

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> JLMS1016	<b>LEASE NUMBER</b> 09900203	<b>FACILITY ADDRESS</b> 1 & 2 Child Support Lane, Hwy 136, Memphis (Scotland County), MO 63555	
<b>CONTRACT TITLE</b> Janitorial Services – Memphis, MO		<b>CONTRACT PERIOD</b> January 1, 2016 through December 31, 2016	
<b>VENDOR NUMBER</b> 4121521510-0 <b>MissouriBuys#:</b> MB00094188		<b>Site Information:</b> Number of Days per Week - 5 Number of Square Feet – 8,831 Price per Square Foot: \$.16 Monthly Amount: \$1,412.96	
<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: Rovene Hamner (DSS) Phone Number: 660-465-7246 Email: <a href="mailto:Rovene.Hamner@dss.mo.gov">Rovene.Hamner@dss.mo.gov</a>  Name: Alan Lambert (Agency Liaison) Phone Number: (573) 751-7208 Email: <a href="mailto:Alan.Lambert@dss.mo.gov">Alan.Lambert@dss.mo.gov</a>	
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b>  The bid submitted by Resource Service Solutions dated 11/11/15 in response to RFQ# JLMS1016 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> 11/23/2015	
<b>SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE:</b> 		<b>TITLE:</b> Section Manager	<b>DATE:</b> 11-23-15

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

## BID EVALUATION MEMORANDUM

Date: November 23, 2015

Bid Number: JLMS1016--001

Bid Title: Janitorial Services - Memphis

Date Closed: 11/12/2015

Contract Specialist: Amber Willis *adw*

Contract's Unit Manager: Rebecca Brinkley *RB*

Pursuant to RFQ JLMS1016-001 for Janitorial Services in Memphis, 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 JLMS1016-001. The bidders were:

- 1) Resource Service Solutions
- 2) R.K. Janitorial

No "No Bids" were received in response to RFQ JLMS1016-001.

No Late Bids were received in response to RFQ JLMS1016-001.

All bids received in response to RFQ JLMS1016-001 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 has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. Resource Service Solutions does have several contracts with the State of Missouri. 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. Real Estate Services approved the award to Resource Service Solutions. 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) AMENDMENT

RFQ #: JLMS1016  
 AMENDMENT NO.:001  
 TITLE: Janitorial Services  
 ISSUE DATE: 10/19/15

CONTRACT SPECIALIST: Rebecca Brinkley

PHONE #: (573) 526-4135

FAX #: (573) 751-7277

E-MAIL: Rebecca.brinkley@oa.mo.gov

**RETURN BID DATE HAS BEEN REVISED PER AMENDMENT 001**

**RETURN BID NO LATER THAN: November 12, 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:
1 & 2 Child Support Lane, Hwy 136, Memphis (Scotland 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.	
		RESOURCE SERVICE SOLUTIONS, LLC	
MAILING ADDRESS		IRS FORM 1099 MAILING ADDRESS	
		PO BOX 4767	
CITY, STATE, ZIP CODE		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	
		11/11/2015	
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
001	Janitorial Services	\$ 0.16 per square foot, per month	\$ 0.16 per square foot, per month	\$ 0.16 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

RFQ #JLMS1016

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**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>	<u>MARCH 2013-PRESENT</u>
<b>Dollar Value of Services</b>	<u>\$1919.55 PER MONTH</u>
<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*

RFQ #JLMS1016

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**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:	<i>0</i> %

RFQ #JLMS1016

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**EXHIBIT F, continued**

**BOX C - AFFIDAVIT ON LIFE - 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

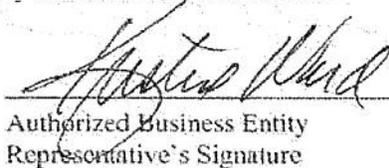
(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University - St. Louis; Missouri Southern State University - Joplin; Missouri Western State University - St. Joseph; Northwest Missouri State University - Maryville; Southeast Missouri State University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

  
Authorized Business Entity  
Representative's Signature

259813  
E-Verify MOU Company ID  
Number

KWARD@RSS-WEB.COM  
E-Mail Address

RESOURCE SERVICE SOLUTIONS, LLC 10/16/2015  
Business Entity Name Date

**FOR STATE USE ONLY**

Documentation Verification Completed By:

Buyer

Date



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

Bid Number: JLMS1016		Bid Name: Janitorial Services - Memphis				Evaluation Date: 11/16/2015			
Resource Service		Original Contract Period		1st Renewal Period		2nd Renewal Period			
Line Item	Qty	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost		
001	8,831	\$0.16	\$16,955.52	\$0.16	\$16,955.52	\$0.16	\$16,955.52		
002	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
003	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
004	1	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35		
005	1	\$0.14	\$0.14	\$0.14	\$0.14	\$0.14	\$0.14		
006	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
007	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
008	250	\$0.12	\$30.00	\$0.12	\$30.00	\$0.12	\$30.00		
009	250	\$0.10	\$25.00	\$0.10	\$25.00	\$0.10	\$25.00		
010	250	\$0.05	\$12.50	\$0.05	\$12.50	\$0.05	\$12.50		
011	1	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00		
012	1	\$25.65	\$25.65	\$25.65	\$25.65	\$25.65	\$25.65		
013	1	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50		
		TOTAL	\$17,086.66	TOTAL	\$17,086.66	TOTAL	\$17,086.66		
								TOTAL CONTRACT COST	
								Grand Total Cost \$ 51,259.98	
								Blind & Sheltered Workshop 0	
								SDVE 0	
								Total Cost Points 200	

Bid Number: JLMS1016		Bid Name: Janitorial Services - Memphis				Evaluation Date: 11/16/2015			
R. K. Janitorial		Original Contract Period		1st Renewal Period		2nd Renewal Period			
Line Item	Qty	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost
001	8,831	\$0.175	\$18,545.10	\$0.175	\$18,545.10	\$0.175	\$18,545.10	\$0.175	\$18,545.10
002	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
003	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
004	1	\$0.00	\$0.00	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35
005	1	\$0.00	\$0.00	\$0.14	\$0.14	\$0.14	\$0.14	\$0.14	\$0.14
006	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
007	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
008	250	\$0.00	\$0.00	\$0.12	\$30.00	\$0.12	\$30.00	\$0.12	\$30.00
009	250	\$0.00	\$0.00	\$0.10	\$25.00	\$0.10	\$25.00	\$0.10	\$25.00
010	250	\$0.00	\$0.00	\$0.05	\$12.50	\$0.05	\$12.50	\$0.05	\$12.50
011	1	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
012	1	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
013	1	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
		TOTAL	\$18,598.10	TOTAL	\$18,666.09	TOTAL	\$18,666.09	TOTAL	\$18,666.09
								TOTAL CONTRACT COST	
								Grand Total Cost \$ 55,930.28	
								Blind & Sheltered Workshop 0	
								SDVE 0	
								Total Cost Points 183	