

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  
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(573) 751-3339  
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## NOTICE OF AWARD

<b>CONTRACT NUMBER</b> JLSG0416A	<b>LEASE NUMBER</b> 03900466 & 03901286	<b>FACILITY ADDRESS</b> 701 N. Miller Rd & 613 E. Kearney Street, (Green County), Springfield, MO 65803	
<b>CONTRACT TITLE</b> Janitorial Services – Springfield, Missouri		<b>CONTRACT PERIOD</b> August 1, 2016 through July 31, 2017	
<b>VENDOR NUMBER</b> 3005988740 0/MB00089568		<b>SITE INFORMATION</b>	
<b>VENDOR NAME AND ADDRESS</b>  RETFERFORD CLEANING SERVICE 1764 HIGHWAY F, LOT 5 MANSFIELD, MO 65704  Phone: 417-741-2759 Fax: NONE Email: <a href="mailto:lretherford2003@yahoo.com">lretherford2003@yahoo.com</a>		<b>701 N. Miller Road</b> Number of Days per Week: 5 Total Square Feet: 11,234 Price per Square Foot: \$.09 Monthly Amount: \$ 1,011.06	<b>613 E. Kearney</b> Number of Days per Week: 5 Total Square Feet: 3,713 Price per Square Foot: \$.156 Monthly Amount: \$ 579.23
		<b>Total Per Month: \$ 1,590.29</b>	
		<b>ON-SITE CONTACT INFORMATION</b>	
		701 N. Miller – Beth Melton (417) 895-6861 <a href="mailto:Beth.Melton@mda.mo.gov">Beth.Melton@mda.mo.gov</a>	613 E. Kearney – Anita Michel (417)-895-5861 <a href="mailto:Anita.michel@vr.dese.mo.gov">Anita.michel@vr.dese.mo.gov</a>
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b> The bid submitted by Retherford Cleaning Service dated 05/04/16 in response to RFQ# JLSG0416A 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> Rebecca Brinkley	<b>OA/FMDC CONTACT TITLE:</b> Contracts Unit Manager	<b>OA/FMDC CONTACT INFORMATION:</b> Email: <a href="mailto:Rebecca.Brinkley@oa.mo.gov">Rebecca.Brinkley@oa.mo.gov</a> Phone: (573) 526-4135 Fax: (573) 751-7277	
<b>SIGNATURE OF OA/FMDC CONTACT:</b> 		<b>DATE:</b> 6/14/16	
<b>SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE:</b> 		<b>TITLE:</b> Deputy Director	<b>DATE:</b> 6-14-16

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## BID EVALUATION MEMORANDUM

Date: June 14, 2016

Bid Number: JLSG0416A

Bid Title: Janitorial Services - Springfield

Date Closed: 05/04/16

Contract Specialist: Amber Willis

Contract's Unit Manager: Rebecca Brinkley

Pursuant to RFQ JLSG0416A for Janitorial Services in Springfield, an award shall be made to the lowest priced responsive bidder for both of the two buildings combined; 701 N. Miller Road and 613 E. Kearney Street. 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 bids were received in response to RFQ JLSG0416A. The bidders were:

Resource Service Solutions  
Marvin Lakey  
Retherford Cleaning Service

No "No Bids" were received in response to RFQ JLSG0416A.

No Late Bids were received in response to RFQ JLSG0416A.

All bids received in response to RFQ JLSG0416A 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 for the combined cost for both buildings. Retherford Cleaning Service has current contracts with the State of Missouri with no issues or concerns. 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.



**Division of Facilities Management**

**Design and Construction**

**COST EVALUATION**

Contract Specialist: Rebecca Brinkley

Note: Pursuant to RFQ JLSG0416A, a contract award will include both buildings, but separate pricing will be accepted.

Bid Name: Janitorial Springfield

Evaluation Date: 05/06/16

Bid Number: JLSG0416A  
701 N. Miller Road

Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period		TOTAL
		Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	
001	11,234	\$0.09	\$12,132.72	\$0.09	\$12,132.72	\$0.09	\$12,132.72	
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	\$0.70	\$35.00	\$0.70	\$35.00	\$0.70	\$35.00	
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	\$0.12	\$30.00	\$0.12	\$30.00	\$0.12	\$30.00	
009	250	\$0.12	\$30.00	\$0.12	\$30.00	\$0.12	\$30.00	
010	250	\$0.12	\$30.00	\$0.12	\$30.00	\$0.12	\$30.00	
011	1	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	
012	1	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
013	2	\$8.50	\$17.00	\$8.50	\$17.00	\$8.50	\$17.00	
<b>TOTAL</b>			<b>\$12,333.02</b>		<b>\$12,333.02</b>		<b>\$12,333.02</b>	

Grand Total Cost	\$36,999.06
Blind & Sheltered Workshop	0
SDVE	0
Total Cost Points	200

TOTAL  
CONTRACT  
COST

701 N. Miller Road

ISS	Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period		TOTAL
			Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	
	001	11,234	\$0.118	\$15,907.34	\$0.118	\$15,907.34	\$0.118	\$15,907.34	
	002	5	\$0.05	\$0.25	\$0.05	\$0.25	\$0.05	\$0.25	
	003	5	\$0.06	\$0.30	\$0.06	\$0.30	\$0.06	\$0.30	
	004	50	\$0.12	\$6.00	\$0.12	\$6.00	\$0.12	\$6.00	
	005	50	\$0.05	\$2.50	\$0.05	\$2.50	\$0.05	\$2.50	
	006	1	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	
	007	1	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	
	008	250	\$0.07	\$17.50	\$0.07	\$17.50	\$0.07	\$17.50	
	009	250	\$0.06	\$15.00	\$0.06	\$15.00	\$0.06	\$15.00	
	010	250	\$0.12	\$30.00	\$0.12	\$30.00	\$0.12	\$30.00	
	011	1	\$28.50	\$28.50	\$28.50	\$28.50	\$28.50	\$28.50	
	012	1	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	
	013	2	\$12.00	\$24.00	\$12.00	\$24.00	\$12.00	\$24.00	
									TOTAL
				\$16,065.39		\$16,065.39		\$16,065.39	
									Grand Total Cost
									\$48,196.18
									Blind & Sheltered Workshop
									0
									SDVE
									0
									Total Cost Points
									154

TOTAL  
CONTRACT  
COST

613 E. Kearney

Retherford		Original Contract Period		1st Renewal Period		2nd Renewal Period		TOTAL CONTRACT COST
Line Item	Qty	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	
001	3,713	\$0.156	\$6,950.74	\$0.156	\$6,950.74	\$0.156	\$6,950.74	TOTAL CONTRACT COST
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	\$0.70	\$35.00	\$0.70	\$35.00	\$0.70	\$35.00	
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	\$0.12	\$30.00	\$0.12	\$30.00	\$0.12	\$30.00	
009	250	\$0.12	\$30.00	\$0.12	\$30.00	\$0.12	\$30.00	
010	250	\$0.12	\$30.00	\$0.12	\$30.00	\$0.12	\$30.00	
011	1	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	
012	1	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
013	2	\$8.50	\$17.00	\$8.50	\$17.00	\$8.50	\$17.00	
TOTAL			\$7,151.04	TOTAL	\$7,151.04	TOTAL	\$7,151.04	
Grand Total Cost								\$21,453.11
Blind & Sheltered Workshop								0
SDVE								0
Total Cost Points								175

