless the situation regarding the contractor's assigned personnel requires immediate replacement, the contractor shall be allowed at least fourteen (14) days after notification to replace unsatisfactory personnel.
- 2.5.3 The contractor shall supervise all the contractor's personnel and the services provided by such personnel as required to satisfactorily perform the requirements of the contract.
- 2.5.4 The contractor, or the contractor's personnel designated as a representative of the contractor (hereinafter referred to as the "*contractor contact person*"), must be available during normal business hours (8:00 a.m. to 5:00 p.m.) for telephone conversations and/or meetings with personnel from the state agency and the lead tenant contact person regarding the janitorial services.
 - a. Such contractor contact person must have the express authority to speak on behalf of the contractor and make decisions on behalf of the contractor.
 - b. By no later than ten (10) days after the award of the contract, the contractor shall provide the state agency and lead tenant contact person with the name, address, and telephone number for the contractor contact person.
- 2.5.5 If requested by the state agency or the lead tenant contact person, the contractor contact person shall accompany the state agency or the lead tenant contact person in a walk-through of the building(s). During

the walk-through, the state agency or the lead tenant contact person shall provide specific instructions and directions to the contractor contact person regarding the required janitorial services and the state agency's or the lead tenant contact person's expectations. If requested, such walk-through will typically occur within fourteen (14) calendar days of the effective date of the contract. Additionally, the contractor contact person shall accompany the state agency or the lead tenant contact person on a walk-through of the building(s) at any other time during the term of contract as specified by the state agency or the lead tenant contact person. Such additional walk-through will typically be requested to address substandard, deficient, or incomplete services being provided by the contractor.

- 2.5.6 The contractor shall perform the requirements specified herein using "*team cleaning*". "*Team cleaning*" as used herein shall be defined as cleaning in which the contractor's personnel are assigned to individual tasks such as dusting, emptying trash, or vacuuming for all areas as opposed to assigning one (1) person general cleaning tasks for an assigned area.
- 2.5.7 The contractor's personnel shall only be allowed in work areas to which they are assigned. The contractor's personnel shall only take rest breaks in pre-assigned areas.
- 2.5.8 The contractor's employees shall be neat and clean in appearance and shall wear a clearly visible identification badge.
- It is the contractor's responsibility to obtain such identification and maintain the badge in good repair.
 - The badge shall have the employee's name, photograph, and company name on the face of the badge.
 - The badge must be displayed in an easily discernible manner on the front of the shirt or smock at all times while the employee is on the premises.
 - Such badges will be provided by the contractor, and no employee will be allowed to work in a facility without such a badge.
 - The contractor shall be in non-compliance of the contract and the state agency will deduct \$25.00 from the monthly invoice if a contract employee is observed working on campus without an ID tag.
 - The contractor shall submit a clear photocopy of all employee badges to the Office of Administration, Division of Facilities Management, Design and Construction prior to the employee reporting to the building for the first time.
- 2.5.9 The contractor and/or the contractor's personnel must sign-in immediately upon arrival and prior to any services being provided and sign-out prior to leaving the building. The contractor must provide the sign-in/sign-out sheets. In addition, the sign-in/sign-out sheets must remain at a location designated by the state agency.
- 2.5.10 The contractor and/or the contractor's personnel must complete the Cleaning Checklist (Attachment #1) at the completion of each cleaning task. The contractor shall provide the cleaning checklist with invoices and store in a location easily accessible to the state agency to review.
- 2.5.11 The contractor's personnel shall not loiter in the building nor smoke anywhere in the building, including any interior loading dock area.
- 2.5.12 The contractor shall not use nor allow the contractor's personnel to use any State of Missouri telephones and/or equipment in the building.
- 2.6 Security Requirements:**
- 2.6.1 The contractor shall prevent all unauthorized persons from entering the building and shall keep the building locked while the contractor and the contractor's personnel are on the premises.
- 2.6.2 When the contractor and/or the contractor's personnel leave the building, the contractor shall lock all doors and turn off lights. In addition, if the building contains other security system(s), the contractor shall

activate the system(s) according to state agency instructions in order to protect the security of the building.

2.6.3 The contractor shall be issued keys to all areas in which janitorial services shall be provided. The contractor must take care of and not lose any such keys. In addition, the contractor shall not duplicate any of the keys issued to the contractor. If evidence of duplication is ascertained beyond reasonable doubt, the State of Missouri shall have the right to immediately replace the locks and all keys and to charge the contractor for such replacement.

- a. In the event the contractor or a person assigned by the contractor to perform services loses a key(s), the contractor must notify the lead tenant contact person within one (1) working day from the date the loss is discovered. The contractor shall pay the state agency for the actual costs incurred for the replacement of all locks and keys, including keys held by the building tenants.
- b. At the expiration/termination/cancellation of the contract, the contractor must surrender all the keys issued to the contractor by the lead tenant contact person. Any payments due the contractor shall be withheld until the contractor has surrendered all keys issued. In the event that all keys are not returned, the contractor shall pay the state agency for the actual costs incurred for the replacement of all locks and keys, including keys held by the building tenants.

2.6.4 The contractor and each of the contractor's personnel assigned to the contract must have a fingerprint security clearance approved by the state agency in order to provide service under the contract. The contractor must obtain the required fingerprint security clearances from the Missouri State Highway Patrol.

a. **By no later than twenty (20) days after notification of award, prior to the beginning date of the contract and prior to assignment of any new person to provide services under the contract, the contractor shall provide the state agency with the following:**

1. A completed Authorization for Release of Information/Confidentiality Oath Form (Attachment #3) individually signed by the contractor and each person assigned to the building.
2. A completed fingerprint-based record's check from the Missouri State Highway Patrol for each person assigned to the building.

➤ The contractor shall forward a copy of all results of the fingerprint-based record's check from the Missouri State Highway Patrol to the state agency lead contact person and a copy to Division of Facilities Management, Design and Construction, Leased - Janitorial Information, 301 W. High Street Room 730, PO Box 809, Jefferson City, MO 65102.

➤ An informational brochure on how to obtain a national fingerprint-based record's check is available on the Missouri Highway Patrol's website at: www.mshp.dps.mo.gov and clicking on the "Programs/Services" link at the top of the page, then clicking "Background Checks/MOVECHS".

- b. The state agency and/or lead tenant contact person shall have the right to deny access to the building to any of the contractor's personnel for any reason.
- c. The NOTICE AWARD will be expressly contingent upon your submission of the required fingerprint security clearances and Release of Information/Confidentiality Oath (Attachment #3) submitted within the above referenced timeframe. Failure to submit these documents on time may result in the withdrawal of the award.

- 2.6.5 In the process of performing the requirements of the contract, the contractor and/or the contractor's personnel may become aware of information required by law to be kept confidential. Therefore, the contractor and/or the contractor's personnel must not at any time disclose, directly or indirectly, any information gained during the performance of the janitorial services.
- 2.6.6 By no later than twenty (20) days after the notification of award, or prior to the beginning date of the contract, whichever is earlier, the contractor shall provide the state agency with a list of the contractor's personnel that will be providing services in the building(s), including personnel assigned to perform tasks that occur on a less frequent basis (e.g. stripping and refinishing hard surface floors, deep cleaning of carpets). The contractor shall also provide the state agency with prior notification of any changes to the contractor's personnel listing, including removal and addition of personnel. The state agency reserves the right to approve or disapprove appointment of any of the contractor's personnel to provide services required by the contract. The state agency also reserves the right to request replacement of any person assigned to provide services. Unless the situation regarding the contractor's assigned personnel requires immediate replacement, the contractor shall be allowed at least fourteen (14) days after notification to replace unsatisfactory personnel.

2.7 Reporting Requirements:

- 2.7.1 Prior to performing any of the monthly, quarterly, semi-annual, and annual tasks required herein, the contractor shall notify the lead tenant contact person in writing of the anticipated beginning and completion date for each task required. The contractor must follow-up with a written notice of the satisfactory completion thereof and shall obtain the written approval of each task from the state agency. Such notification shall hereinafter be referred to as the "*task schedule notice*".
- 2.7.2 The contractor shall maintain a daily log of all services performed on that day. The daily log shall also reference any abnormal or unusual conditions affecting the physical and material aspects of the building or its contents, such as unlocked doors, breakage, damage, as well as any mitigating circumstances which prevented the contractor's personnel from performing the contractual service. The daily log shall remain at the building at a mutually agreed to location accessible to both the contractor and the lead tenant contact person. The daily log shall become the property of the State of Missouri.

2.8 Payment and Invoicing Requirements:

- 2.8.1 Prior to any payments becoming due per the contract, the contractor must submit or must have already submitted a properly completed State Vendor ACH/EFT Application, since the State of Missouri intends to make contract payments through Electronic Funds Transfer.
- a. If not already submitted, the contractor needs to obtain a copy of the State Vendor ACH/EFT Application and completion instructions from the Internet at:
<http://www.oa.mo.gov/purch/vendorinfo/vendorach.pdf>
 - b. The contractor must submit invoices on the contractor's original descriptive business invoice form and must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted. The contractor may obtain detailed information for payments issued for the past 24 months from the State of Missouri's central accounting system (SAM II) on the Vendor Payment Website at <https://www.vendorpay.oa.mo.gov>.
- 2.8.2 Invoicing - The contractor shall submit a monthly invoice for services actually provided to the state agency at the address stated below. The contractor's invoice must identify the buildings cleaned, the number of square feet of each building cleaned, the firm, fixed per square foot, per month price as stated on the Pricing Page, the contract number, and the dates of service.

Division of Facilities Management, Design & Construction
Lease No. #04801419, 04800934
301 W. High St., Rm. 730
P.O. Box 809
Jefferson City, MO 65101

2.8.3 Payment - The contractor shall be paid the firm, fixed per square foot, per month price specified on the Pricing Page for janitorial services actually provided, subject to the assessment of any liquidated damages as specified herein. If a partial month of service is provided, the firm, fixed per square foot, per month price shall be divided by the total number of work days in that particular month to obtain a per square foot, per day price. The per square foot, per day price shall be, multiplied by the number of days in that particular month for which service was provided, rounded to the nearest cent.

2.8.4 Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

2.9 Contractual Compliance and Liquidated Damages:

2.9.1 The contractor shall understand and agree that the contractor's failure to tour the building(s) prior to the submission of the awarded bid to the Division of Facilities Management, Design and Construction shall not relieve the contractor of the performance of the provisions and requirements specified herein.

2.9.2 Contract Monitoring - The contractor shall agree and understand that the cleanliness, safety, security, and sanitary conditions of the building(s) are of utmost concern to the state agency. Therefore, the state agency and/or lead tenant contact person shall monitor the building(s) on an ongoing basis and shall occasionally inspect the building(s) throughout the effective period of the contract to ensure the cleanliness, safety, security, and sanitary conditions of the building(s) and the contractor's compliance with the terms and conditions of the contract.

a. Minor Infractions - If at any time during the effective period of the contract, the state agency and/or lead tenant contact person has concerns related to the performance of services by the contractor or the contractor's personnel, or the contractor's performance does not meet the requirements stated herein, or the contractor's services are not to the satisfaction of the state agency or are otherwise substandard, deficient, or incomplete, the state agency and/or lead tenant contact person shall provide written notification to the contractor of such substandard, deficient, or incomplete services. The contractor shall agree and understand that if such substandard, deficient, or incomplete services do not jeopardize the overall cleanliness, safety, security, and sanitary conditions of the building(s), as determined by the state agency, such substandard, deficient, or incomplete services shall be considered a minor infraction of the terms and conditions of the contract. Within 24 hours following such written notification, the contractor shall provide a written response to the state agency and/or lead tenant contact person addressing the contractor's approach to resolving the substandard, deficient, or incomplete services and the contractor's approach to ensure that such substandard, deficient, or incomplete services do not continue. The contractor must correct the problem within a reasonable period of time, as determined by the state agency, following the state agency and/or lead tenant contact person's written notification.

b. The contractor shall agree and understand that if the contractor continues to provide substandard, deficient, or incomplete services, despite the notifications provided to the contractor by the state agency and/or lead tenant contact person, the State of Missouri shall consider such substandard, deficient, or incomplete services to be a significant infraction of the terms and conditions of the contract, as described below, rather than a minor infraction.

c. Significant Infractions -

- 1) In the event the state agency and/or lead tenant contact person has concerns related to the overall cleanliness, safety, security, and/or sanitary conditions of the building(s) as a result of substandard, deficient, or incomplete services provided by the contractor, the Division of Facilities Management, Design and Construction shall consider these substandard, deficient, or incomplete services as a significant infraction of the terms and conditions of the contract and shall notify the contractor of the substandard, deficient, or incomplete services. Among other substandard, deficient, or incomplete services, the state agency considers the contractor's (1) failure to maintain up-to-date and accurate security clearances on all contractor personnel assigned to the building(s) including the *Authorization of Release of Information and Confidentiality Oath* and the national fingerprint-based record's check, (2) failure to clean and disinfect the restrooms in the building(s), (3) failure to maintain the security of the building(s), (4) failure of the contractor's personnel to show-up to provide the required services, and (5) failure of the contractor contact person to participate in the walk-through when requested by the state agency as a significant infraction of the terms and conditions of the contract. The Division of Facilities Management, Design and Construction shall provide the contractor with the opportunity to cure the contractual breach issue, if appropriate.
- 2) The contractor shall respond to the Division of Facilities Management, Design and Construction's notification and shall address the contractor's approach to resolving the substandard, deficient, or incomplete services and the contractor's approach to ensure that such substandard, deficient, or incomplete services do not continue.
- 3) If the contractor fails to resolve the breach issue or if the contractor continues to provide substandard, deficient, or incomplete services, the Division of Facilities Management, Design and Construction may cancel the contract, as described in the Cancellation of Contract provisions included within the attached Terms and Conditions. Additionally, the contractor may be subject to other remedies available to the State of Missouri, including the assessment of liquidated damages, as described below.
- 4) However, the contractor shall agree and understand that due to the seriousness of the substandard, deficient, or incomplete services, the Division of Facilities Management, Design and Construction shall have the right to cancel the contract immediately without providing the contractor the opportunity to remedy the breach.

- d. The contractor shall understand and agree that the State of Missouri shall be the final judge as to what constitutes a substandard, deficient, or incomplete service, and the determination as to what constitutes a minor infraction and a significant infraction, and other performance concern as stated herein. Any such determination by the State of Missouri shall be final and without recourse.

2.9.3 Liquidated Damages - The contractor shall agree and understand that the provision of the janitorial services in accordance with the requirements stated herein is considered critical to the efficient operations of the State of Missouri. However, since the amount of actual damages would be difficult to establish in the event the contractor fails to comply with the requirements, the contractor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances.

- a. For each incident in which the contractor fails to perform any Monthly or Quarterly tasks required herein, or performs a Monthly or Quarterly task in a substandard, deficient, or incomplete manner as determined by the state agency, the state agency shall have the right to assess liquidated damages in the amount of \$400 for a building with between 5,000 and 10,000 cleanable square feet; and \$550 for a building in excess of 10,000 cleanable square feet. The state agency may assess liquidated damages for each day the task was required to be performed until the task is performed and approved.

- b. The state agency shall have the right to assess liquidated damages in the amount of \$50.00 for each written notification of a minor infraction sent to the contractor. Additionally, the state agency shall have the right to assess liquidated damages in the amount of \$100.00 for each written notification of a significant infraction sent to the contractor from the Division of Facilities Management, Design and Construction.
- c. In the event the contractor fails to respond to the state agency, lead tenant contact person, or the Division of Facilities Management, Design and Construction's notification of substandard, deficient, or incomplete services or in the event the contractor fails to correct the problem within a reasonable period of time, the contractor shall be assessed liquidated damages in accordance with one or more of the following calculations:
 - 1) If the state agency hires an outside/private company to correct the substandard, deficient, or incomplete service, the contractor shall be responsible for the total cost charged by such company to perform the service.
 - 2) If the state agency uses State of Missouri personnel or resources to correct the substandard, deficient, or incomplete service, the contractor shall be responsible for the actual costs incurred by the State of Missouri. Such actual costs shall be calculated by the per hour price of the state personnel who performed the service and shall include material costs, etc.
 - 3) For each day the contractor fails to respond to the state agency, the lead tenant contact person, or the Division of Facilities Management, Design and Construction's notification of substandard, deficient, or incomplete service, the state agency may assess liquidated damages in the amount of \$10.00 per day until a response is received.
- d. For each day that a required report, document, or notification is late, the state agency may assess liquidated damages in the amount of \$10.00 per day until such report, document, or notification is received. Such liquidated damages shall apply to each of the following:
 - 1) Security Clearance documentation
 - 2) Task Schedule Notice
 - 3) Daily Log
 - 4) Cleaning Checklist (Attachment #1)
 - 5) Material Safety Data Sheets
- e. In the event of any breakage, damage, theft, or loss of the equipment, supplies, materials, or other items in the building(s) through negligence or other inappropriate actions of the contractor or the contractor's personnel while working on the building's premises, the contractor shall pay damages to the state agency in the actual amount of such loss.
- f. The contractor shall also agree and understand that such liquidated damages shall either be deducted from the contractor's invoices pursuant to the contract or paid by the contractor as a direct payment to the state agency at the sole discretion of the state agency.
- g. The contractor shall understand that the liquidated damages described herein shall not be construed as a penalty.
- h. The contractor shall agree and understand that all assessments of liquidated damages shall be within the discretion of the State of Missouri and shall be in addition to, not in lieu of, the rights of the State of Missouri to pursue other appropriate remedies.

2.10 Other Contractual Requirements:

- 2.10.1 Contract - A binding contract shall consist of: (1) the RFQ and any amendments thereto, (2) the contractor's response (bid) to the RFQ, (3) clarification of the bid, if any, and (4) the Division of Facilities Management, Design and Construction's acceptance of the response (bid) by "notice of award". All Exhibits and Attachments included in the RFQ shall be incorporated into the contract by reference.
- a. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the state agency.
 - b. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
 - c. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Division of Facilities Management, Design and Construction prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.
- 2.10.2 Contract Period - The original contract period shall be as stated on the Notice of Award. The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Division of Facilities Management, Design and Construction shall have the right, at its sole option, to renew the contract for two (2) additional one-year periods, or any portion thereof. In the event the Division of Facilities Management, Design and Construction exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.
- 2.10.3 Renewal Periods - If the option for renewal is exercised by the Division of Facilities Management, Design and Construction, the contractor shall agree that the prices for the renewal period shall not exceed the maximum price for the applicable renewal period stated on the Pricing Page of the contract.
- a. If renewal prices are not provided, then prices during renewal periods shall be the same as during the original contract period.
 - b. In addition, the contractor shall understand and agree that renewal period price increases specified in the contract are not automatic. At the time of contract renewal, if the state determines funding does not permit the specified renewal pricing increase or even a portion thereof, the renewal pricing shall remain the same as during the previous contract period. If such action is rejected by the contractor, the contract may be terminated, and a new procurement process may be conducted. The contractor shall also understand and agree the state may determine funding limitations necessitate a decrease in the contractor's pricing for the renewal period(s). If such action is necessary and the contractor rejects the decrease, the contract may be terminated, and a new procurement process may be conducted.
- 2.10.4 Termination - The Division of Facilities Management, Design and Construction reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.

2.10.5 Transition:

- a. Upon award of the contract, the contractor shall work with the state agency and any other organizations designated by the state agency to ensure an orderly transition of services and responsibilities under the contract and to ensure the continuity of those services required by the state agency.
- b. Upon expiration, termination, or cancellation of the contract, the contractor shall assist the state agency to ensure an orderly and smooth transfer of responsibility and continuity of those services required under the terms of the contract to an organization designated by the state agency. Such assistance shall include completion of all Daily Requirements on the last effective day of the contract including restocking of all dispensers to normal limits.

2.10.6 Contractor Liability - The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act.

- a. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
- b. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees.
- c. Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above); or (2) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility.

2.10.7 Insurance - The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. General and other non-professional liability insurance shall include an endorsement that adds the State of Missouri as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and the State of Missouri is protected as an additional insured.

2.10.8 Subcontractors - Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor.

- a. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract.

- b. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein.
 - c. The contractor must obtain the approval of the State of Missouri prior to establishing any new subcontracting arrangements and before changing any subcontractors. The approval shall not be arbitrarily withheld.
 - d. Pursuant to subsection 1 of section 285.530, RSMo, no contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to 285.550, RSMo, a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285.530, RSMo, if the contract binding the contractor and subcontractor affirmatively states that
 - 1) The direct subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo, and shall not henceforth be in such violation.
 - 2) The contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.
- 2.10.9 Participation by Other Organizations - The contractor must comply with any Organization for the Blind/Sheltered Workshop, Service-Disabled Veteran Business Enterprise (SDVE), and/or Minority Business Enterprise/Women Business Enterprise (MBE/WBE) participation levels committed to in the contractor's awarded proposal.
- a. The contractor shall prepare and submit to the Division of Facilities Management, Design and Construction a report detailing all payments made by the contractor to Organizations for the Blind/Sheltered Workshops, SDVEs, and/or MBE/WBEs participating in the contract for the reporting period. The contractor must submit the report on a monthly basis, unless otherwise determined by the Division of Facilities Management, Design and Construction.
 - b. The Division of Facilities Management, Design and Construction will monitor the contractor's compliance in meeting the Organizations for the Blind/Sheltered Workshop and SDVE participation levels committed to in the contractor's awarded bid. The Division of Facilities Management, Design and Construction in conjunction with the Office of Equal Opportunity (OEO) will monitor the contractor's compliance in meeting the MBE/WBE participation levels committed to in the contractor's awarded proposal. If the contractor's payments to the participating entities are less than the amount committed, the state may cancel the contract and/or suspend or debar the contractor from participating in future state procurements, or retain payments to the contractor in an amount equal to the value of the participation commitment less actual payments made by the contractor to the participating entity. If the Division of Facilities Management, Design and Construction determines that the contractor becomes compliant with the commitment, any funds retained as stated above, will be released.
 - c. If a participating entity fails to retain the required certification or is unable to satisfactorily perform, the contractor must obtain other certified MBE/WBEs or other organizations for the blind/sheltered workshops or other SDVEs to fulfill the participation requirements committed to in the contractor's awarded proposal.
 - 1) The contractor must obtain the written approval of the Division of Facilities Management, Design and Construction for any new entities. This approval shall not be arbitrarily withheld.
 - 2) If the contractor cannot obtain a replacement entity, the contractor must submit documentation to the Division of Facilities Management, Design and Construction detailing all efforts made to secure a replacement. The Division of Facilities Management, Design and Construction shall

have sole discretion in determining if the actions taken by the contractor constitute a good faith effort to secure the required participation and whether the contract will be amended to change the contractor's participation commitment.

- d. No later than 30 days after the effective date of the first renewal period, the contractor must submit an affidavit to the Division of Facilities Management, Design and Construction. The affidavit must be signed by the director or manager of the participating Organizations for the Blind/Sheltered Workshop verifying provision of products and/or services and compliance of all contractor payments made to the Organizations for the Blind/Sheltered Workshops. The contractor may use the affidavit available on the Division of Purchasing and Materials Management's website at <http://content.oe.mo.gov/sites/default/files/bswaffidavit.doc> or another affidavit providing the same information.

2.10.10 Substitution of Personnel - The contractor agrees and understands that any substitution of the specific key individual(s) and/or personnel qualifications identified in the proposal must be with individual(s) of equal or better qualifications than originally proposed.

2.10.11 Authorized Personnel:

- a. The contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
- b. If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state. The state may also withhold up to twenty-five percent of the total amount due to the contractor.
- c. The contractor shall agree to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies.
- d. If the contractor meets the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, the contractor shall maintain enrollment and participation 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 contracted services included herein. If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then the contractor shall, prior to the performance of any services as a business entity under the contract:
 - 1) Enroll and participate 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 required herein; AND
 - 2) Provide to the Division of Purchasing and Materials Management the documentation required in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND
 - 3) Submit to the Division of Purchasing and Materials Management a completed, notarized Affidavit of Work Authorization provided in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization.
- e. In accordance with subsection 2 of section 285.530, RSMo, the contractor should renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to award any new contracts.

2.10.12 Contractor Status - The contractor is an independent contractor and shall not represent the contractor or the contractor's employees to be employees of the State of Missouri or an agency of the State of Missouri. The contractor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

2.10.13 Coordination - The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency or the Division of Facilities Management, Design and Construction throughout the effective period of the contract.

2.10.14 Property of State - All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the contractor pursuant to the terms of the contract shall become the property of the State of Missouri. Upon expiration, termination, or cancellation of the contract, said items shall become the property of the State of Missouri.

2.10.15 Confidentiality:

- a. In the process of performing the requirements of the contract, the contractor and/or the contractor's personnel may become aware of information required by law to be kept confidential. Therefore, the contractor and/or the contractor's personnel must not at any time disclose, directly or indirectly, any information gained during the performance of the janitorial services.
- b. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency.
- c. If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request. Failure of the contractor and any required personnel to sign such documents shall be considered a breach of contract and subject to the cancellation provisions of this document.

2.10.16 Contractor Equipment Use:

- a. Title - Title to any equipment required by the contract shall be held by and vested in the contractor. The State of Missouri shall not be liable in the event of loss, incident, destruction, theft, damage, etc., for the equipment. It shall be the contractor's sole responsibility to obtain insurance coverage for such loss in an amount that the contractor deems appropriate.
- 1) Liability - The contractor shall agree that the State of Missouri shall not be responsible for any liability incurred by the contractor or the contractor's employees arising out of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return, and/or installation of equipment provided by the contractor, except as otherwise provided in the contract.

3. BID SUBMISSION INFORMATION

3.1 Submission of Bids:

- 3.1.1 Open Records – Pursuant to RSMo 610.021, the bid shall be considered an open record after the bids are opened. Therefore, the bidder is advised not to include any information that the bidder does not want to be viewed by the public, including personal identifying information such as social security numbers.
- 3.1.2 The bidder is cautioned that it is the bidder's sole responsibility to submit necessary information. The State of Missouri is under no obligation to solicit information if it is not included with the bid. The bidder's failure to include completed Exhibits, forms, and other requested or required information with the bid, including Pricing and Renewal information, may adversely affect the bid.
- 3.1.3 Questions Regarding the RFQ - The bidder and the bidder's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFQ, the evaluation, etc., to the contract specialist indicated on the first page of this RFQ.
- a. The contract specialist may be contacted via e-mail or phone as shown on the first page, or via facsimile to 573-751-7277.
 - b. Bidders are advised that any questions received less than ten calendar days prior to the RFQ opening date may not be addressed.
 - c. Except as stated below, the bidder and the bidder's agents may not contact any other state employee regarding the RFQ, the evaluation, etc., during the solicitation and evaluation process.
 - 1) Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements.
 - 2) The bidder may contact the Office of Supplier and Workforce Diversity (OSWD) regarding MBE/WBE certification or subcontracting with MBE/WBE companies.
 - 3) Bidders and their agents who have questions regarding this matter should contact the contract specialist.

3.2 Evaluation Process – Bids will be reviewed to determine if the bid complies with the mandatory requirements and to determine the lowest responsible and reliable bidder.

- 3.2.1 Determination of Lowest Priced Bidder including Consideration of Preferences – The bidder with the most points after completing the cost calculations and determining bonus points as specified below is considered the lowest bidder.
- a. Objective Evaluation of Cost – The objective evaluation of cost shall be based the firm, fixed per square foot, per month prices stated on the Pricing Page for the original contract period and each potential renewal period for Janitorial Services for each building and the total square footage amount listed below, plus the total of supplemental service at one (1) annual occurrence for each of the quantities listed below.

✓ 14440 E. 42 nd Street	9,203 square feet
✓ 3717 S. Whitney Way	13,522 square feet
 - b. Supplemental Services - The total annual cost and each potential renewal period total cost, shall be determined using the prices stated on the Pricing Page for Supplemental Services and the annual quantities listed below:

- ✓ Interior window cleaning of thirty (30) linear feet of interior windows or other glass surface
- ✓ Exterior window cleaning of thirty (30) linear feet of exterior glass surface.
- ✓ Hard Floor Cleaning - Stripping and refinishing of 600 square feet of hard flooring
- ✓ Deep carpet cleaning and water extraction services of 600 square feet of carpet
- ✓ Brush and spot cleaning of three (3) pieces of fabric furniture
- ✓ Clean and vacuum twelve (12) cloth cubicle partitions
- ✓ One-time construction clean-up of 3,000 square feet
- ✓ On-going construction clean-up of 3,000 square feet
- ✓ Final clean up of 3,000 square feet
- ✓ Three (3) cases of paper towel rolls for use in kitchenette, galley, or break rooms
- ✓ Three (3) cases of tri-fold paper towel for use in kitchenette, galley, or break rooms
- ✓ Twenty-four (24) hours of additional personnel

- 1) Cost points shall be computed from the result of the calculation stated above using a scale of 200 possible points and the following formula:

$$\frac{\text{Lowest Responsive Bidder's Price}}{\text{Compared Bidder's Price}} \times 200 = \text{Cost evaluation points}$$

- 3.2.2 Preference for Organizations for the Blind and Sheltered Workshops - Pursuant to 34.165 RSMo, a ten (10) bonus point preference shall be granted to bidders including products and/or services manufactured, produced or assembled by a qualified nonprofit organization for the blind established pursuant to 41 U.S.C. sections 46 to 48c or a sheltered workshop holding a certificate of approval from the Department of Elementary and Secondary Education pursuant to section 178.920 RSMo.

- a. In order to qualify for the ten bonus points, the bidder must meet the following conditions and provide the following evidence:

- 1) The bidder must either be an organization for the blind or sheltered workshop or must be proposing to employ an organization for the blind/sheltered workshop as a subcontractor and/or supplier in an amount that must equal the greater of \$5,000 or 2% of the total dollar value of the contract for purchases not exceeding \$10 million.
- 2) The bidder must use the organization for the blind or sheltered workshop in a manner that will constitute an added value or provide a service required as part of the performance of the contract.
- 3) The bidder must provide the following information with the bid:
 - ✓ Participation Commitment - The bidder must complete Exhibit A, Participation Commitment, by identifying the organization for the blind or sheltered workshop, the amount of participation committed, and the commercially useful products/services to be provided by the listed organization for the blind or sheltered workshop. If the bidder submitting the bid is an organization for the blind or sheltered workshop, the bidder must be listed in the appropriate table on the Participation Commitment Form.
 - ✓ Documentation of Intent to Participate – The bidder must either provide a properly completed Exhibit B, Documentation of Intent to Participate Form, signed by the organization for the blind or sheltered workshop proposed or must provide a recently dated letter of intent signed by the organization for the blind or sheltered workshop which: (1) must describe the products/services the organization for the blind/sheltered workshop will provide; (2) must indicate the organization for the blind/sheltered workshop's commitment to aid the bidder in the performance of the required services and/or provision of the required products (identified by the Request for Quotation (RFQ) number or other identifier) in an amount that must equal the amount specified on the bidder's Participation Commitment Form, Exhibit A; and (3) should include evidence of the organization for the

blind/sheltered workshop qualifications (e.g. copy of certificate or Certificate Number for Missouri Sheltered Workshop).

- b. A list of Missouri sheltered workshops can be found at the following internet address:
<http://www.dese.mo.gov/divspeced/shelteredworkshops/index.html>.
- c. The websites for the Missouri Lighthouse for the Blind and the Alhaphointe Association for the Blind can be found at the following internet addresses:
<http://www.lhbindustries.com> and <http://www.alhaphointe.org>
- d. Commitment – If the bidder’s bid is awarded, the participation committed to by the bidder on Exhibit A, Participation Commitment, as verified by the organization for the blind/sheltered workshop’s documentation of intent to participate, shall be interpreted as a contractual requirement.

3.2.3 Responsible and Reliability Determination - The bidder should submit any of, but not limited to, the information requested herein in order to demonstrate the responsibility and reliability of the bidder. Failure of the bidder to submit sufficient information to document that the bidder is responsive and responsible may adversely affect the bid.

a. Responsibility and Reliability in Experiences:

- 1) The bidder should complete Exhibit C with information related to previous and current services/contracts performed by the bidder’s organization and any proposed subcontractors which are similar to the requirements of this RFQ.
- 2) If references for current and/or previous contracts are not identified in the bid, the Division of Facilities Management, Design and Construction may request that the bidder identify one or more references. The Division of Facilities Management, Design and Construction must receive the reference(s) within twenty-four hours of the request. Failure of the bidder to identify one or more references may result in the bid being rejected.

3.3 Miscellaneous Submittal Information:

- 3.3.1 Missouri Service-Disabled Veteran Business Preference - Any bidder eligible to receive the Missouri service-disabled veteran business preference pursuant to 34.074 RSMo must review and complete Exhibit E, Missouri Service-Disabled Veteran Business Preference, and provide the specified documentation in accordance with the instructions provided therein.
- 3.3.2 Affidavit of Work Authorization and Documentation - Pursuant to 285.530 RSMo, if the bidder meets the RSMo 285.525 definition of a “business entity” (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the bidder must affirm the bidder’s enrollment and participation 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 requested herein. The bidder should complete and submit applicable portions of Exhibit F, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization with the bid. The applicable portions of Exhibit F must be submitted prior to an award of a contract.
- 3.3.3 The bidder should complete and submit Exhibit D, Miscellaneous Information.
- 3.3.4 Attachment #3 is required after contract award and is not needed with the bid submission.
- 3.3.5 Business Compliance - The bidder must be in compliance with the laws regarding conducting business in the State of Missouri. The bidder certifies by signing the signature page of this original document and any amendment signature page(s) or by submitting an on-line bid that the bidder and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The bidder shall provide documentation of compliance upon

request by the Division of Facilities Management, Design and Construction. The compliance to conduct business in the state shall include but not necessarily be limited to:

- a. Registration of business name (if applicable)
- b. Certificate of authority to transact business/certificate of good standing (if applicable)
- c. Taxes (e.g., city/county/state/federal)
- d. State and local certifications (e.g., professions/occupations/activities)
- e. Licenses and permits (e.g., city/county license, sales permits)
- f. Insurance (e.g., worker's compensation/unemployment compensation)

3.4 Contract Award:

- 3.4.1 Determination of Responsiveness – Any bid which does not comply with the mandatory requirements of the RFQ will be determined to be non-responsive and will not be considered for an award.
- 3.4.2 Determination of Responsibility and Reliability - The state shall determine the responsibility and reliability of the lowest responsive bidder.
 - a. The State of Missouri reserves 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 number of buildings proposed and/or experience providing janitorial services for the total of the square footage of the buildings proposed.
 - b. If the lowest responsive bidder is determined to not be responsible and reliable, the state shall conduct a determination of responsibility and reliability for the next lowest responsive bidder.
- 3.4.3 Determination of Award - The contract will be awarded to the lowest, responsive, and responsible and reliable bidder determined as specified herein.

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>.06</u> per square foot, per month	\$ <u>.06</u> per square foot, per month	\$ <u>.06</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	\$ <u>.20</u> per linear foot	\$ <u>.20</u> per linear foot	\$ <u>.20</u> per linear foot
003	Exterior Window Cleaning	\$ <u>.30</u> per linear foot	\$ <u>30</u> per linear foot	\$ <u>.30</u> per linear foot
004	Hard Floor Cleaning - Stripping and Refinishing of Hard Flooring	\$ <u>.10</u> per square foot	\$ <u>.10</u> per square foot	\$ <u>.10</u> per square foot
005	Deep Carpet Cleaning and Water Extraction Services	\$ <u>.10</u> per square foot	\$ <u>.10</u> per square foot	\$ <u>.10</u> per square foot
006	Brushing and Spot Cleaning of Fabric Furniture	\$ <u>20.00</u> per piece	\$ <u>20.00</u> per piece	\$ <u>20.00</u> per piece
007	Cleaning and Vacuuming of Cloth Cubicle Partitions	\$ <u>15.00</u> per partition	\$ <u>15.00</u> per partition	\$ <u>15.00</u> per partition
008	One time Construction Clean-up	\$ <u>.15</u> persquare foot	\$ <u>.15</u> persquare foot	\$ <u>.15</u> persquare foot
009	Ongoing Construction Clean-up	\$ <u>.10</u> per square foot	\$ <u>.10</u> per square foot	\$ <u>.10</u> per square foot
010	Final Clean-Up	\$ <u>.25</u> per square foot	\$ <u>.25</u> per square foot	\$ <u>.25</u> per square foot
011	Additional Paper Towel Rolls	\$ <u>42.00</u> per case (minimum of 6 rolls per case)	\$ <u>42.00</u> per case (minimum of 6 rolls per case)	\$ <u>42.00</u> per case (minimum of 6 rolls per case)
012	Additional Tri-Fold Paper Towels	\$ <u>30.00</u> per case (minimum of 6 rolls per case)	\$ <u>30.00</u> per case (minimum of 6 rolls per case)	\$ <u>30.00</u> per case (minimum of 6 rolls per case)
013	Additional Personnel	\$ <u>12.50</u> Per Hour, Per Person	\$ <u>12.50</u> Per Hour, Per Person	\$ <u>12.50</u> Per Hour, Per Person

EXHIBIT A

PARTICIPATION COMMITMENT

Organization for the Blind/Sheltered Workshop Participation Commitment – If the bidder is committing to participation by or if the bidder is a qualified organization for the blind/sheltered workshop, the bidder must provide the required information in the table below for the organization proposed and must submit the completed exhibit with the bidder’s bid.

Organization for the Blind/Sheltered Workshop Commitment Table		
Name of Organization for the Blind or Sheltered Workshop Proposed	Committed Participation (\$ amount or % of total value of contract)	Description of Products/Services to be Provided by Listed Organization for the Blind/Sheltered Workshop
1. N/A		
2.		
3.		

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:	RITEWAY MAINTENANCE & SUPPLY LLC.
Reference Information (Current/Prior Services Performed For:)	
Name and Address of Reference Company:	UMKC 5100 OAK STREET
Reference Contact Person:	Name: <u>SEAN GRUBES</u> Phone Number: <u>816-235-8840</u> Email Address: _____
Dates of Service:	STILL PRESENTLY CLEANING
Dollar Value of Services	221,000.00
Square Footage of the Building	Total Square Feet: <u>325,000</u> Square Feet of Carpeted Area: <u>245,000</u> Square Feet of Hard Surface Floors: <u>85,000</u>
Description of Prior Services Performed, Including an Indication as to Whether Carpet Cleaning was Performed and the Square Footage of the Carpeted Area	PROVIDES JANITORIAL SERVICES FOR DORM CLEANING AND CLEANING OF THE BUILDING DAILY Carpet Cleaning Provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate the square footage of carpeted area: _____

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:

Thomas Turner
Signature of Reference Contact Person

09/23/2015
Date of Signature

Sales

From: Grube, Sean A. [grubes@umkc.edu]
Sent: Tuesday, July 29, 2014 1:51 PM
To: sales@rmskc.com
Subject: Riteway Reference

To Whom It May Concern,

Riteway Maintenance & Supply has provided custodial services for UMKC Residential Life since 7/1/2012. During that time they have been responsible for the day-to-day cleaning of our common spaces, student room cleaning, and special requests such as upholstery cleaning, stripping and waxing floors, etc. They provide these services for three of our residential facilities housing 1400 students, and will do the same at our newest 250 bed facility to open on August 1, 2014.

I have found that Riteway provides a high level of service, and am happy with their performance. As indicated above, they are responsible for three buildings on our campus, and we have elected to add a fourth residential building into their portfolio. I believe that residential buildings can be difficult to clean (particularly cleaning student rooms at the end of the academic year). There was certainly a learning curve to our facilities, but I believe that Riteway has proven adaptable and is doing a good job servicing our buildings. Please contact me should you have any questions.

Sincerely,

Sean

—
SEAN A. GRUBE
Director of Residential Life
T 816-235-8840 F 816-235-8414

5051 Oak Street, Office 2006A
Kansas City, MO 64112

The logo for UMKC (University of Missouri-Kansas City) is displayed in a stylized, serif font. The letters are bold and have a slightly textured or distressed appearance.

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:	RITEWAY MAINTENANCE & SUPPLY LLC.
Reference Information (Current/Prior Services Performed For:)	
Name and Address of Reference Company:	LEXINGTON PLUMBING 1620 TROOST AVE KANSAS CITY MO. 64108
Reference Contact Person:	Name: <u>TOM AXTELL</u> Phone Number: <u>816-231-2254</u> Email Address: <u>tom@lexingtonplumbing.com</u>
Dates of Service:	JULY 2011 UNTIL PRESNT
Dollar Value of Services	5,000
Square Footage of the Building	Total Square Feet: <u>3,000</u> Square Feet of Carpeted Area: <u>2,500</u> Square Feet of Hard Surface Floors: <u>400 SQ. FT</u>
Description of Prior Services Performed, Including an Indication as to Whether Carpet Cleaning was Performed and the Square Footage of the Carpeted Area	OFFICE CLEANING Carpet Cleaning Provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate the square footage of carpeted area: _____

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:

Thomas Turner
Signature of Reference Contact Person

09/23/2015

Date of Signature

Sales

From: Thomas Turner [tturner@hotmail.com]
Sent: Tuesday, May 26, 2015 1:22 PM
To: sales@rmskc.com; office
Subject: FW: Rite Way

From: tom@lexingtonplumbing.com
To: art.roberson@kcmo.org
CC: tturner@hotmail.com
Subject: Rite Way
Date: Tue, 26 May 2015 13:18:50 -0500

Art:

Lexington Plumbing has been working with Rite Way for years and could not be happier with their service, responsiveness, and professionalism.

All of the Rite Way Employees that have come to my building have been fantastic to work with, personable, and efficient. If there is an unusual, emergency request, Tom Turner personally handles it immediately.

Please contact me with any questions about this company

Tom Axtell
President



Lexington Plumbing and Heating Company, Inc.
1620 Troost Avenue
Kansas City, MO 64108
Phone (816) 231-2254
Fax (816) 241-3782
tom@lexingtonplumbing.com

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:	RITWAY MAINTENANCE & SUPPLY LLC.
Reference Information (Current/Prior Services Performed For:)	
Name and Address of Reference Company:	HOSPITAL HILL 2401 TROOST AVE KANSAS CITY MO. 64108
Reference Contact Person:	Name: <u>WILL TENNEYSON</u> Phone Number: <u>816-235-6831</u> Email Address: <u>rossWT@umkc.edu</u>
Dates of Service:	AUGUST 2014 UNTIL PRESENT
Dollar Value of Services	30,000.00
Square Footage of the Building	Total Square Feet: <u>150,000</u> Square Feet of Carpeted Area: <u>90,000.00</u> Square Feet of Hard Surface Floors: <u>60,000</u>
Description of Prior Services Performed, Including an Indication as to Whether Carpet Cleaning was Performed and the Square Footage of the Carpeted Area	CLEANING SERVICES FOR DORMS AND CLEANING OF THE BUILDING DAILY Carpet Cleaning Provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate the square footage of carpeted area: _____

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:

Thomas Turner
Signature of Reference Contact Person

09/23/2015

Date of Signature

Snyder, Sharlene F.

From: Ross, Will Tennyson
Sent: Friday, August 28, 2015 9:28 AM
To: Daphene Golden
Cc: Snyder, Sharlene F.
Subject: RE: UMKC Hospital Hill Cleaning

Hello Daphene,

I have a small correction to my email. I put the wrong "When needed completed" date.

Instead of 8/31/15 it should be 9/4/15.

Thank you,

Will Tennyson Ross | Residential Life Coordinator - Hospital Hill Apartments
University of Missouri - Kansas City
2401 Troost | Kansas City, MO 64108
816.235.6831 (phone)
816.235.0534 (fax)
rossWT@umkc.edu | <http://www.umkc.edu/HOUSING/>

From: Ross, Will Tennyson
Sent: Thursday, August 27, 2015 1:59 PM
To: 'Daphene Golden' <accounting@rmskc.com>
Cc: Snyder, Sharlene F. <SnyderS@umkc.edu>
Subject: UMKC Hospital Hill Cleaning

Hello Daphene,

First, I wanted to let you know that the HHA Riteway team have been AMAZING! We did not have any issues during our big move-in week at the Hill. Johnny and Carolyn have been great to work with and do excellent work. In short, I am very happy ☺

Now we have a few more opportunities for them to show off their awesome work... some people recently moved out and need their rooms cleaned. Sharlene or I will give the keys to Johnny tomorrow. Thank you in advance for your help! ☺

Building	Apartment	Bedroom/Bathroom	Type of apartment? (Single, Double, Quad)	Common Areas? (Kitchen, Living Room, & Laundry)	When Available	When needed completed
HHA	216	B	Double	No	8/27/15	9/4/15
HHA	114	A	Double	Yes	8/27/15	9/4/15
HHA	114	B	Double	Yes	8/27/15	9/4/15
HHA	426	A	Double	Yes	8/27/15	9/4/15
HHA	426	A	Double	Yes	8/27/15	9/4/15

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:	RITEWAY MAINTENANCE & SUPPLY LLC.
Reference Information (Current/Prior Services Performed For:)	
Name and Address of Reference Company:	BOARD OF PUBLIC UTILITIES : 540 MINNESOTA AVE KANSAS CITY KS. 66101
Reference Contact Person:	Name: <u>CHEERYL JOHNSON</u> Phone Number: <u>913-573-9134</u> Email Address: _____
Dates of Service:	APRIL 2001 UNTIL PRESENT
Dollar Value of Services	849,000.00
Square Footage of the Building	Total Square Feet: <u>800,000</u> Square Feet of Carpeted Area: <u>425,000</u> Square Feet of Hard Surface Floors: <u>400,000</u>
Description of Prior Services Performed, Including an Indication as to Whether Carpet Cleaning was Performed and the Square Footage of the Carpeted Area	PROVIDES JANITORIAL SERVICES FOR POWER PLANTS WAREHOUSES, OFFICE , PAINT SHOP, MECHANIC SHOP ETC. Carpet Cleaning Provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate the square footage of carpeted area: _____

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:

Thomas Jurek
Signature of Reference Contact Person

09/23/2015
Date of Signature



July 30, 2014

To whom it may concern

The Kansas City Board of Public Utilities has been doing business with Riteway Maintenance & Supply for a number of years dating back to 2008.

We have been very pleased with Riteway's service, and therefore, have extended their contract through 2016.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Johnson".

Cheryl Johnson
Manager of Purchasing & Supply

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 <u> X </u>
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.

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

EXHIBIT E

MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE

Pursuant to 34.074 RSMo, the Division of Facilities Management, Design and Construction has a goal of awarding three (3) percent of all contracts for the performance of any job or service to service-disabled veteran businesses (see below for definitions included in 34.074 RSMo) either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable.

Definitions:

Service-Disabled Veteran is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

Service-Disabled Veteran Business is defined as a business concern:

- a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. The management and daily business operations of which are controlled by one or more service-disabled veterans.

If a bidder meets the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, the bidder **must** provide the following with the bid in order to receive the Missouri service-disabled veteran business preference over a non-Missouri service-disabled veteran business when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable:

- a. A copy of a letter from the Department of Veterans Affairs (VA), or a copy of the bidder's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the bidder was in, stating that the bidder has a service-connected disability rating ranging from 0 to 100% disability; and
- b. A completed copy of this exhibit

(NOTE: For ease of evaluation, please attach copy of the above-referenced letter from the VA or a copy of the bidder's discharge paper to this Exhibit.)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

Veteran Information

Business Information

N/A

Service-Disabled Veteran's Name, (Please Print)

Service-Disabled Veteran Business Name

Service-Disabled Veteran's Signature

Missouri Address of Service-Disabled Veteran Business

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 RITEWAY MAINTENANCE (Business Entity Name) MEETS the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

THOMAS TURNER

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

RITEWAY MAINTENANCE & SUPPLY 09/23/2015

Business Entity Name

Date

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/xprevprot/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.

AFFIDAVIT OF WORK AUTHORIZATION:

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

Comes now RITEWAY MAINTENANCE (Name of Business Entity Authorized Representative) as PRESIDENT (Position/Title) first being duly sworn on my oath, affirm RITEWAY MAINTENANCE (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 RITEWAY MAINTENANCE (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] Thomas Turner
Authorized Representative's Signature Printed Name
President 9-21-2015
Title Date

E-Mail Address _____

Subscribed and sworn to before me this 21st of Sept. 2015. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of Johnson State of
(NAME OF COUNTY)
Kansas, and my commission expires on 08-04-2016
(NAME OF STATE) (DATE)

[Signature] 09-21-2015
Signature of Notary Date

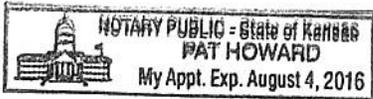


EXHIBIT F, continued

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 N/A (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: _____

(*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: _____

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

(if known)

 Authorized Business Entity
 Representative's Name
 (Please Print)

 Authorized Business Entity
 Representative's Signature

 E-Verify MOU Company ID
 Number

 E-Mail Address

 Business Entity Name

 Date

FOR STATE USE ONLY:

Documentation Verification Completed By: _____

Buyer _____

_____ Date

Attachment #1
Cleaning Checklist

Daily Requirements
Empty all wastebaskets and deposit the trash into appropriate waste disposal containers. Replace plastic as needed.
Clean all kitchen and break rooms including washing and disinfecting all hard surfaces. Clean and disinfect sinks.
Clean and disinfect drinking fountains.
Clean toilet bowls and seats, urinals, hand basins, counter tops, and the walls around these fixtures.
Clean all mirrors, bright work, chrome pipes, and fittings.
Thoroughly sweep all hard surface floors to give a clean appearance.
Wet mop all break room and restroom floors using a disinfectant.
Clean restroom stall partitions, doors, door frames, and push plates (all sides). Dust or wipe all horizontal surfaces.
Empty and clean (inside and out) all restroom, break room, coffee bar, and lobby trash containers and disposals; change liners daily. Replace all sanitary napkin receptacle liners.
Restock restroom dispensers to normal limits (soap, toilet tissue, paper towels).
Wash all conference and break room tables as needed.
Sift sand and remove cigarette butts from all smoking receptacles outside the building(s). Replace sand when it becomes discolored.
Remove full recycle bins to designated pick-up areas and replace with empty recycle bins, if applicable.
Clean janitorial closets after completion of the daily tasks and before exiting the building(s).
Wet mop all break room and restroom floors using a disinfectant.
Clean restroom stall partitions, doors, door frames, and push plates (all sides). Dust or wipe all horizontal surfaces.
Weekly Requirements
Thoroughly wash, clean, and disinfect all wastebaskets, as needed.
Thoroughly vacuum all carpet, including all entrance and exit rugs/mats. As stains appear, spot clean the carpet.
Thoroughly wet mop all hard surface floors as needed to give a clean and satisfactory appearance.
When necessary, replace contractor-provided rugs/mats.
Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass.
Remove all trash and debris from the outside perimeter of the building(s), including parking lot(s). Sweep sidewalks ten feet (10') from all entrances/exits.
Pour five (5) gallons of water down each floor drain.
Thoroughly wash, clean, and disinfect all wastebaskets, as needed.
Thoroughly vacuum all carpet, including all entrance and exit rugs/mats. As stains appear, spot clean the carpet.
Thoroughly wet mop all hard surface floors as needed to give a clean and satisfactory appearance.
Monthly Requirements
Damp mop and then high speed buff or burnish all finished floors.
Dust all flat surfaces including, but not limited to, file cabinets, conference tables and stands, bookshelves, coat racks, window sills, hand rails, cubicle partition tops and bases, etc.
Clean and disinfect all walls, baseboards, doors, frames, partition surfaces, light switches when required, light fixtures as needed, to remove insects, dirt, etc. in and on the fixtures, and remove cobwebs from all ceilings, door, and corners within the building(s).
Clean the tops, fronts, and sides of all vending machines.
Clean/dust all venetian mini-blinds.
Clean/vacuum all vents and air diffusers (supply and return).
Semi-Annual Requirements
Thoroughly machine scrub all finished floor areas removing all scuffs and black marks. Apply two (2) coats of skid-proof wax floor finish to all finished floors as directed by the state agency.
Annual Requirements
Strip and refinish all finished floors. Apply five (5) coats of skid proof wax.
Deep clean all carpet via wet extraction method.

ATTACHMENT #2

Supplemental Services

Description
Interior Windows and Other Interior Glass Surfaces – The contractor shall clean interior windows and other interior glass surfaces as directed by the state agency building tenant.
Exterior Windows – The contractor shall thoroughly wash all exterior windows, including frames and mullions, as directed by the state agency building tenant to maintain a satisfactory appearance.
Hard Surface Floors – The contractor shall strip and refinish all hard surface floors with five (5) coats of skid-proof wax as directed by the state agency building tenant.
Deep Carpet Cleaning and Water Extraction Services – The contractor shall perform deep carpet cleaning or water extraction services as directed by the state agency building tenant. Such deep carpet cleaning services shall be in addition to the carpet cleaning required elsewhere herein
Fabric Furniture – The contractor shall brush and spot clean fabric furniture as directed by the state agency building tenant.
Cubicle Partitions – The contractor shall clean/vacuum cloth cubicle partitions, including bases and tops as directed by the state agency building tenant.
Construction Clean-up – Due to construction, there is often a need for additional cleaning in construction areas. Therefore, the contractor shall provide one time construction clean-up and/or on-going construction clean-up as determined necessary and as instructed by the state agency building tenant.
Final Clean-up – In the event that leased space is being vacated or a lease is being terminated by the state agency, the contractor shall provide a onetime final cleaning after all the furniture, partition walls, vending machines, surplus property etc. have been removed from the building. The final clean-up shall include spot cleaning of carpets and may require stripping and waxing of hard surface floors as directed by the state agency building tenant.
Additional Paper Towels or Napkins – The contractor shall, at the request of the state agency building tenant, provide and stock paper towels or napkins not previously required herein for use in areas available exclusively to state agency building tenants. The contractor shall be accompanied by a tenant agency employee while stocking any additional paper towels or napkins. The additional paper towels shall be of the same quality and specifications as required herein.
Additional Personnel - The contractor shall provide janitorial personnel on an as needed, if needed basis as requested by the state agency.

OUR MISSION

*Riteway Maintenance & Supply LLC.
will work in Partnership
With our Associates, Customers and
Vendors to
Achieve:*

- 1. Customer Satisfaction*
- 2. Product Superiority*
- 3. Operational Efficiency*

**RITEWAY MAINTENANCE & SUPPLY LLC.
1300 Troost Ave
Kansas City Mo. 64108
816-474-3950**



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

RFQ #: JLIJ1016-B
 AMENDMENT NO.:001
 TITLE: Janitorial Services - Independence
 ISSUE DATE: 9/16/15

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

RETURN BID NO LATER THAN: 9/23/15 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 - FMDC – 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:
14440 E. 42 ND STREET, 3717 S. WHITNEY WAY Independence (Jackson 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 RITWAY MAINTENANCE & SUPPLY LLC.		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	
MAILING ADDRESS P.O. BOX 25122		IRS FORM 1099 MAILING ADDRESS	
CITY, STATE, ZIP CODE OVERLAND PARK KS. 66225-5122		CITY, STATE, ZIP CODE	
CONTACT PERSON THOMAS TURNER		EMAIL ADDRESS	
PHONE NUMBER 816-474-3950		FAX NUMBER 816-474-0348	
TAXPAYER ID NUMBER (TIN) 73-1712483	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN)	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) (NOTE: LLC IS NOT A VALID TAX FILING TYPE.) <input checked="" 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 09/23/2015	
PRINTED NAME THOMAS TURNER		TITLE PRESIDENT	

AMENDMENT #001 to RFQ JLIJ0916-B

TITLE: Janitorial Services - Independence

CONTRACT PERIOD: Date of Award through One Year

RFQ JLIJ0916-B is hereby revised as follows:

1. The following paragraph in contain changes:
1.2.1c

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/fmndc>
E-MAIL: FMDC.RealEstate@oa.mo.gov

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

BID EVALUATION MEMORANDUM

Date: October 7, 2015

Bid Number: JLIJ1016-B

Bid Title: Janitorial Services – Independence-B

Date Closed: 9/23/15

Contract Specialist: Amber Willis

adw

Contract's Unit Manager: Rebecca Brinkley

RB

Pursuant to RFQ JLIJ1016-B for Janitorial Services in Independence, 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.

Six (6) bids were received in response to RFQ JLIJ1016-B. The bidders were:

- 1) Riteway Maintenance
- 2) James Chrisman
- 3) Resource Service Solutions
- 4) Prosperity Services
- 5) R.B. Janitorial
- 6) Woodley Building Maintenance

No "No Bids" were received in response to RFQ JLIJ1016-B.

No Late Bids were received in response to RFQ JLIJ1016-B.

All bids received in response to RFQ JLIJ1016-B 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 Riteway Maintenance has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. Riteway Maintenance does have several contracts with the State of Missouri with no known issues or concerns. The results of the cost evaluation were forwarded to Amy Spray of Real Estate Services Unit for review to approve an award to Riteway Maintenance. Real Estate Services approved the award to Riteway Maintenance. Therefore, I am proceeding with the award as approved.

Bid Number: JLIJ1016-B

Bid Name: Janitorial Services - Independence B

Evaluation Date: 10/02/15

Riteway Maintenance		Original Contract Period		1st Renewal Period		2nd Renewal Period									
Line Item	Qty	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost								
001	22725	\$0.06	\$16,362.00	\$0.06	\$16,362.00	\$0.06	\$16,362.00								
002	30	\$0.20	\$6.00	\$0.20	\$6.00	\$0.20	\$6.00								
003	30	\$0.30	\$9.00	\$0.30	\$9.00	\$0.30	\$9.00								
004	600	\$0.10	\$60.00	\$0.10	\$60.00	\$0.10	\$60.00								
005	600	\$0.10	\$60.00	\$0.10	\$60.00	\$0.10	\$60.00								
006	3	\$20.00	\$60.00	\$20.00	\$60.00	\$20.00	\$60.00								
007	12	\$15.00	\$180.00	\$15.00	\$180.00	\$15.00	\$180.00								
008	3000	\$0.15	\$450.00	\$0.15	\$450.00	\$0.15	\$450.00								
009	3000	\$0.10	\$300.00	\$0.10	\$300.00	\$0.10	\$300.00								
010	3000	\$0.25	\$750.00	\$0.25	\$750.00	\$0.25	\$750.00								
011	3	\$42.00	\$126.00	\$42.00	\$126.00	\$42.00	\$126.00								
012	3	\$30.00	\$90.00	\$30.00	\$90.00	\$30.00	\$90.00								
013	24	\$12.50	\$300.00	\$12.50	\$300.00	\$12.50	\$300.00								
		TOTAL	\$18,753.00	TOTAL	\$18,753.00	TOTAL	\$18,753.00								
<table border="0" style="width:100%"> <tr> <td style="width:60%">Grand Total Cost</td> <td style="text-align:right">\$ 56,259.00</td> </tr> <tr> <td>Blind & Sheltered Workshop</td> <td style="text-align:right">0</td> </tr> <tr> <td>SDVE</td> <td style="text-align:right">0</td> </tr> <tr> <td>Total Cost Points</td> <td style="text-align:right">200</td> </tr> </table>								Grand Total Cost	\$ 56,259.00	Blind & Sheltered Workshop	0	SDVE	0	Total Cost Points	200
Grand Total Cost	\$ 56,259.00														
Blind & Sheltered Workshop	0														
SDVE	0														
Total Cost Points	200														
TOTAL CONTRACT COST															



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

Bid Number: JLU1016-B

Bid Name: Janitorial Services -
 Independence B

Evaluation Date: 10/02/15

James Chrisman		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	22725	\$0.150	\$40,905.00	\$0.150	\$40,905.00	\$0.150	\$40,905.00	
002	30	\$0.150	\$4.50	\$0.150	\$4.50	\$0.150	\$4.50	
003	30	\$0.150	\$4.50	\$0.150	\$4.50	\$0.150	\$4.50	
004	600	\$0.150	\$90.00	\$0.150	\$90.00	\$0.150	\$90.00	
005	600	\$0.150	\$90.00	\$0.150	\$90.00	\$0.150	\$90.00	
006	3	\$25.00	\$75.00	\$25.00	\$75.00	\$25.00	\$75.00	
007	12	\$20.00	\$240.00	\$20.00	\$240.00	\$20.00	\$240.00	
008	3000	\$0.150	\$450.00	\$0.150	\$450.00	\$0.150	\$450.00	
009	3000	\$0.150	\$450.00	\$0.150	\$450.00	\$0.150	\$450.00	
010	3000	\$0.150	\$450.00	\$0.150	\$450.00	\$0.150	\$450.00	
011	3	\$50.00	\$150.00	\$50.00	\$150.00	\$50.00	\$150.00	
012	3	\$50.00	\$150.00	\$50.00	\$150.00	\$50.00	\$150.00	
013	24	\$9.00	\$216.00	\$9.00	\$216.00	\$9.00	\$216.00	
		TOTAL	\$43,275.00	TOTAL	\$43,275.00	TOTAL	\$43,275.00	
		Grand Total Cost	\$	129,825.00				
		Blind & Sheltered Workshop		0				
		SDVE		0				
		Total Cost Points		87				

Bid Number: JLU1016-B

Bid Name: Janitorial Services - Independence B

Evaluation Date: 10/02/15

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	22725	\$0.125	\$34,087.50	\$0.125	\$34,087.50	\$0.125	\$34,087.50	TOTAL CONTRACT COST
	002	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	003	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	004	600	\$0.35	\$210.00	\$0.35	\$210.00	\$0.35	\$210.00	
	005	600	\$0.14	\$84.00	\$0.14	\$84.00	\$0.14	\$84.00	
	006	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	007	12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	008	3000	\$0.12	\$360.00	\$0.12	\$360.00	\$0.12	\$360.00	
	009	3000	\$0.10	\$300.00	\$0.10	\$300.00	\$0.10	\$300.00	
	010	3000	\$0.05	\$150.00	\$0.05	\$150.00	\$0.05	\$150.00	
	011	3	\$25.00	\$75.00	\$25.00	\$75.00	\$25.00	\$75.00	
	012	3	\$25.65	\$76.95	\$25.65	\$76.95	\$25.65	\$76.95	
	013	24	\$12.50	\$300.00	\$12.50	\$300.00	\$12.50	\$300.00	
			TOTAL	\$35,643.45	TOTAL	\$35,643.45	TOTAL	\$35,643.45	
Grand Total Cost									\$ 106,930.35
Blind & Sheltered Workshop									0
SDVE									0
Total Cost Points									105

Bid Number: JLU1016-B

Bid Name: Janitorial Services - Independence B

Evaluation Date: 10/02/15

Prosperity Services		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	22725	\$0.07	\$19,089.00	\$0.07	\$19,089.00	\$0.07	\$19,089.00	TOTAL CONTRACT COST
002	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
003	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
004	600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
005	600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
006	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
007	12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
008	3000	\$0.07	\$210.00	\$0.07	\$210.00	\$0.07	\$210.00	
009	3000	\$0.07	\$210.00	\$0.07	\$210.00	\$0.07	\$210.00	
010	3000	\$0.07	\$210.00	\$0.07	\$210.00	\$0.07	\$210.00	
011	3	\$40.00	\$120.00	\$40.00	\$120.00	\$40.00	\$120.00	
012	3	\$32.00	\$96.00	\$32.00	\$96.00	\$32.00	\$96.00	
013	24	\$8.50	\$204.00	\$8.50	\$204.00	\$8.50	\$204.00	
TOTAL			\$20,139.00	TOTAL	\$20,139.00	TOTAL	\$20,139.00	
Grand Total Cost								\$60,417.00
Blind & Sheltered Workshop								0
SDVE								0
Total Cost Points								186

Bid Number: JLIJ1016-B

Bid Name: Janitorial Services - Independence B

Evaluation Date: 10/02/15

R.B Janitorial 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	22725	\$0.169	\$46,086.30	\$0.17	\$46,359.00	\$0.17	\$46,359.00		
002	30	\$0.08	\$2.40	\$0.08	\$2.40	\$0.08	\$2.40		
003	30	\$0.08	\$2.40	\$0.08	\$2.40	\$0.08	\$2.40		
004	600	\$0.18	\$108.00	\$0.19	\$114.00	\$0.20	\$120.00		
005	600	\$0.05	\$27.00	\$0.05	\$27.00	\$0.05	\$30.00		
006	3	\$1.80	\$5.40	\$1.80	\$5.40	\$1.80	\$5.40		
007	12	\$1.50	\$18.00	\$1.50	\$18.00	\$1.50	\$18.00		
008	3000	\$0.07	\$210.00	\$0.07	\$210.00	\$0.07	\$210.00		
009	3000	\$0.07	\$210.00	\$0.07	\$210.00	\$0.07	\$210.00		
010	3000	\$0.02	\$60.00	\$0.03	\$90.00	\$0.03	\$90.00		
011	3	\$35.00	\$105.00	\$35.00	\$105.00	\$35.00	\$105.00		
012	3	\$28.00	\$84.00	\$29.00	\$87.00	\$29.50	\$88.50		
013	24	\$13.00	\$312.00	\$13.00	\$312.00	\$13.00	\$312.00		
		TOTAL	\$47,230.50	TOTAL	\$47,542.20	TOTAL	\$47,552.70		
Grand Total Cost								\$	142,325.40
Blind & Sheltered Workshop									0
SDVE									0
Total Cost Points									79

Bid Number: JLIJ1016-B

Bid Name: Janitorial Services - Independence B

Evaluation Date: 10/02/15

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	22725	\$0.1045	\$28,497.15	\$0.1045	\$28,497.15	\$0.1045	\$28,497.15	TOTAL CONTRACT COST
002	30	\$1.00	\$30.00	\$1.00	\$30.00	\$1.00	\$30.00	
003	30	\$1.00	\$30.00	\$1.00	\$30.00	\$1.00	\$30.00	
004	600	\$0.23	\$138.00	\$0.23	\$138.00	\$0.23	\$138.00	
005	600	\$0.08	\$48.00	\$0.08	\$48.00	\$0.08	\$48.00	
006	3	\$2.00	\$6.00	\$2.00	\$6.00	\$2.00	\$6.00	
007	12	\$2.50	\$30.00	\$2.50	\$30.00	\$2.50	\$30.00	
008	3000	\$0.15	\$450.00	\$0.15	\$450.00	\$0.15	\$450.00	
009	3000	\$0.15	\$450.00	\$0.15	\$450.00	\$0.15	\$450.00	
010	3000	\$0.15	\$450.00	\$0.15	\$450.00	\$0.15	\$450.00	
011	3	\$35.00	\$105.00	\$35.00	\$105.00	\$35.00	\$105.00	
012	3	\$35.00	\$105.00	\$35.00	\$105.00	\$35.00	\$105.00	
013	24	\$15.00	\$360.00	\$15.00	\$360.00	\$15.00	\$360.00	
		TOTAL	\$30,699.15	TOTAL	\$30,699.15	TOTAL	\$30,699.15	
Grand Total Cost								\$ 92,097.45
Blind & Sheltered Workshop								0
SDVE								0
Total Cost Points								122