

Jeremiah W. (Jay) Nixon  
Governor



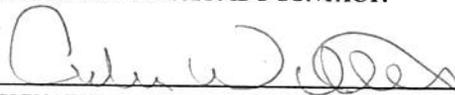
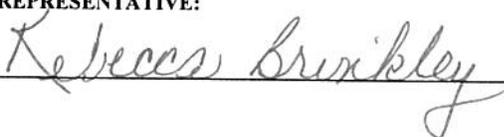
Catherine F. Brown  
Director

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

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

## NOTICE OF AWARD

<b>CONTRACT NUMBER</b> JLPM0916	<b>LEASE NUMBER</b> 06900877	<b>FACILITY ADDRESS</b> 315 North Washington, Paris (Monroe County), MO 65275	
<b>CONTRACT TITLE</b> Janitorial Services – Paris, MO		<b>CONTRACT PERIOD</b> November 1, 2015 through October 31, 2016	
<b>VENDOR NUMBER</b> 3496852770-1		<b>Site Information:</b> Number of Days per Week - 2 Number of Square Feet – 3,482 Price per Square Foot \$.1148 Monthly Amount: \$399.73	
<b>VENDOR NAME AND ADDRESS</b> Dea Nobis 32878 Route D Paris, MO 65275 Email: <a href="mailto:deanobis84@gmail.com">deanobis84@gmail.com</a> Phone: (573) 473-0344		<b>ON-SITE CONTACT INFORMATION</b> Name: Stacy Martin Phone Number: (573) 406-6929 Email: <a href="mailto:stacy.j.martin@dss.mo.gov">stacy.j.martin@dss.mo.gov</a>	
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b>  The bid and email clarification dated October 21, 2015 submitted by Dea Nobis in response to RFQ # JLPM0916 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> 10/26/2015	
<b>SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE:</b> 		<b>TITLE:</b> Section Manager	<b>DATE:</b> 10-26-15

# MEMORANDUM

Office of Administration  
Division of Facilities Management, Design and Construction

**TO:** Rebecca Brinkley *RB*  
**FROM:** Amber Willis *adw*  
**DATE:** 10/26/2015  
**RE:** JLPM0916- Late Bid

The bid submitted by Dea Nobis was received on October 21, 2015 at 10:30am.in response to RFQ JLPM0916, which closed October 15, 2015 at 2:00 PM. Dea Nobis and Resource Service Solutions were the only bids received. Dea Nobis was not included in the original email to vendors, notifying them of this Bid Opportunity.

I am requesting approval to open and evaluate the late bid submitted by Dea Nobis in response to JLPM0916.

Jeremiah W. (Jay) Nixon  
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State of Missouri  
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(573) 751-3339  
FAX (573) 751-7277

## BID EVALUATION MEMORANDUM

Date: October 26, 2015

Bid Number: JLPM0916

Bid Title: Janitorial Services - Paris

Date Closed: 10/15/2015

Contract Specialist: Amber Willis *adw*

Contract's Unit Manager: Rebecca Brinkley *RB*

Pursuant to RFQ JLPM0916 for Janitorial Services in Paris, MO, 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 JLPM0916. The bidder was:

Resource Service Solutions

No "No Bids" were received in response to RFQ JLPM0916.

One (1) Late Bid was received in response to RFQ JLPM0916. The bidder was:

Dea Nobis

The bid submitted by Dea Nobis was received on October 21, 2015 at 10:30a.m. in response to RFQ JLPM0916, which closed October 15, 2015 at 2:00 PM. Dea Nobis and Resource Service Solutions were the only bids received. Dea Nobis was not included in the original email to vendors, notifying them of this Bid Opportunity.

All bids received in response to RFQ JLPM0916 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. Dea Nobis submitted per month pricing for Line Item 001 for the original and contract renewal periods in lieu of the correct per square foot pricing. An email clarification from Dea Nobis confirmed the per square foot price to be \$.1148 for the original contract period, \$.1220 for the first renewal period and \$.1292 for the second renewal period, based on the per month pricing submitted.

The bid from Dea Nobis has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. Dea Nobis is the current contractor for this location and has no known issues. The results of the cost evaluation were forwarded to Amy Spray of Real Estate Services Unit for review to approve an award to Dea Nobis. Real Estate Services approved the award to Dea Nobis; therefore, I am proceeding with the award as approved.

**Willis, Amber**

11/1/15 start  
Date

**From:** Spray, Amy  
**Sent:** Friday, October 23, 2015 1:07 PM  
**To:** Willis, Amber  
**Cc:** Brinkley, Rebecca  
**Subject:** FW: JLPM0916 Paris (Monroe) - Cost Evaluation & Summary (Leased Janitorial) - FOR YOUR REVIEW AND APPROVAL

Please proceed with the award to Dea Nobis.

Thanks.

Amy

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**From:** Cavender, Lisa  
**Sent:** Friday, October 23, 2015 11:58 AM  
**To:** Spray, Amy  
**Subject:** RE: JLPM0916 Paris (Monroe) - Cost Evaluation & Summary (Leased Janitorial) - FOR YOUR REVIEW AND APPROVAL

Ok to proceed thx Lisa

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**From:** Spray, Amy  
**Sent:** Friday, October 23, 2015 8:42 AM  
**To:** Cavender, Lisa  
**Subject:** FW: JLPM0916 Paris (Monroe) - Cost Evaluation & Summary (Leased Janitorial) - FOR YOUR REVIEW AND APPROVAL

Lisa,

REF: Janitorial Contract for Paris (Monroe) DSS Office  
Lease # 06900877  
Sqft: 3,482; FTE: 7

<b>Proposed Janitorial Contractor: Dea Nobis</b>		
Per SqFt/Month:	\$0.1148	Monthly Total: \$399.73
Per SqFt/Annual:	\$1.378	Annual Total: \$4,796.76
<b>Increase of \$296.76 per year</b>		

<b>History of Janitorial Vendors and Rates:</b>		
<i>Dea Nobis – DSS State Employee and Landlord’s wife, held the contract for the past 6 years.</i>		
<b>Per sqft/Month:</b>	<b>\$0.1075</b>	<b>Monthly Total: \$375.00</b>
<b>Annual sqft:</b>	<b>\$1.29</b>	<b>Annual: \$4,500.00</b>

There were two bids, the lowest one from Dea, who is a DSS Employee onsite and the Landlord’s wife. The building has always looked good and though she has asked for an increase from the previous contract, if the budget allows, I would recommend she retain the contract.

Thanks,

Amy

**From:** Willis, Amber  
**Sent:** Thursday, October 22, 2015 4:06 PM  
**To:** Spray, Amy  
**Cc:** Brinkley, Rebecca; Willis, Amber; Wilde, Kyle  
**Subject:** JLPM0916 - Cost Evaluation & Summary (Leased Janitorial)

The above referenced RFQ closed October 15<sup>th</sup> and two (2) bids were received. The cost evaluation report is attached for your review.

Currently, the State of Missouri leases the following building in Paris, MO.

- a. The tenants of the building located at 315 N. Washington consist of offices and employees of the Department of Social Service.
  - 1) The building is approximately 3,482 total square feet.
  - 2) There are approximately seven (7) employees.

A current contract exists for this location at \$.1075 per square foot with Dea Nobis

Services are for 2 days per week. Day cleaning is not necessary.

Dea Nobis is the lowest bidder. Dea Nobis is the current contractor for this location with no known issues.

Total Square Feet:	Per Square Foot Price	Monthly Total	Annual Total
Lowest Bidder 3,482	.1148	\$ 399.73	\$ 4,796.76
Current Contractor 3,482	.1075	\$ 375.00	\$ 4,500.00
Difference	.0073	\$ 24.73	\$ 296.76
		Increase	\$ 296.76
		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](mailto:Amber.willis@oa.mo.gov)

Bid Number: JLPM0916		Bid Name: Janitorial Services - Paris		Evaluation Date: 10/21/15				
Dea Nobis	Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period	
			Price	Extended Cost	Price	Extended Cost	Price	Extended Cost
	001	3,482	\$0.1148	\$4,796.80	\$0.1220	\$5,097.65	\$0.1292	\$5,398.49
	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	\$4,927.94	TOTAL	\$5,228.79	TOTAL	\$5,529.63
							Grand Total Cost	\$ 15,686.36
							Blind & Sheltered Workshop	0
							SDVE	0
							Total Cost Points	200
							TOTAL CONTRACT COST	

NOTE: Dea Nobis submitted per month pricing for Line Item 001 for the original and contract renewal periods in lieu of the correct per square foot pricing. Therefore, the cost evaluation for Dea Nobis is calculated with the submitted pricing in order to encompass all available options.



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

Resource		Original Contract Period		1st Renewal Period		2nd Renewal Period	
Line Item	Qty	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost
001	3,482	\$0.15	\$6,267.60	\$0.15	\$6,267.60	\$0.15	\$6,267.60
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	\$6,398.74	TOTAL	\$6,398.74	TOTAL	\$6,398.74
				Grand Total Cost		\$ 19,196.22	
				Blind & Sheltered Workshop		0	
				SDVE		0	
				Total Cost Points		163	
TOTAL CONTRACT COST							

Bid Name: Janitorial Services - Paris

Bid Number: JLPM0916

Evaluation Date: 10/21/15



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

RFQ #: JLPM0916  
 TITLE: Janitorial Services - Paris  
 ISSUE DATE: 9/29/15

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: October 15, 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

RECEIVED

OR FAX TO: Fax #: (573) 751-7277 - FMDC – JANITORIAL BID  
 (Mail or Fax, please do not do both)

OCT 21 2015

CONTRACT PERIOD: Effective Date of Contract through One year

FACILITIES MANAGEMENT  
 DESIGN & CONSTRUCTION

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:	STATE AGENCY'S NAME AND ADDRESS:
315 N. Washington, Paris (Monroe 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 Dea Nobis		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Deanna K. Nobis	
MAILING ADDRESS 32878 Route D		IRS FORM 1099 MAILING ADDRESS 32878 Route D	
CITY, STATE, ZIP CODE Paris, Mo 65275		CITY, STATE, ZIP CODE Paris Mo 65275	
CONTACT PERSON Dea Nobis		EMAIL ADDRESS deanobis84@gmail.com	
PHONE NUMBER 573 473 0344		FAX NUMBER Deanna.K.Nobis@dss.mo.gov	
TAXPAYER ID NUMBER (TIN) 349 68 5277	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input type="checkbox"/> FEIN <input checked="" type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN)	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input checked="" 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 Deanna K. Nobis		DATE 10-20-15	
PRINTED NAME Deanna K. Nobis		TITLE owner / self	

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>400</u> per square foot, per month	\$ <u>425</u> per square foot, per month	\$ <u>450</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	\$ 0.00 per linear foot	\$ 0.00 per linear foot	\$ 0.00 per linear foot
003	Exterior Window Cleaning	\$ 0.00 per linear foot	\$ 0.00 per linear foot	\$ 0.00 per linear foot
004	Hard Floor Cleaning - Stripping and Refinishing of Hard Flooring	\$ 0.00 per square foot	\$ 0.00 per square foot	\$ 0.00 per square foot
005	Deep Carpet Cleaning and Water Extraction Services	\$ 0.00 per square foot	\$ 0.00 per square foot	\$ 0.00 per square foot
006	Brushing and Spot Cleaning of Fabric Furniture	\$ 0.00 per piece	\$ 0.00 per piece	\$ 0.00 per piece
007	Cleaning and Vacuuming of Cloth Cubicle Partitions	\$ 0.00 per partition	\$ 0.00 per partition	\$ 0.00 per partition
008	One time Construction Clean-up	\$ 0.00 per square foot	\$ 0.00 per square foot	\$ 0.00 per square foot
009	Ongoing Construction Clean-up	\$ 0.00 per square foot	\$ 0.00 per square foot	\$ 0.00 per square foot
010	Final Clean-Up	\$ 0.00 per square foot	\$ 0.00 per square foot	\$ 0.00 per square foot
011	Additional Paper Towel Rolls	\$ 0.00 per case (minimum of 6 rolls per case)	\$ 0.00 per case (minimum of 6 rolls per case)	\$ 0.00 per case (minimum of 6 rolls per case)
012	Additional Tri-Fold Paper Towels	\$ 0.00 per case (minimum of 6 rolls per case)	\$ 0.00 per case (minimum of 6 rolls per case)	\$ 0.00 per case (minimum of 6 rolls per case)
013	Additional Personnel	\$ 0.00 Per Hour, Per Person	\$ 0.00 Per Hour, Per Person	\$ 0.00 Per Hour, Per Person

**EXHIBIT A****PARTICIPATION COMMITMENT**

**Organization for the Blind/Sheltered Workshop Participation Commitment** – If the bidder is committing to participation by or if the bidder is a qualified organization for the blind/sheltered workshop, the bidder must provide the required information in the table below for the organization proposed and must submit the completed exhibit with the bidder's bid.

<b>Organization for the Blind/Sheltered Workshop Commitment Table</b>		
<b>Name of Organization for the Blind or Sheltered Workshop Proposed</b>	<b>Committed Participation</b> (\$ amount or % of total value of contract)	<b>Description of Products/Services to be Provided by Listed Organization for the Blind/Sheltered Workshop</b>
1.		
2.		
3.		



**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>	<u>Dea Nobis</u>
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name and Address of Reference Company:	<u>Monroe County Children's Division</u>
Reference Contact Person:	Name: <u>Maile Threlke</u> Phone Number: <u>660 327 4185</u> Email Address: <u>Marsha.B.Threlke12@dss.mo.gov</u>
Dates of Service:	<u>April 2011 to present</u>
Dollar Value of Services	<u>375.<sup>00</sup> monthly</u>
Square Footage of the Building	Total Square Feet: <u>3482</u> Square Feet of Carpeted Area: <u>70%</u> Square Feet of Hard Surface Floors: <u>30%</u>
Description of Prior Services Performed, Including an Indication as to Whether Carpet Cleaning was Performed and the Square Footage of the Carpeted Area	<u>Daily Weekly monthly semi yearly yearly cleaning services</u> Carpet Cleaning Provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate the square footage of carpeted area: <u>All Carpeted area</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 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 _____	No <u>_____</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:	Deanna K. Nobis
In what office/agency are they employed?	Children's Division - Central Office
Employment Title:	Children Service Supervisor
Percentage of ownership interest in bidder's organization:	100 %

**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

N/A

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

\_\_\_\_\_  
Service-Disabled Veteran Business Name

\_\_\_\_\_  
Service-Disabled Veteran's Signature

\_\_\_\_\_  
Missouri Address of Service-Disabled Veteran Business

**EXHIBIT F**  
**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,**  
**AND AFFIDAVIT OF WORK AUTHORIZATION**

**BUSINESS ENTITY CERTIFICATION:**

**The bidder/contractor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.**

<b>BOX A:</b>	To be completed by a non-business entity as defined below.
<b>BOX B:</b>	To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at <a href="http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm">http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm</a> .
<b>BOX C:</b>	To be completed by a business entity who has already submitted documentation with a notarized date on or after <b>September 1, 2009</b> , to a Missouri state agency including Division of Purchasing and Materials Management.

**Business entity**, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that Dea Nobis (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

I am a self-employed individual with no employees; **OR**  
 The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if Dea Nobis (Company/Individual Name) is awarded a contract for the services requested herein under JLPM 0914 (Bid/SFS/Contract Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, Dea Nobis (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the \_\_\_\_\_ Office of Administration, Division of Facilities Management, Design and Construction with all documentation required in Box B of this exhibit.

Dea Nobis  
Authorized Representative's Name  
(Please Print)

Dea Nobis  
Authorized Representative's Signature

\_\_\_\_\_  
Company Name (if applicable)

10-20-15  
Date

**EXHIBIT F, continued****BOX B – CURRENT BUSINESS ENTITY STATUS**

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

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

\_\_\_\_\_  
Authorized Business Entity  
Representative's Name  
(Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

As a business entity, the bidder/contractor must perform/provide the following. The bidder/contractor should check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER 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, at minimum, by the bidder/contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder's/contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.



**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 \_\_\_\_\_ (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: \_\_\_\_\_

(\*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 – Paris; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: \_\_\_\_\_

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

\_\_\_\_\_  
(if known)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Name  
(Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
E-Verify MOU Company ID  
Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

**FOR STATE USE ONLY:**

Documentation Verification Completed By:

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date

## Willis, Amber

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**From:** Willis, Amber  
**Sent:** Thursday, October 22, 2015 2:26 PM  
**To:** Nobis, Deanna K  
**Subject:** RE: Request for Information - RFQ JLPM0916  
**Attachments:** Scan\_2015\_10\_22\_13\_58\_56\_474.pdf

Hi Deal!

I have noted the concurrence of the decimal percentages but have attached the RFQ page 25 for you to fill in the numbers. I don't want to violate any procurement rules and the only adjustments I can make are for clarifications like our decimal issue ☺.

Please print and fill this attachment out with your bid prices and send it back to me. If you don't have a scanner, you may fax it to me at: 573-751-7277 (ATTENTION AMBER WILLIS). If you fax it, give me a shout that you've sent it and I will keep an eye out for it!

Thank you so much!!!!  
Amber

*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)*

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**From:** Nobis, Deanna K  
**Sent:** Wednesday, October 21, 2015 8:15 PM  
**To:** Willis, Amber  
**Subject:** RE: Request for Information - RFQ JLPM0916

Yes, please make the note that I concur with the decimal percentages.  
Also, please enter 0's in the supplemental service section.  
Sorry, I looked at the last one I did and did not recall doing it that way.

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**From:** Willis, Amber  
**Sent:** Wednesday, October 21, 2015 3:09 PM  
**To:** Nobis, Deanna K  
**Subject:** RE: Request for Information - RFQ JLPM0916

I have now flipped the page and see no pricing entered for section 4.2 "Supplemental Service." Without there being any pricing, even a "\$0.00" amount, this bid is considered non-responsive.

Do you want to send me pricing for the Supplemental Services? It is page 25 of the RFQ.

Thank you again!  
Amber

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**From:** Willis, Amber  
**Sent:** Wednesday, October 21, 2015 3:06 PM  
**To:** Nobis, Deanna K  
**Subject:** Request for Information - RFQ JLPM0916

Hi Dea!

I am working on the bid evaluation for Paris right now and noticed that on your Pricing page, you listed \$400 per square foot, per month for the original contract period; \$425 for the 1<sup>st</sup> renewal and the \$450 for the 2<sup>nd</sup> renewal option.

I am wondering if this is a clerical error and if you intended to bid this at:

Original period	First Renewal	Second Renewal
.1148	\$.1220	\$.1292

I took your total bid price and divided it by the total square feet of 3,482 to arrive at the decimal percentages. The pricing page asks for the "Firm, Fixed Price per square foot, per month."

If this was in fact your intent, please email your concurrence as response to this email and I will make a Memo to File.

Thanks!  
Amber Willis

*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)

## Willis, Amber

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**From:** Willis, Amber  
**Sent:** Tuesday, October 20, 2015 4:27 PM  
**To:** Nobis, Deanna K  
**Cc:** Spray, Amy; Wilde, Kyle; Brinkley, Rebecca  
**Subject:** BID OPPORTUNITY - PARIS  
**Attachments:** JLPM0916\_rfq.pdf

Dea,

Please accept my apologies. I was made aware that you were not included in the original Notice of Bid Opportunities for the Paris, MO location. The bid has been closed, but because you were not included, but should have been, I would like to extend you the opportunity bid if you so choose. I have attached the original RFQ.

Please do not hesitate if you have any questions. I have added your email to my list of vendors☺.

Thank you kindly,  
Amber Willis

*Amber Willis*

**Contract Specialist II**  
*State of Missouri*  
*Office of Administration*  
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