

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.oe.mo.gov/fmdc>
E-MAIL: FMDC.RealEstate@oe.mo.gov

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

NOTICE OF AWARD

CONTRACT NUMBER JLMW1116	LEASE NUMBER 11201899, 11200875	FACILITY ADDRESS 201 E. Washington; 222 E. Commercial, Marshfield (Webster County), MO	
CONTRACT TITLE Janitorial Services – Marshfield , MO		CONTRACT PERIOD February 1, 2016 through January 31, 2017	
VENDOR NUMBER 3005988740-0	Site Information: (11201899) Number of Days per Week - 5 Number of Square Feet – 788 Price per Square Foot: \$.115 Monthly Amount: \$90.62		Site Information: (11200875) Number of Days per Week: 2 Number of Square Feet: 6,474 Price per Square Foot: \$.115 Monthly Amount: \$744.51
VENDOR NAME AND ADDRESS Retherford Cleaning Service 1764 Highway F, Lot 5 Mansfield, MO 65704 Email: lretherford2003@yahoo.com Phone: 417-741-2759		ON-SITE CONTACT INFORMATION For P&P (11201899) Kim McKlentic Phone: 417-468-2234 Email: kim.mcklentic@doc.mo.gov Agy Liaison: Dana Peters	
		For DSS (11200875) Sharon Holloway Phone: 417-859-2208 Sharon.L.Holloway@dss.mo.gov Audrea Kurutz	
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:			
The bid submitted by Retherford Cleaning Service dated 12/08/2015, in response to RFQ# JLMW1116 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: 12/22/2015	
SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE: 		TITLE: Section Manager	DATE: 12-22-15

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E-MAIL: FMDC.RealEstate@oa.mo.gov

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FAX (573) 751-7277

BID EVALUATION MEMORANDUM

Date: December 22, 2015

Bid Number: JLMW1116

Bid Title: Janitorial Services – Marshfield

Date Closed: 12/08/2015

Contract Specialist: Amber Willis *adw*

Contract's Unit Manager: Rebecca Brinkley *RB*

Pursuant to RFQ JLMW1116 for Janitorial Services in Marshfield, 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 JLMW1116. The bidders were:

- 1) Retherford Cleaning Service
- 2) Resource Service Solutions

No "No Bids" were received in response to RFQ JLMW1116.

No "Late Bids" were received in response to RFQ JLMW1116.

All bids received in response to RFQ JLJJ1116 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 Retherford Cleaning Service has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. Retherford Cleaning Service has several contracts with

the State of Missouri with no issues or complaints. The results of the cost evaluation were forwarded to Amy Spray of Real Estate Services Unit for review to approve an award to Retherford Cleaning Service. Real Estate Services approved the award to Retherford Cleaning Service. 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 #: JLMW1116
TITLE: Janitorial Services - Marshfield
ISSUE DATE: 11/24/15

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

RETURN BID NO LATER THAN: December 8, 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:
201 E. Washington, 222 E. Commercial, Marshfield (Webster 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 <i>Betherford Cleaning Service</i>		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. <i>Lawrence Betherford</i>	
MAILING ADDRESS <i>17164 Hwy F Lot 5</i>		IRS FORM 1099 MAILING ADDRESS <i>17164 Hwy F Lot 5</i>	
CITY, STATE, ZIP CODE <i>Marshfield, MO 65704</i>		CITY, STATE, ZIP CODE <i>Marshfield, MO 65704</i>	
CONTACT PERSON <i>Lawrence Betherford</i>		EMAIL ADDRESS <i>Lbetherford2003@ymail.com</i>	
PHONE NUMBER <i>417-741-2759</i>		FAX NUMBER	
TAXPAYER ID NUMBER (TIN) <i>300598874</i>	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN) <i>3005988740 0</i>
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) (NOTE: LLC IS NOT A VALID TAX FILING TYPE.)			
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other			
AUTHORIZED SIGNATURE <i>[Signature]</i>		DATE <i>12-8-15</i>	
PRINTED NAME <i>Lawrence Betherford</i>		TITLE <i>owner</i>	

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>.115</u> per square foot, per month	\$ <u>.115</u> per square foot, per month	\$ <u>.115</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>.17</u> per linear foot	\$ <u>.17</u> per linear foot	\$ <u>.17</u> per linear foot
003	Exterior Window Cleaning	\$ <u>.20</u> per linear foot	\$ <u>.20</u> per linear foot	\$ <u>.20</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>.08</u> per square foot	\$ <u>.08</u> per square foot	\$ <u>.08</u> per square foot
006	Brushing and Spot Cleaning of Fabric Furniture	\$ <u>2⁰⁰</u> per piece	\$ <u>2⁰⁰</u> per piece	\$ <u>2⁰⁰</u> per piece
007	Cleaning and Vacuuming of Cloth Cubicle Partitions	\$ <u>.45</u> per partition	\$ <u>.45</u> per partition	\$ <u>.45</u> per partition
008	One time Construction Clean-up	\$ <u>.08</u> per square foot	\$ <u>.08</u> per square foot	\$ <u>.08</u> per square foot
009	Ongoing Construction Clean-up	\$ <u>.08</u> per square foot	\$ <u>.08</u> per square foot	\$ <u>.08</u> per square foot
010	Final Clean-Up	\$ <u>.08</u> per square foot	\$ <u>.08</u> per square foot	\$ <u>.08</u> per square foot
011	Additional Paper Towel Rolls	\$ <u>30⁰⁰</u> per case (minimum of 6 rolls per case)	\$ <u>30⁰⁰</u> per case (minimum of 6 rolls per case)	\$ <u>30⁰⁰</u> per case (minimum of 6 rolls per case)
012	Additional Tri-Fold Paper Towels	\$ <u>25⁰⁰</u> per case (minimum of 6 rolls per case)	\$ <u>25⁰⁰</u> per case (minimum of 6 rolls per case)	\$ <u>27⁰⁰</u> per case (minimum of 6 rolls per case)
013	Additional Personnel	\$ <u>8⁵⁰</u> Per Hour, Per Person	\$ <u>8⁵⁰</u> Per Hour, Per Person	\$ <u>9⁰⁰</u> Per Hour, Per Person

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:	Retherford Cleaning Service
Reference Information (Current/Prior Services Performed For:)	
Name and Address of Reference Company:	Branson Probation + Parole 2720 Shepherd of the Hills Expressway Branson, MO 65618
Reference Contact Person:	Name: <u>Laura Cook</u> Phone Number: <u>417-334-5613 ext 224</u> Email Address: <u>Laura.Cook@doc.mo.gov</u>
Dates of Service:	<u>August 2012 thru Current</u>
Dollar Value of Services	<u>\$ 2058.87</u>
Square Footage of the Building	Total Square Feet: <u>18217</u> Square Feet of Carpeted Area: <u>10640</u> Square Feet of Hard Surface Floors: <u>8076</u>
Description of Prior Services Performed, Including an Indication as to Whether Carpet Cleaning was Performed and the Square Footage of the Carpeted Area	General Janitorial Services were completed for the offices of P&P and DSS at this location. Floor care in stripping and waxing along with carpet cleaning Carpet Cleaning Provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate the square footage of carpeted area: <u>10640</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:

Signature of Reference Contact Person

Date of Signature

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 Retherford Cleaning Service (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: OA - DEM

(*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: April 24, 2012

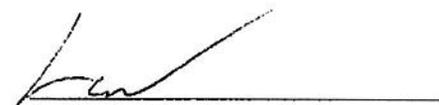
Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted:

JLMW 01612
(if known)

Lawrence Retherford

Authorized Business Entity Representative's Name
(Please Print)

548337
E-Verify MOU Company ID Number



Authorized Business Entity Representative's Signature

lretherford2003@yahoo.com
E-Mail Address

Retherford Cleaning Service
Business Entity Name

12-8-15
Date

FOR STATE USE ONLY:

Documentation Verification Completed By:

Buyer

Date

Jesi P. Coatney | Teller
Great Southern Bank | Mansfield
705 N Business Hwy 60 | Mansfield, MO 65704
Phone: (417) 924-3286 | Fax: (855) 248-8319
JCoatney@greatsouthernbank.com | www.greatsouthernbank.com

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▶ Fax

To: OA- FMDC
Address: P.O. Box 809 Rm. 730
Jefferson City, MO 65102

Fax: 1-573-751-7277

From:



Retherford Cleaning Services

1764 HWY F lot 5

Mansfield, MO 65704

(417) 741-2759cell

Number of Pages: 6 including cover sheet

Amber;

Have a good day

Thanks,

Lawrence Retherford



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

Bid Number: JLMW1116
 Bid Name: Janitorial Services - Marshfield
 Evaluation Date: 12/14/15

Resource Service Solutions	Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period	
			Price	Extended Cost	Price	Extended Cost	Price	Extended Cost
	001	7,262	\$0.15	\$13,071.60	\$0.15	\$13,071.60	\$0.15	\$13,071.60
	002	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	003	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	004	50	\$0.35	\$17.50	\$0.35	\$17.50	\$0.35	\$17.50
	005	50	\$0.14	\$7.00	\$0.14	\$7.00	\$0.14	\$7.00
	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	\$25.25	\$25.25	\$25.25	\$25.25	\$25.25	\$25.25
	013	2	\$12.50	\$25.00	\$12.50	\$25.00	\$12.50	\$25.00
			TOTAL	\$13,238.85	TOTAL	\$13,238.85	TOTAL	\$13,238.85
TOTAL CONTRACT COST								
Grand Total Cost \$ 39,716.55								
Blind & Sheltered Workshop 0								
SDVE 0								
Total Cost Points 154								

JLMW1116

Marshfield

Evaluation Date: 12/14/15

Retherford Cleaning Service	Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period	
			Price	Extended Cost	Price	Extended Cost	Price	Extended Cost
	001	7,262	\$0.115	\$10,021.56	\$0.115	\$10,021.56	\$0.115	\$10,021.56
	002	5	\$0.17	\$0.85	\$0.17	\$0.85	\$0.17	\$0.85
	003	5	\$0.20	\$1.00	\$0.20	\$1.00	\$0.20	\$1.00
	004	50	\$0.10	\$5.00	\$0.10	\$5.00	\$0.10	\$5.00
	005	50	\$0.08	\$4.00	\$0.08	\$4.00	\$0.08	\$4.00
	006	1	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
	007	1	\$0.45	\$0.45	\$0.45	\$0.45	\$0.45	\$0.45
	008	250	\$0.08	\$20.00	\$0.08	\$20.00	\$0.08	\$20.00
	009	250	\$0.08	\$20.00	\$0.08	\$20.00	\$0.08	\$20.00
	010	250	\$0.08	\$20.00	\$0.08	\$20.00	\$0.08	\$20.00
	011	1	\$30.00	\$30.00	\$30.00	\$30.00	\$32.00	\$32.00
	012	1	\$25.00	\$25.00	\$25.00	\$25.00	\$27.00	\$27.00
	013	2	\$8.50	\$17.00	\$8.50	\$17.00	\$9.00	\$18.00
			TOTAL	\$10,166.86	TOTAL	\$10,166.86	TOTAL	\$10,171.86
			TOTAL		TOTAL		TOTAL	
			Grand Total Cost		Grand Total Cost		Grand Total Cost	
			\$		\$		\$	
			Blind & Sheltered Workshop		Blind & Sheltered Workshop		Blind & Sheltered Workshop	
			0		0		0	
			SDVE		SDVE		SDVE	
			0		0		0	
			Total Cost Points		Total Cost Points		Total Cost Points	
			200		200		200	
			TOTAL CONTRACT COST		TOTAL CONTRACT COST		TOTAL CONTRACT COST	