

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
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(573) 751-3339
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NOTICE OF AWARD

CONTRACT NUMBER JLUP170011	LEASE NUMBER 08600181	FACILITY ADDRESS 702 South 27 th Street, Unionville (Putnam County), MO 63565	
CONTRACT TITLE Janitorial Services – Unionville, Missouri		CONTRACT PERIOD September 1, 2016 through August 31, 2017	
VENDOR NUMBER 4987813540-1 MB00100308		SITE INFORMATION Number of Days per Week: 2 Number of Square Feet: 2,283 Price per Square Foot: \$.155 Monthly Amount: \$353.87	
VENDOR NAME AND ADDRESS Donna Tracy 31484 US HWY 136 Unionville, MO 63565 Phone: 660-707-3592 Email: donnat@nemr.net		ON-SITE CONTACT INFORMATION Name: Rebecca Holliday Phone: 660-947-2567 Email: Rebecca.k.holliday@dss.mo.gov	
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The bid submitted by Donna Tracy dated 8/11/2016 in response to RFQ# JLUP170011 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: 8/18/2016	
SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE: 		TITLE: Section Manager	DATE: 8-8-16

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BID EVALUATION MEMORANDUM

Date: August 17, 2016

Bid Number: JLUP170011

Bid Title: Janitorial Services - Unionville

Date Closed: 8/11/2016

Contract Specialist: Amber Willis *adw*

Contract's Unit Manager: Rebecca Brinkley *RB*

Pursuant to RFQ JLUP170011 for Janitorial Services in Unionville, 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 JLUP170011. The bidders were:

Donna Tracy
Clean and Shine Professional Maintenance Services

No "No Bids" were received in response to RFQ JLUP170011.

No Late Bids were received in response to RFQ JLUP170011.

All bids received in response to RFQ JLUP170011 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 Donna Tracy has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. Donna Tracy is the current contractor for this location. The results of the cost evaluation were forwarded to Amy Spray of Real Estate Services Unit for review to approve an award to Donna Tracy. Real Estate Services approved the award to Donna Tracy. Therefore, I am proceeding with the award as approved.



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

Bid Number: JLUP17011		Bid Name: Janitorial Services - Unionville												Evaluation Date: 08/16/2016	
Donna Tracy Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period		3rd Renewal Period		TOTAL		TOTAL CONTRACT COST			
		Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost		
001	2,283	\$0.155	\$4,246.38	\$0.155	\$4,246.38	\$0.155	\$4,246.38	\$0.155	\$4,246.38	\$0.155	\$4,246.38	\$0.155	\$4,246.38		
002	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
004	50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
005	50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
006	1	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00		
008	250	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
009	250	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
010	250	\$0.1314	\$32.85	\$0.1314	\$32.85	\$0.1314	\$32.85	\$0.1314	\$32.85	\$0.1314	\$32.85	\$0.1314	\$32.85		
011	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
012	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
013	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		TOTAL		\$4,279.23 TOTAL		\$4,279.23 TOTAL		\$4,279.23 TOTAL		\$4,279.23 TOTAL		\$4,279.23 TOTAL			
												Grand Total Cost		\$	17,116.92
												Blind & Sheltered Workshop			0
												SDVE			0
												Total Cost Points			200

