

Jeremiah W. (Jay) Nixon
Governor



Catherine F. Brown
Director

Doug Nelson
Commissioner

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

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

NOTICE OF AWARD

CONTRACT NUMBER JLKC1016	LEASE NUMBER 04802714	FACILITY ADDRESS 3801 C South Noland Road Kansas City, (Jackson County), MO	
CONTRACT TITLE Janitorial Services – Kansas City-National Guard		CONTRACT PERIOD September 1, 2015 through August 31, 2016	
VENDOR NUMBER 2702060540-1		Site Information: Number of Days per Week – Daily (5 days) Mon-Friday Number of Square Feet – 1200 Price per Square Foot .18 Monthly Amount: \$ 216.00	
VENDOR NAME AND ADDRESS Magic Distributors P.O. Box 24084 Shawnee Mission, KS 66283 Phone: (816) 721-9704 Email: mkmcnafee@gmail.com		ON-SITE CONTACT INFORMATION Name: Kim Komar Phone Number: (816) 868-7974 Email: Kimberly.d.komar.mil@mail.mil	
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The bid submitted by Magic Distributors, dated September 16, 2015 in response to RFQ# JLKC1016 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: 10/1/2015	
SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE: 		TITLE: Section Manager	DATE: 10-1-15

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

BID EVALUATION MEMORANDUM

Date: October 1, 2015

Bid Number: JLKC1016

Bid Title: Janitorial Services – Kansas City

Date Closed: 9/16/15

Contract Specialist: Amber Willis

Adw

Contract's Unit Manager: Rebecca Brinkley

RB

Pursuant to RFQ JLKC1016 for Janitorial Services in Kansas City, an award shall be made to the lowest priced responsive bidder. Other factors that affect the determination of the lowest price responsive bidder include consideration of the Blind/Sheltered Workshop Preference and Missouri Service-Disabled Veteran Business Enterprise Preference.

Two (2) bids were received in response to RFQ JLKC1016. The bidders were:

- 1) Magic Distributors
- 2) Riteway Maintenance & Supply, LLC

No "No Bids" were received in response to RFQ JLKC1016.

No Late Bids were received in response to RFQ JLKC1016.

All bids received in response to RFQ JLKC1016 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 submitted by Magic Distributors contained one (1) clerical error. One Line Item 007, in the Original Contract Period Fir, Fixed Price column, a "2" was written with a "1" overwrite. Mark McAfee of Magic Distributors was contacted to verify the intent of pricing and the cost evaluation was performed to include the clarification in accordance with Section 8a. of the terms and conditions.

The bid from Magic Distributors has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. Magic Distributors has several contracts with the State of Missouri with no current 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 Magic Distributors. Real Estate Services approved the award to Magic Distributors. Therefore, I am proceeding with the award as approved.



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

RFQ #: JLKC1016
 TITLE: Janitorial Services – Kansas City- National Guard
 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: September 16, 2015 AT 2:00 PM CENTRAL TIME

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

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

OR FAX TO: Fax#: (573) 751-7277 - 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:
3801 C. Noland Road, Kansas City (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 Magic Distributors		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. McAfee Enterprises LLC	
MAILING ADDRESS Po Box 24084		IRS FORM 1099 MAILING ADDRESS Po Box 24084	
CITY, STATE, ZIP CODE Shawnee Mission KS 66283		CITY, STATE, ZIP CODE Shawnee Mission KS 66283	
CONTACT PERSON Shanita McAfee-Bryant		EMAIL ADDRESS mkmcnatee@gmail.com	
PHONE NUMBER 816-721-9704		FAX NUMBER	
TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE) ___ FEIN ___ SSN	VENDOR NUMBER (IF KNOWN) 27626605401	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) ___ Corporation ___ Individual ___ State/Local Government ___ Partnership ___ Sole Proprietor ___ Other			
AUTHORIZED SIGNATURE 		DATE 9-16-15	
PRINTED NAME Shanita McAfee Bryant		TITLE President	

4. PRICING PAGE

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

Line Item Number	Description c/s code: 91039	Original Contract Period Firm, Fixed Price	First Renewal Period Maximum Price	Second Renewal Period Maximum Price
001	Janitorial Services	\$ 0.18 per square foot, per month	\$ 0.18 per square foot, per month	\$ 0.18 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>.75</u> per linear foot	\$ <u>.75</u> per linear foot	\$ <u>.75</u> per linear foot
003	Exterior Window Cleaning	\$ <u>.75</u> per linear foot	\$ <u>.75</u> per linear foot	\$ <u>.75</u> per linear foot
004	Hard Floor Cleaning - Stripping and Refinishing of Hard Flooring	\$ <u>.35</u> per square foot	\$ <u>.35</u> per square foot	\$ <u>.35</u> per square foot
005	Deep Carpet Cleaning and Water Extraction Services	\$ <u>.20</u> per square foot	\$ <u>.20</u> per square foot	\$ <u>.20</u> per square foot
006	Brushing and Spot Cleaning of Fabric Furniture	\$ <u>15.00</u> per piece	\$ <u>15.00</u> per piece	\$ <u>15.00</u> per piece
007	Cleaning and Vacuuming of Cloth Cubicle Partitions	\$ <u>2.50</u> per partition	\$ <u>1.50</u> per partition	\$ <u>1.50</u> per partition
008	One time Construction Clean-up	\$ <u>.35</u> per square foot	\$ <u>.35</u> per square foot	\$ <u>.35</u> per square foot
009	Ongoing Construction Clean-up	\$ <u>.40</u> per square foot	\$ <u>.40</u> per square foot	\$ <u>.40</u> per square foot
010	Final Clean-Up	\$ <u>.40</u> per square foot	\$ <u>.40</u> per square foot	\$ <u>.40</u> per square foot
011	Additional Paper Towel Rolls	\$ <u>35.00</u> per case (minimum of 6 rolls per case)	\$ <u>35.00</u> per case (minimum of 6 rolls per case)	\$ <u>35.00</u> per case (minimum of 6 rolls per case)
012	Additional Tri-Fold Paper Towels	\$ <u>40.00</u> per case (minimum of 6 rolls per case)	\$ <u>40.00</u> per case (minimum of 6 rolls per case)	\$ <u>40.00</u> per case (minimum of 6 rolls per case)
013	Additional Personnel	\$ <u>15.00</u> Per Hour, Per Person	\$ <u>15.00</u> Per Hour, Per Person	\$ <u>15.00</u> Per Hour, Per Person

EXHIBIT B

DOCUMENTATION OF INTENT TO PARTICIPATE

If the bidder is proposing to include the participation of an Organization for the Blind/Sheltered Workshop in the provision of the products/services required in the RFQ, the bidder must either provide a recently dated letter of intent from each organization documenting the following information, or complete and provide this Exhibit with the bidder's bid.

~ Copy This Form for Each Organization Proposed ~

Bidder Name:

N/A

This Section To Be Completed by Participating Organization:

By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the bidder identified above.

Indicate appropriate business classification(s):

_____ Organization for the Blind

_____ Sheltered Workshop

Name of Organization _____

Contact Name: _____

Email: _____

Address: _____

Phone #: _____

City: _____

Fax #: _____

State/Zip: _____

Certification # _____

(or attach copy of certification)

Describe the products/services you (*as the participating organization*) have agreed to provide:

Document the amount of participation the bidder has committed to you (*as the participating organization*) for the products/services you are providing:

_____ or _____
% of Total Value of Contract
Total Dollar Amount

Authorized Signature:

Authorized Signature of Participating Organization

Date

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:	Magic Distributors
Reference Information (Current/Prior Services Performed For:)	
Name and Address of Reference Company:	Jackson County Water Bldg. 1305 15th Street. Grandview mo. 64030.
Reference Contact Person:	Name: <u>Jayce Miller</u> Phone Number: <u>816-761-5421</u> Email Address: _____
Dates of Service:	<u>20 plus years.</u>
Dollar Value of Services	<u>800.00 Plus or minus</u>
Square Footage of the Building	Total Square Feet: <u>10,000</u> Square Feet of Carpeted Area: <u>8,000.</u> Square Feet of Hard Surface Floors: <u>2,000</u>
Description of Prior Services Performed, Including an Indication as to Whether Carpet Cleaning was Performed and the Square Footage of the Carpeted Area	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:

Signature of Reference Contact Person

Date of Signature

EXHIBIT D
MISCELLANEOUS INFORMATION

Outside United States

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

Are products and/or services being manufactured or performed at sites outside the United States?	Yes <u> </u>	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

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

N/A

Service-Disabled Veteran Business Name

Service-Disabled Veteran's Signature

Missouri Address of Service-Disabled Veteran Business

Rebecca
Brinkley

Fax

Willis, Amber

From: Brinkley, Rebecca
Sent: Thursday, September 24, 2015 10:29 AM
To: Willis, Amber
Subject: FW: Received Fax From: 6129135153
Attachments: MOSRVFAX05A_1509161656531431.TIF

If you don't already have this one, here's the original fax.

Rebecca Brinkley
Contract Services Unit - Section Manager State of Missouri Office of Administration Division
of Facilities Management, Design and Construction Harry S Truman Office Building
301 West High Street, Room 730
Jefferson City, MO 65102
Phone: (573) 526-4135
Fax: (573) 751-7277
E-mail: Rebecca.Brinkley@oa.mo.gov

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

From: FMDC GENERAL
Sent: Wednesday, September 16, 2015 11:57 AM
To: Brinkley, Rebecca
Subject: FW: Received Fax From: 6129135153

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

From: mosrvfax [<mailto:mosrvfax@oa.mo.gov>]
Sent: Wednesday, September 16, 2015 11:57 AM
To: FMDC GENERAL
Subject: Received Fax From: 6129135153

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

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

Received Time: 09/16/2015 11:49
Result: OK
Description: All pages received OK
Result Code: 0000
Pages Received: 8
Remote TSI: Fax Server AR
Connect Time: 6 minutes, 22 seconds
Routing ID: 5737517277
Caller ID: 6129135153
Unique ID: MOSRVFAX05A_1509161656531431
Fax Line: 24
Fax Server: mosrvfax05a

The fax is included as a TIF image attachment



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

Bid Number: JLKC1016		Bid Name: Janitorial Services - Kansas City - National Guard		Evaluation Date: 9/24/15				
Magic Distributors Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period		
		Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	
001	1200	\$0.18	\$2,592.00	\$0.18	\$2,592.00	\$0.18	\$2,592.00	
002	2	\$0.75	\$1.50	\$0.75	\$1.50	\$0.75	\$1.50	
003	2	\$0.75	\$1.50	\$0.75	\$1.50	\$0.75	\$1.50	
004	50	\$0.35	\$17.50	\$0.35	\$17.50	\$0.35	\$17.50	
005	50	\$0.20	\$10.00	\$0.20	\$10.00	\$0.20	\$10.00	
006	1	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	
007	1	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	
008	250	\$0.35	\$87.50	\$0.35	\$87.50	\$0.35	\$87.50	
009	250	\$0.40	\$100.00	\$0.40	\$100.00	\$0.40	\$100.00	
010	250	\$0.40	\$100.00	\$0.40	\$100.00	\$0.40	\$100.00	
011	1	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	
012	1	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	
013	2	\$15.00	\$30.00	\$15.00	\$30.00	\$15.00	\$30.00	
							TOTAL CONTRACT COST	
		TOTAL	\$3,031.50	TOTAL	\$3,031.50	TOTAL	\$3,031.50	
		Grand Total Cost						\$9,094.50
		Blind & Sheltered Workshop						0
		SDVE						0
		Total Cost Points						200

Bid Number: JLC1016		Kansas City - National Guard				Evaluation Date: 9/24/15			
Riteway Maintenance		Original Contract Period		1st Renewal Period		2nd Renewal Period		INITIAL CONTRACT COST	
Line Item	Qty	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost		
001	1200	\$0.3958	\$5,699.52	\$0.3958	\$5,699.52	\$0.3958	\$5,699.52		
002	2	\$0.20	\$0.40	\$0.20	\$0.40	\$0.20	\$0.40		
003	2	\$0.30	\$0.60	\$0.30	\$0.60	\$0.30	\$0.60		
004	50	\$0.10	\$5.00	\$0.10	\$5.00	\$0.10	\$5.00		
005	50	\$0.10	\$5.00	\$0.10	\$5.00	\$0.10	\$5.00		
006	1	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00		
007	1	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00		
008	250	\$0.15	\$37.50	\$0.15	\$37.50	\$0.15	\$37.50		
009	250	\$0.10	\$25.00	\$0.10	\$25.00	\$0.10	\$25.00		
010	250	\$0.20	\$50.00	\$0.20	\$50.00	\$0.20	\$50.00		
011	1	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00		
012	1	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00		
013	2	\$12.50	\$25.00	\$12.50	\$25.00	\$12.50	\$25.00		
		TOTAL	\$5,965.02	TOTAL	\$5,965.02	TOTAL	\$5,965.02		
				Grand Total Cost		Grand Total Cost		\$17,895.06	
				Blind & Sheltered Workshop		Blind & Sheltered Workshop		0	
				SDVE		SDVE		0	
				Total Cost Points		Total Cost Points		102	