

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 JLMN1016	LEASE NUMBER 07400396, 07402243	FACILITY ADDRESS 301 Summit Drive & 115 East 4 th Street, Maryville (Nodaway County), MO 64468	
CONTRACT TITLE Janitorial Services – Maryville, MO 64468		CONTRACT PERIOD December 1, 2015 through November 30, 2016	
VENDOR NUMBER 4121521510-0		Site Information: Number of Days per Week - 5 Number of Square Feet – 7,899 Price per Square Foot: \$.15 Monthly Amount: \$ 1,184.85	
VENDOR NAME AND ADDRESS RESOURCE SERVICE SOLUTIONS LLC 1764 PO BOX 4767 OLATHE, KS 66063 Phone: 913-338-5050 Email: kward@rss-web.com		Accounting: 5,594 (07400396) * .15 = \$839.10/mth = \$10,069.20/yr 2,305 (07402243) * .15 = \$345.75/mth = \$ 4,149.00/yr	
		ON-SITE CONTACT INFORMATION Name: Leslie Riney Phone Number: 660-582-3260 Email: Leslie.j.riney@dss.mo.gov Name: Mendi Adams Phone Number: 660-582-4799 Email: Melinda.Adams@doc.mo.gov	
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The bid submitted by Resource Service Solutions dated 10/20/15, in response to RFQ# JLMN1016 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: 11/4/2015	
SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE: 		TITLE: Section Manager	DATE: 11-4-15

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

BID EVALUATION MEMORANDUM

Date: November 4, 2015

Bid Number: JLMN1016

Bid Title: Janitorial Services - Maryville

Date Closed: October 22, 2015

Contract Specialist: Amber Willis *adw*

Contract's Unit Manager: Rebecca Brinkley *RB*

Pursuant to RFQ JLMN1016 for Janitorial Services in Maryville, 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.

One (1) bid was received in response to RFQ JLMN1016. The bidder was:

- 1) Resource Service Solutions (RSS)

No "No Bids" were received in response to RFQ JLMN1016

No Late Bids were received in response to RFQ JLMN1016.

All bids received in response to RFQ JLMN1016 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 Resource Service Solutions (RSS) has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. Resource Service Solutions (RSS) has several contracts with the State of Missouri with several known problems and issues that are currently being addressed by the Contracts Unit and the Real Estate Services Unit. Resource Service Solutions (RSS) is in the Cure process on one location. The results of the cost evaluation were forwarded to Amy Spray of Real Estate Services Unit for review to approve an award to Resource Service Solutions (RSS). Real Estate Services approved the award to Resource Service Solutions (RSS). Therefore, I am proceeding with the award as approved.

Willis, Amber

From: Spray, Amy
Sent: Tuesday, November 03, 2015 8:22 AM
To: Willis, Amber
Cc: Brinkley, Rebecca; Wilde, Kyle
Subject: RE: JLMN1016-Maryville - Cost Evaluation & Summary

Please proceed with the award to RSS.

Thanks,

Amy

From: Willis, Amber
Sent: Monday, October 26, 2015 1:12 PM
To: Spray, Amy
Cc: Brinkley, Rebecca; Wilde, Kyle
Subject: JLMN1016-Maryville - Cost Evaluation & Summary

The above referenced RFP closed October 22nd and one (1) bid was received. The cost evaluation report is attached for your review.

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

- a. The tenants of the building located at 301 Summit Drive consist of offices and employees of the Department of Social Services and Department of Health and Senior Services.
 - 1) The building is approximately 5,594 total square feet.
 - 2) There are approximately 27 employees.
- b. The tenants of the building located at 115 East 4th Street consist of offices and employees of the Department of Corrections – Board of Probation and Parole, and Missouri Highway Patrol – Driver Exam.
 - 1) The building is approximately 2,305 total square feet.
 - 2) There are approximately 7 employees.
- c. A current contract exists for this location at .15 per square foot with Resource Service Solutions.

Total Square Feet:	Per Square Foot Price	Monthly Total	Annual Total
Lowest Bidder 7,899	.15	\$1,184.85	\$14,218.20
Current Contractor 7,899	.15	\$1,184.85	\$14,218.20
Difference	-	-	-
		Increase	-
		Decrease	-

Please advise how you want to proceed.

Amber Willis

Contract Specialist II

State of Missouri

Office of Administration

Division of Facilities Management, Design and Construction

Contracts Unit

Harry S Truman Office Building

301 West High Street, Room 730

P.O. Box 809

Jefferson City, MO 65102

Phone: (573) 526-3421

Fax: (573) 751-7277

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



Division of Facilities Management,

Design and Construction

COST EVALUATION

Contract Specialist: Amber Willis

Bid Number: JLMN1016		Bid Name: Janitorial Services: Maryville		Evaluation Date: 10/26/2015			
Resource Service Solutions, LLC Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period	
		Price	Extended Cost	Price	Extended Cost	Price	Extended Cost
001	7,899	\$0.15	\$14,218.20	\$0.15	\$14,218.20	\$0.15	\$14,218.20
002	1.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
003	1.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
004	1.00	0.35	\$0.35	0.35	\$0.35	0.35	\$0.35
005	1.00	0.14	\$0.14	0.14	\$0.14	0.14	\$0.14
006	1.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
007	1.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
008	250.00	0.12	\$30.00	0.12	\$30.00	0.12	\$30.00
009	250.00	0.10	\$25.00	0.10	\$25.00	0.10	\$25.00
010	250.00	0.05	\$12.50	0.05	\$12.50	0.05	\$12.50
011	1.00	25.00	\$25.00	25.00	\$25.00	25.00	\$25.00
012	1.00	25.65	\$25.65	25.65	\$25.65	25.65	\$25.65
013	1.00	12.50	\$12.50	12.50	\$12.50	12.50	\$12.50
		TOTAL	\$14,349.34	TOTAL	\$14,349.34	TOTAL	\$14,349.34
				TOTAL CONTRACT COST			
				Grand Total Cost		\$43,048.02	
				Blind & Sheltered Workshop		0	
				SDVE		0	
				Total Cost Points		200	



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

RFQ #: JLMN1016
 TITLE: Janitorial Services: Maryville
 ISSUE DATE: 10/02/15

CONTRACT SPECIALIST: Amber Willis
 PHONE #: (573) 526-3309
 FAX #: (573) 751-7277
 E-MAIL: Amber.Willis@oa.mo.gov

RETURN BID NO LATER THAN: October 22, 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:
301 Summit Drive & 115 East 4 th Street, Maryville, (Nodaway County), MO	Office of Administration Division of Facilities Management, Design & Construction 301 West High Street, Room 730 Jefferson City, MO 65102

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

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	
MAILING ADDRESS		RESOURCE SERVICE SOLUTIONS, LLC	
CITY, STATE, ZIP CODE		IRS FORM 1099 MAILING ADDRESS	
		PO BOX 4767	
		CITY, STATE, ZIP CODE	
		OLATHE, KS. 66063	
CONTACT PERSON		EMAIL ADDRESS	
KRISTINE WARD		KWARD@RSS-WEB.COM	
PHONE NUMBER		FAX NUMBER	
(913)-338-5050		(913)-338-1154	
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) (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	
		10/20/2015	
PRINTED NAME		TITLE	
KRISTINE WARD		PRESIDENT	

4. PRICING PAGE

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

Line Item Number	Description c/s code: 91039	Original Contract Period Firm, Fixed Price	First Renewal Period Maximum Price	Second Renewal Period Maximum Price	Third Renewal Period Maximum Price
001	Janitorial Services	\$ 0.15 per square foot, per month	\$ 0.15 per square foot, per month	\$ 0.15 per square foot, per month	\$ 0.15 per square foot, per month

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

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

EXHIBIT 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.

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

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

REQUESTED 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:		
<i>NA</i>		

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: STATE OF MISSOURI - DIVISION OF PURCHASING

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

Date of Previous E-Verify Documentation Submission: JUNE 2015

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

(if known)

KRISTINE WARD

Authorized Business Entity Representative's Name (Please Print)

259613

E-Verify MOU Company ID Number

RESOURCE SERVICE SOLUTIONS, LLC
Business Entity Name

Authorized Business Entity Representative's Signature

KWARD@RSS-WEB.COM

E-Mail Address

10/20/2015

Date

FOR STATE USE ONLY:

Documentation Verification Completed By:

Buyer

Date

Willis, Amber

From: Kristine Ward [kward@rss-web.com]
Sent: Thursday, October 22, 2015 11:46 AM
To: Willis, Amber
Cc: Kristine Ward
Subject: RE: JLMN1016 - Maryville MO and JLPP1016 - Platte City MO - Bids due 10/22 by 2 pm
Attachments: JLMN1016 - Janitorial Services - Maryville MO - RSS.pdf; JLPP1016 - Janitorial Services - Platte City Mo - RSS.pdf

Thank you so much!

Please find attached:

- a) JLMN1016 – Janitorial Services – Maryville MO
- b) JLPP1016 – Janitorial Services – Platte City MO

Thanks!

Kristine Ward, President
Office: 913-338-5050 ext 101
Cellular: 913-244-8803
Email: kward@rss-web.com
Web: 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

From: Willis, Amber [<mailto:Amber.Willis@oa.mo.gov>]
Sent: Thursday, October 22, 2015 11:19 AM
To: Kristine Ward
Subject: RE: Email Bids due today?

Sure thing!!!!!!!!!!!!

From: Kristine Ward [<mailto:kward@rss-web.com>]
Sent: Thursday, October 22, 2015 10:08 AM
To: Willis, Amber
Subject: Email Bids due today?

Hi Amber,
My fax is not working again (sigh). Could I email you the bids due today for Platte City Mo and Maryville MO?
Thanks,

Kristine Ward, President
Office: 913-338-5050 ext 101
Cellular: 913-244-8803
Email: kward@rss-web.com
Web: www.resourceservicesolutions.com