

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/fmdc>  
E-MAIL: [FMDC.RealEstate@oa.mo.gov](mailto:FMDC.RealEstate@oa.mo.gov)

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

## NOTICE OF AWARD

<b>CONTRACT NUMBER:</b> <b>JLWB1016</b>	<b>LEASE NUMBER:</b> 88600802 (1661 Hilltop Dr) 00801712 (327 Seminary St)	<b>FACILITY ADDRESS:</b> 1661 Hilltop Drive (Lease# 88600802) and 327 Seminary Street (Lease# 00801712), Warsaw (Benton County), MO 65355
<b>CONTRACT TITLE</b> Janitorial Services – Warsaw, MO		<b>CONTRACT PERIOD</b> November 1, 2015 through October 31, 2016
<b>VENDOR NUMBER</b> 3005988740-0		<b>Site Information:</b> Number of Days per Week - 3 Number of Square Feet – 5,909 Price per Square Foot: .15 Monthly Amount: \$ 886.35
<b>VENDOR NAME AND ADDRESS:</b>  <b>Retherford Cleaning Service</b> 1764 Hwy F Lot 5 Mansfield, MO 65704 Phone: 417-741-2759 Email: <a href="mailto:lrtherford2003@yahoo.com">lrtherford2003@yahoo.com</a>		<b>Accounting:</b> (.15 * 4,984 = \$747.60/mth [88600802]) (.15 * 925 = \$138.75/mth [00801712])
		<b>ON-SITE CONTACT INFORMATION</b> Name: Sheila Hicks (DSS – 1661 Hilltop Dr) Phone Number: 660-438-7357 Email: <a href="mailto:Sheila.L.Hicks@dss.mo.gov">Sheila.L.Hicks@dss.mo.gov</a>  Name: Jim Powell (P&P – 327 Seminary St) Phone: 573-346—2878 Email: <a href="mailto:Jim.Powell@doc.mo.gov">Jim.Powell@doc.mo.gov</a>
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b> The bid submitted by Retherford Cleaning Service, dated October 15, 2015, in response to RFQ# JLWB1016 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> <b>Amber Willis</b>	<b>OA/FMDC CONTACT TITLE:</b> <b>Contract Specialist II</b>	<b>OA/FMDC CONTACT INFORMATION:</b> <b>Email: <a href="mailto:Amber.willis@oa.mo.gov">Amber.willis@oa.mo.gov</a></b> <b>Phone: (573)526-3421 Fax(573) 751-7277</b>
<b>SIGNATURE OF OA/FMDC CONTACT:</b> 		<b>DATE:</b> 11/02/2015
<b>SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE:</b> 		<b>TITLE:</b> Section Manager
		<b>DATE:</b> 11-4-15

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E-MAIL: FMDC Real Estate@oa.mo.gov

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

## BID EVALUATION MEMORANDUM

Date: November 2, 2015

Bid Number: JLWB1016

Bid Title: Janitorial Services – Warsaw, MO

Date Closed: 10/16/2015

Contract Specialist: Amber Willis *adw*

Contract's Unit Manager: Rebecca Brinkley *RB*

Pursuant to RFQ JLWB1016 for Janitorial Services in Warsaw, 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 JLWB1016. The bidder was:

Retherford Cleaning Service

No "No Bids" were received in response to RFQ JLWB1016.

No Late Bids were received in response to RFQ JLWB1016.

All bids received in response to RFQ JLWB1016 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 janitorial contract awards throughout the state of Missouri. 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.

**Willis, Amber**

CLOSED: 10/16/15

**From:** Spray, Amy  
**Sent:** Wednesday, November 04, 2015 9:25 AM  
**To:** Willis, Amber  
**Subject:** Re: JLWB1016 - Warsaw Cost Evaluation & Summary - Janitorial Leased Local

Please proceed with the award. Thanks.

Sent from my iPhone

On Nov 4, 2015, at 8:43 AM, Willis, Amber <Amber.Willis@oa.mo.gov> wrote:

Amy,

The above referenced RFP closed October 16th and one (1) bid was received. The cost evaluation report is attached for your review.

Currently, the State of Missouri leases the following building(s) in Warsaw, MO.

- a. The tenants of the building located at 1661 Hilltop Drive consist of offices and employees of the Department of Social Services and Department of Health and Senior Services.
  - 1) The building is approximately 4,984 total square feet.
  - 2) There are approximately 7 employees.
- b. The tenants of the building located at 327 Seminary Street consist of offices and employees of the Department of Corrections – Board of Probation and Parole.
  - 1) The building is approximately 925 total square feet.
  - 2) There are approximately 4 employees.
- c. A current contract exists for this location at .15 per square foot with Retherford Cleaning Services.

Services are for 3 days per week. Day cleaning is not necessary.

Retherford Cleaning Service is the lowest bidder. Retherford Cleaning Service is the current contractor for this and several other locations with little or no known issues.

Total Square Feet:	Per Square Foot Price	Monthly Total	Annual Total
Lowest Bidder 5,909	.15	\$ 886.35	\$10,636.20
Current Contractor 5,909	.15	\$ 886.35	\$ 10,636.20
Difference	-	-	-

Increase	-
Decrease	-

Please advise how you want to proceed.

Thanks!  
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*

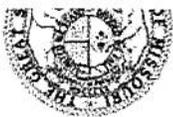
*Jefferson City, MO 65102*

*Phone: (573) 526-3421*

*Fax: (573) 751-7277*

***E-mail: [Amber.willis@oa.mo.gov](mailto:Amber.willis@oa.mo.gov)***

<JLWB1016Cost Evaluation & Summary - Janitorial Leased Local.xlsx>



DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION  
REQUEST FOR QUOTATION (RFQ)

RFQ #: JLWB1016  
TITLE: Janitorial Services: Warsaw  
ISSUE DATE: 10/05/15

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

RETURN BID NO LATER THAN: October 16, 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:
1661 Hilltop Drive & 327 Seminary Street, Warsaw (Benton 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 Retherford Cleaning Service		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Lawrence Retherford	
MAILING ADDRESS 1764 Hwy F lots		IRS FORM 1099 MAILING ADDRESS 1764 Hwy F lots	
CITY, STATE, ZIP CODE Mansfield, MO 65704		CITY, STATE, ZIP CODE Mansfield, MO 65704	
CONTACT PERSON Lawrence Retherford		EMAIL ADDRESS Lretherford2003@yahoo.com	
PHONE NUMBER 417-741-2759		FAX NUMBER	
TAXPAYER ID NUMBER (TIN) 300598874	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 3005988740-0 <small>(NOTE: LLC IS NOT A VALID TAX FILING TYPE)</small>	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <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 		DATE 10-15-15	
PRINTED NAME Lawrence Retherford		TITLE owner	

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	\$ <u>.15</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	Third Renewal Period Maximum Price
002	Interior Window Cleaning and Other Interior Glass Surfaces	\$ <u>.17</u> per linear foot			
003	Exterior Window Cleaning	\$ <u>.20</u> per linear foot			
004	Hard Floor Cleaning - Stripping and Refinishing of Hard Flooring	\$ <u>.10</u> persquare foot	\$ <u>.10</u> persquare foot	\$ <u>.10</u> persquare foot	\$ <u>.10</u> persquare foot
005	Deep Carpet Cleaning and Water Extraction Services	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot
006	Brushing and Spot Cleaning of Fabric Furniture	\$ <u>2.00</u> perpiece	\$ <u>2.00</u> perpiece	\$ <u>2.00</u> perpiece	\$ <u>2.00</u> perpiece
007	Cleaning and Vacuuming of Cloth Cubicle Partitions	\$ <u>.45</u> perpartition	\$ <u>.45</u> perpartition	\$ <u>.45</u> perpartition	\$ <u>.45</u> perpartition
008	One time Construction Clean-up	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot
009	Ongoing Construction Clean-up	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot
010	Final Clean-Up	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot	\$ <u>.08</u> persquare foot
011	Additional Paper Towel Rolls	\$ <u>30.00</u> per case (minimum of 6 rolls per case)	\$ <u>30.00</u> per case (minimum of 6 rolls per case)	\$ <u>32.00</u> per case (minimum of 6 rolls per case)	\$ <u>32.00</u> per case (minimum of 6 rolls per case)
012	Additional Tri-Fold Paper Towels	\$ <u>25.00</u> per case (minimum of 6 rolls per case)	\$ <u>25.00</u> per case (minimum of 6 rolls per case)	\$ <u>27.00</u> per case (minimum of 6 rolls per case)	\$ <u>27.00</u> per case (minimum of 6 rolls per case)
013	Additional Personnel	\$ <u>8.50</u> Per Hour, Per Person	\$ <u>8.50</u> Per Hour, Per Person	\$ <u>9.00</u> Per Hour, Per Person	\$ <u>9.00</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:	Bretherton Cleaning Service
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name and Address of Reference Company:	Branson Probation & Parole 2720 Shepherd of the Hills Expressway Branson, mo 65616
Reference Contact Person:	Name: <u>Laura Cook</u> Phone Number: <u>417-334-5613 ext 224</u> Email Address: <u>Laura.Cook@dbc.mo.gov</u>
Dates of Service:	<u>August 2012 thru Current</u>
Dollar Value of Services	<u>Current \$2,058.87</u>
Square Footage of the Building	Total Square Feet: <u>18717</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 + 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 Bethherford Cleaning Services (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: Office of Administration - Division of Facilities Management

(\*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 - Warsaw, 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:

SLM101612  
(if known)

Lawrence Bethherford  
Authorized Business Entity Representative's Name  
(Please Print)

[Signature]  
Authorized Business Entity Representative's Signature

548337  
E-Verify MOU Company ID Number

lbethherford2003@yahoo.com  
E-Mail Address

Bethherford Cleaning Services  
Business Entity Name

10-15-15  
Date

**FOR STATE USE ONLY:**

Documentation Verification Completed By:

Buyer

Date

**Willis, Amber**

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**From:** FMDC GENERAL  
**Sent:** Friday, October 16, 2015 9:16 AM  
**To:** Willis, Amber  
**Subject:** FW: Received Fax From: 4179244013  
**Attachments:** MOSRVFAX05A\_1510161413293273.TIF

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

From: mosrvfax [mailto:mosrvfax@oa.mo.gov]  
Sent: Friday, October 16, 2015 9:14 AM  
To: FMDC GENERAL  
Subject: Received Fax From: 4179244013

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

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

Received Time: 10/16/2015 09:06  
Result: OK  
Description: All pages received OK  
Result Code: 0000  
Pages Received: 5  
Remote TSI: 4179244013  
Connect Time: 6 minutes, 56 seconds  
Routing ID: 5737517277  
Caller ID: 4179244013  
Unique ID: MOSRVFAX05A\_1510161413293273  
Fax Line: 25  
Fax Server: mosrvfax05a

The fax is included as a TIF image attachment

