

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/fmhc>
E-MAIL: FMDC.RealEstate@oa.mo.gov

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

NOTICE OF AWARD

| | | | |
|--|---|--|--------------------------|
| CONTRACT NUMBER JLSS0916 | LEASE NUMBER 09500835 | FACILITY ADDRESS 583 Ste. Genevieve Drive, Suite B, Ste. Genevieve, (Ste. Genevieve County), MO | |
| CONTRACT TITLE Janitorial Services – Ste. Genevieve, MO | | CONTRACT PERIOD November 1, 2015 through October 31, 2016 | |
| VENDOR NUMBER 4121521510-0 | | Site Information: Number of Days per Week - 2 Number of Square Feet – 2,729 Price per Square Foot: \$.145 Monthly Amount: \$ \$395.71 | |
| VENDOR NAME AND ADDRESS Resource Service Solutions PO Box 4767 Olathe, KS 66063 Email: KWARD@RSS-WEB.COM Phone: (913) 335-5050 | | ON-SITE CONTACT INFORMATION Name: Lisa Crocker Phone Number: (573) 431-6592 x230 Email: lisa.c.crocker@dss.mo.gov | |
| ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The bid submitted by Resource Service Solutions, dated 09/28/15, in response to RFQ# JLSS0916 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: 10/15/2015 | |
| SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE: | | TITLE: Section Manager | DATE: 10-15-15 |

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BID EVALUATION MEMORANDUM

Date: October 15, 2015

Bid Number: JLSS0916

Bid Title: Janitorial Services – Ste. Genevieve

Date Closed: 9/29/15

Contract Specialist: Amber Willis

Contract's Unit Manager: Rebecca Brinkley

Pursuant to RFQ JLSS0916 for Janitorial Services in Ste. Genevieve, 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 JLSS0916. The bidder was:

Resource Service Solutions (RSS)

No "No Bids" were received in response to RFQ JLSS0916.

No Late Bids were received in response to RFQ JLSS0916.

All bids received in response to RFQ JLSS0916 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) does have several other janitorial contracts with the State of Missouri with little or no known issues to date. 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.



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

RFQ #: JLSS0916
TITLE: Janitorial Services – Ste. Genevieve
ISSUE DATE: 09/14/15

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

RETURN BID NO LATER THAN: September 29, 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: |
|---|--|
| 583 Ste. Genevieve Drive, Suite B, Ste. Genevieve, (Ste. Genevieve 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 (D/B/A) 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) | | | |
| <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 | |
| | | 09/28/2015 | |
| 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 | \$ 0.145 per square foot, per month | \$ 0.145 per square foot, per month | \$ 0.145 per square foot, per month | \$ 0.145 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 | Third Renewal Period Maximum Price |
|-----------|--|---|---|---|---|
| 002 | Interior Window Cleaning and Other Interior Glass Surfaces | \$ 0 per linear foot |
| 003 | Exterior Window Cleaning | \$ 0 per linear foot |
| 004 | Hard Floor Cleaning - Stripping and Refinishing of Hard Flooring | \$ 0.35 per square foot |
| 005 | Deep Carpet Cleaning and Water Extraction Services | \$ 0.14 per square foot |
| 006 | Brushing and Spot Cleaning of Fabric Furniture | \$ 0 per piece | \$ 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 | \$ 0 per partition |
| 008 | One time Construction Clean-up | \$ 0.12 per square foot |
| 009 | Ongoing Construction Clean-up | \$ 0.10 per square foot |
| 010 | Final Clean-Up | \$ 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) | \$ 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) | \$ 25.65 per case (minimum of 6 rolls per case) |
| 013 | Additional Personnel | \$ 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: <p align="center"><i>NA</i></p> | | |

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> % |

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

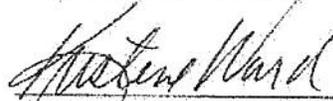
(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University - St. Louis; Missouri Southern State University - Joplin; Missouri Western State University - St. Joseph; Northwest Missouri State University - Maryville; Southeast Missouri State University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


Authorized Business Entity
Representative's Signature

259613
E-Verify MOU Company ID
Number

KWARD@RSS-WEB.COM
E-Mail Address

RESOURCE SERVICE SOLUTIONS, LLC 09/28/2015
Business Entity Name Date

FOR STATE USE ONLY

Documentation Verification Completed By:

Buyer

Date

Willis, Amber

From: FMDC GENERAL
Sent: Monday, September 28, 2015 11:23 AM
To: Willis, Amber
Subject: FW: Received Fax From: 4046019001
Attachments: MOSRVFAX05A_1509281622138778.TIF

-----Original Message-----

From: mosrvfax [mailto:mosrvfax@oa.mo.gov]
Sent: Monday, September 28, 2015 11:22 AM
To: FMDC GENERAL
Subject: Received Fax From: 4046019001

This message was received via FAXCOM, a product from Biscom Inc. <http://www.biscom.com/>

-----Fax Reception Report-----

Received Time: 09/28/2015 11:16
Result: OK
Description: All pages received OK
Result Code: 0000
Pages Received: 6
Remote TSI: 18552221154
Connect Time: 5 minutes, 48 seconds
Routing ID: 5737517277
Caller ID: 4046019001
Unique ID: MOSRVFAX05A_1509281622138778
Fax Line: 28
Fax Server: mosrvfax05a

The fax is included as a TIF image attachment



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

Bid Number: J1SS0916 Bid Name: Janitorial Services - Ste. Genevieve Evaluation Date: 10/5/2015

| RSS | Line Item | Qty | Original Contract Period | | 1st Renewal Period | | 2nd Renewal Period | | 3rd Renewal Period | | TOTAL CONTRACT COST |
|-------------------------------|-----------|---------|--------------------------|---------------|--------------------|---------------|--------------------|---------------|--------------------|---------------|---------------------|
| | | | Price | Extended Cost | Price | Extended Cost | Price | Extended Cost | Price | Extended Cost | |
| | 001 | 2729.00 | 0.1450 | \$ 4,748.46 | 0.1450 | \$ 4,748.46 | 0.1450 | \$ 4,748.46 | 0.1450 | \$ 4,748.46 | TOTAL CONTRACT COST |
| | 002 | 1 | \$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 | | |
| | 004 | 1 | \$0.35 | \$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 | \$0.14 | | |
| | 006 | 1 | \$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 | | |
| | 008 | 250 | \$0.12 | \$30.00 | \$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 | \$0.10 | \$25.00 | |
| | 010 | 250 | \$0.05 | \$12.50 | \$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 | \$25.65 | \$25.65 | \$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 | \$12.50 | \$12.50 | |
| | | | TOTAL | \$4,879.60 | TOTAL | \$4,879.60 | TOTAL | \$4,879.60 | TOTAL | \$4,879.60 | |
| Grand Total Cost \$ 19,518.40 | | | | | | | | | | | |
| Blind & Sheltered Workshop 0 | | | | | | | | | | | |
| SDVE 0 | | | | | | | | | | | |
| Total Cost Points 200 | | | | | | | | | | | |