

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

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

## NOTICE OF AWARD

<b>CONTRACT NUMBER</b> JLMB0316	<b>LEASE NUMBER</b> 00900384	<b>FACILITY ADDRESS</b> 602 Highway 34 West, Marble Hill (Bollinger County), MO 63764	
<b>CONTRACT TITLE</b> Janitorial Services – Marble Hill, MO		<b>CONTRACT PERIOD</b> June 1, 2016 through May 31, 2017	
<b>VENDOR NUMBER</b> 4121521510-0 MB00094188		<b>Site Information:</b> Number of Days per Week - 5 Number of Square Feet – 3,325 Price per Square Foot: \$.158 Monthly Amount: \$525.35	
<b>VENDOR NAME AND ADDRESS</b> RESOURCE SERVICE SOLUTIONS LLC PO BOX 4767 OLATHE, KS 66063  Phone: 913-338-5050 Email: <a href="mailto:KWARD@RSS-WEB.COM">KWARD@RSS-WEB.COM</a>		<b>ON-SITE CONTACT INFORMATION</b> Name: Susan Bundy (DSS Circuit Manager) Julie Swoboda/Caroline Moyer (DSS-Local) Darrin Tipton (P&P) Phone Number: (573) 290-5231 Email: <a href="mailto:Susan.E.Bundy@dss.mo.gov">Susan.E.Bundy@dss.mo.gov</a> Email: <a href="mailto:Darrin.Tipton@doc.mo.gov">Darrin.Tipton@doc.mo.gov</a>	
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b>  The bid submitted by Resource Service Solutions, LLC dated 4/11/2016 in response to RFQ# JLMB0316 is accepted in its entirety pursuant to the terms and conditions of the RFQ.			
<b>STATE OF MISSOURI USE ONLY</b>			
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.			
<b>OA/FMDC CONTACT NAME:</b> Amber Willis	<b>OA/FMDC CONTACT TITLE:</b> Contract Specialist II	<b>OA/FMDC CONTACT INFORMATION:</b> Email: <a href="mailto:Amber.willis@oa.mo.gov">Amber.willis@oa.mo.gov</a> Phone: (573)526-3421 Fax(573) 751-7277	
<b>SIGNATURE OF OA/FMDC CONTACT:</b> 		<b>DATE:</b> 4/14/2016	
<b>SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE:</b> 		<b>TITLE:</b> Section Manager	<b>DATE:</b> 4-14-16



## Willis, Amber

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**From:** Kristine Ward [kward@rss-web.com]  
**Sent:** Tuesday, April 12, 2016 1:49 PM  
**To:** Willis, Amber  
**Cc:** Kristine Ward  
**Subject:** RE: JLMB0316 - Marble Hill Rebid - Notice of Bid Opportunity  
**Attachments:** JLMB0316 - Marble Hill MO - RSS - Due April 12 2016.pdf

**Importance:** High

Amber the fax is down again.  
I attached our bid as it is due by 2 pm.  
We were able to lower due to bringing in-house carpet and tile.  
Please see attached.  
Thanks

Kristine Ward, President  
Office: 913-338-5050 ext 101  
Cellular: 913-244-8803  
Email: [kward@rss-web.com](mailto:kward@rss-web.com)  
Web: [www.resourceservicesolutions.com](http://www.resourceservicesolutions.com)  
Resource Service Solutions, LLC

2013 Kansas Women Owned Business of the Year  
"2014 Top Ranked U.S Executives of the Year" – The American Registry

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**From:** Willis, Amber [<mailto:Amber.Willis@oa.mo.gov>]  
**Sent:** Monday, March 21, 2016 11:05 AM  
**To:** Willis, Amber <[Amber.Willis@oa.mo.gov](mailto:Amber.Willis@oa.mo.gov)>  
**Cc:** Willis, Amber <[Amber.Willis@oa.mo.gov](mailto:Amber.Willis@oa.mo.gov)>  
**Subject:** JLMB0316 - Marble Hill Rebid - Notice of Bid Opportunity

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E-MAIL: [FMDCMAIL@oa.mo.gov](mailto:FMDCMAIL@oa.mo.gov)

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FAX (573) 751-7277

## EMAIL BID NOTIFICATION

**Bid Document will soon be available on-line at:**

<http://oa.mo.gov/facilities/bid-opportunities/current-requests-quotations-rfqs-janitorial-services>

The State of Missouri Division of Facilities Management, Design and Construction currently has a bid opportunity for Janitorial Services in Marble Hill, MO, JLMB0316.

If your company is interested in submitting a competitive bid to provide these services for the State of Missouri, visit <http://oa.mo.gov/facilities/bid-opportunities/current-requests-quotations-rfqs-janitorial-services> to download the bid document. Please be sure to complete the Bidder Information section on the RFQ Cover Page, insert your pricing into the Pricing Page(s) as formatted, complete any other exhibits or documentation required and return your bid to the address indicated on the RFQ Cover Page.

### **NEW SYSTEM FOR VENDOR REGISTRATION**

New vendors are required to register as a State of Missouri vendor within the Office of Administration. As a registered vendor, your company can be notified of future bidding opportunities. Please visit <https://missouribuy.mo.gov/> and follow the instructions for the vendor registration.

Thank you for your time, attention, and interest in providing services for the State of Missouri.

*Amber Willis*

***Contract Specialist II***

*State of Missouri*

*Office of Administration*

*Division of Facilities Management, Design and Construction*

*Contracts Unit*

*Harry S Truman Office Building*

*301 West High Street, Room 730*

*P.O. Box 809*

*Jefferson City, MO 65102*

*Phone: (573) 526-3421*

*Fax: (573) 751-7277*

***E-mail: [Amber.willis@oa.mo.gov](mailto:Amber.willis@oa.mo.gov)***



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

RFQ #: JLMB0316  
 TITLE: Janitorial Services – Marble Hill  
 ISSUE DATE: 03/21/2016

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

RETURN BID NO LATER THAN: April 12, 2016 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:
602 Highway 34 West, Marble Hill (Bollinger County), MO 63764	Office of Administration Division of Facilities Management, Design & Construction 301 West High Street, Room 730 Jefferson City, MO 65102

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

**SIGNATURE REQUIRED**

DOING BUSINESS AS (DBA) NAME		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	
MAILING ADDRESS		RESOURCE SERVICE SOLUTIONS, LLC	
CITY, STATE, ZIP CODE		IRS FORM 1099 MAILING ADDRESS	
		PO BOX 4767	
		CITY, STATE, ZIP CODE	
		OLATHE, KS. 66062	
CONTACT PERSON		EMAIL ADDRESS	
KRISTINE WARD		KWARD@RSS-WEB.COM	
PHONE NUMBER		FAX NUMBER	
(913)-338-5050		(913)-338-1154	
TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE)		VENDOR NUMBER (IF KNOWN)
41-2152151	<input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		1412152151
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)			
<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 _____			
(NOTE: LLC IS NOT A VALID TAX FILING TYPE.)			
AUTHORIZED SIGNATURE		DATE	
<i>Kristine Ward</i>		04/11/2016	
PRINTED NAME		TITLE	
KRISTINE WARD		PRESIDENT	

4. **PRICING PAGE**

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

Line Item Number	Description c/s code: 91039	Original Contract Period Firm, Fixed Price	First Renewal Period Maximum Price	Second Renewal Period Maximum Price	Third Renewal Period Maximum Price
001	Janitorial Services	\$ 0.158 per square foot, per month	\$ 0.158 per square foot, per month	\$ 0.158 per square foot, per month	\$ 0.158 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	Third Renewal Period Maximum Price
002	Interior Window Cleaning and Other Interior Glass Surfaces	\$ <u>0</u> per linear foot			
003	Exterior Window Cleaning	\$ <u>0</u> per linear foot			
004	Hard Floor Cleaning - Stripping and Refinishing of Hard Flooring	\$ <u>0.35</u> per square foot			
005	Deep Carpet Cleaning and Water Extraction Services	\$ <u>0.14</u> per square foot			
006	Brushing and Spot Cleaning of Fabric Furniture	\$ <u>0</u> per piece	\$ <u>0</u> per piece	\$ <u>0</u> per piece	\$ <u>0</u> per piece
007	Cleaning and Vacuuming of Cloth Cubicle Partitions	\$ <u>0</u> per partition	\$ <u>0</u> per partition	\$ <u>0</u> per partition	\$ <u>0</u> per partition
008	One time Construction Clean-up	\$ <u>0.12</u> per square foot			
009	Ongoing Construction Clean-up	\$ <u>0.10</u> per square foot			
010	Final Clean-Up	\$ <u>0.05</u> per square foot			
011	Additional Paper Towel Rolls	\$ <u>27.00</u> per case (minimum of 6 rolls per case)	\$ <u>27.00</u> per case (minimum of 6 rolls per case)	\$ <u>27.00</u> per case (minimum of 6 rolls per case)	\$ <u>27.00</u> per case (minimum of 6 rolls per case)
012	Additional Tri-Fold Paper Towels	\$ <u>27.00</u> per case (minimum of 6 rolls per case)	\$ <u>27.00</u> per case (minimum of 6 rolls per case)	\$ <u>27.00</u> per case (minimum of 6 rolls per case)	\$ <u>27.00</u> per case (minimum of 6 rolls per case)
013	Additional Personnel	\$ <u>12.50</u> Per Hour, Per Person			

**EXHIBIT C**

**PRIOR 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.

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

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

REQUESTED SHE BE CALLED OR EMAILED

\_\_\_\_\_  
*Signature of Reference Contact Person*

\_\_\_\_\_  
*Date of Signature*

**EXHIBIT D**  
**MISCELLANEOUS INFORMATION**

**Outside United States**

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

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

**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:	<i>NA</i>
In what office/agency are they employed?	<i>NA</i>
Employment Title:	<i>NA</i>
Percentage of ownership interest in bidder's organization:	<u>    0    </u> %

**EXHIBIT F, continued**

**BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

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

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

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

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

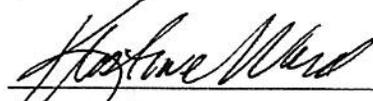
(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University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

Date of Previous E-Verify Documentation Submission: OCTOBER 2015

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

(if known)

KRISTINE WARD  
Authorized Business Entity Representative's Name  
(Please Print)

  
Authorized Business Entity Representative's Signature

259613  
E-Verify MOU Company ID Number

KWARD@RSS-WEB.COM  
E-Mail Address

RESOURCE SERVICE SOLUTIONS, LLC 04/11/2016  
Business Entity Name Date

**FOR STATE USE ONLY:**

Documentation Verification Completed By:

Buyer

Date