

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

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

NOTICE OF AWARD

CONTRACT NUMBER JLWF1116	LEASE NUMBER 03601418	FACILITY ADDRESS 1108 Washington Square, Washington (Franklin County), MO 63090	
CONTRACT TITLE Janitorial Services – Washington, MO		CONTRACT PERIOD January 1, 2016 through December 31, 2016	
VENDOR NUMBER 4736577930-0		Site Information: Number of Days per Week - 5 Number of Square Feet – 9,000 Price per Square Foot: \$.14 Monthly Amount: \$1,260.00	
VENDOR NAME AND ADDRESS R.K. Janitorial Service LLC 505 Ellis Blvd Apt E13 Jefferson City, MO 65109 Email: rkjanitorialservice@yahoo.com Phone: 573-291-2936		ON-SITE CONTACT INFORMATION Name: Bob Vernier (DED)/Peggy Johnson (DSS) Phone Number: (636) 239-6703/(314) 416-2764 Email: bob.vernier@ded.mo.gov / Peggy.L.Johnson@dss.mo.gov	
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The bid submitted by R.K. Janitorial dated 12/01/15 in response to RFQ# JLWF1116 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: 12/14/2015	
SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE: 		TITLE: Sector Manager	DATE: 12/16/15



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

RFQ #: JLWF1116
 TITLE: Janitorial Services - Washington
 ISSUE DATE: 11/16/15

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

RETURN BID NO LATER THAN: December 1, 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:
1108 Washington Square, Washington (Franklin County), MO 63090	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 R.K. Janitorial Service		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. R.K. Janitorial Service	
MAILING ADDRESS 505 Ellis Blvd Apt E-13		IRS FORM 1099 MAILING ADDRESS 505 Ellis Blvd Apt E-13	
CITY, STATE, ZIP CODE Jefferson City, Mo 65109		CITY, STATE, ZIP CODE Jefferson City, Mo 65109	
CONTACT PERSON Rafael A. Bouda		EMAIL ADDRESS	
PHONE NUMBER 573-291-2936		FAX NUMBER	
TAXPAYER ID NUMBER (TIN) 47-3657793	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN)	
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		(NOTE: LLC IS NOT A VALID TAX FILING TYPE.)	
AUTHORIZED SIGNATURE 		DATE 12-1-2015	
PRINTED NAME Rafael A. Bouda		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
001	Janitorial Services	\$ <u>0.140</u> per square foot, per month	\$ <u>0.140</u> per square foot, per month	\$ <u>0.140</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	\$ <u>0</u> per linear foot	\$ <u>0</u> per linear foot	\$ <u>0</u> per linear foot
003	Exterior Window Cleaning	\$ <u>0</u> per linear foot	\$ <u>0</u> per linear foot	\$ <u>0</u> per linear foot
004	Hard Floor Cleaning - Stripping and Refinishing of Hard Flooring	\$ <u>0</u> per square foot	\$ <u>0</u> per square foot	\$ <u>0</u> per square foot
005	Deep Carpet Cleaning and Water Extraction Services	\$ <u>0</u> per square foot	\$ <u>0</u> per square foot	\$ <u>0</u> per square foot
006	Brushing and Spot Cleaning of Fabric Furniture	\$ <u>0</u> per piece	\$ <u>0</u> per piece	\$ <u>0</u> per piece
007	Cleaning and Vacuuming of Cloth Cubicle Partitions	\$ <u>0</u> per partition	\$ <u>0</u> per partition	\$ <u>0</u> per partition
008	One time Construction Clean-up	\$ <u>0</u> per square foot	\$ <u>0</u> per square foot	\$ <u>0</u> per square foot
009	Ongoing Construction Clean-up	\$ <u>0</u> per square foot	\$ <u>0</u> per square foot	\$ <u>0</u> per square foot
010	Final Clean-Up	\$ <u>0.180</u> per square foot	\$ <u>0.180</u> per square foot	\$ <u>0.180</u> per square foot
011	Additional Paper Towel Rolls	\$ <u>20.00</u> per case (minimum of 6 rolls per case)	\$ <u>20.00</u> per case (minimum of 6 rolls per case)	\$ <u>20.00</u> per case (minimum of 6 rolls per case)
012	Additional Tri-Fold Paper Towels	\$ <u>20.00</u> per case (minimum of 6 rolls per case)	\$ <u>20.00</u> per case (minimum of 6 rolls per case)	\$ <u>20.00</u> per case (minimum of 6 rolls per case)
013	Additional Personnel	\$ <u>8.00</u> Per Hour, Per Person	\$ <u>8.00</u> Per Hour, Per Person	\$ <u>8.00</u> Per Hour, Per Person
014	Light bulb Replacement-Bulbs Provided by State Agency	\$ <u>2.00</u> Per Fixture	\$ <u>2.00</u> Per Fixture	\$ <u>2.00</u> Per Fixture

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:		

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:	
	In what office/agency are they employed?
	Employment Title:
Percentage of ownership interest in bidder's organization:	0 %

EXHIBIT E, 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 R.K Janitorial Service (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 – Maryville; 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)

Loki A. Borden
Authorized Business Entity
Representative’s Name
(Please Print)

JLTS
Authorized Business Entity
Representative’s Signature

E-Verify MOU Company ID
Number

E-Mail Address

R.K Janitorial
Business Entity Name

12-1-2015
Date

FOR STATE USE ONLY:

Documentation Verification Completed By: _____

Buyer

Date

EXHIBIT F, continued

AFFIDAVIT OF WORK AUTHORIZATION:

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Kirk A. Boardman (Name of Business Entity Authorized Representative) as Owner (Position/Title) first being duly sworn on my oath, affirm R.K. Janitorial Service (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to 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 for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that R.K. Janitorial Service (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

[Signature]
Authorized Representative's Signature

Kirk A. Boardman
Printed Name

Owner
Title

12-1-2015
Date

E-Mail Address

Subscribed and sworn to before me this _____ of _____, I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of _____
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

Company ID Number: 880372

Approved by:

Employer RK Janitorial Service	
Name (Please Type or Print) Kofi Asamoah Boadu	Title
Signature Electronically Signed	Date 05/22/2015
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 05/22/2015

Company ID Number: 880372

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	RK Janitorial Service
Company Facility Address	505 Ellis BLVD Apt E 13 Jefferson City, MO 65109
Company Alternate Address	
County or Parish	COLE
Employer Identification Number	473657793
North American Industry Classification Systems Code	236
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1

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

BID EVALUATION MEMORANDUM

Date: December 14, 2015

Bid Number: JLWF1116

Bid Title: Janitorial Services - Washington

Date Closed: 12/08/15

Contract Specialist: Amber Willis *adw*

Contract's Unit Manager: Rebecca Brinkley *RB*

Pursuant to RFQ JLWF1116 for Janitorial Services in Washington, 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.

Three bids were received in response to RFQ JLWF1116. The bidders were:

- 1) Resource Service Solutions
- 2) Midwest Contract Services
- 3) R.K. Janitorial

No "No Bids" were received in response to RFQ JLWF1116.

No Late Bids were received in response to RFQ JLWF1116.

All bids received in response to RFQ JLWF1116 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 R.K. Janitorial has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. R.K. Janitorial does have any contracts with the State of Missouri and previous experience as a contractor. The results of the cost evaluation were forwarded to Amy Spray of Real Estate Services Unit for review to approve an award to R.K. Janitorial. Real Estate Services approved the award to R.K. Janitorial. Therefore, I am proceeding with the award as approved.



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

Bid Number:

JLWF1116

Bid Name: Janitorial Services -

Washington

Evaluation Date: 12/11/15

Resource Service Solutions	Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period		TOTAL CONTRACT COST
			Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	
	001	9,000	\$0.14	\$15,120.00	\$0.14	\$15,120.00	\$0.14	\$15,120.00	
	002	5	\$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	
	004	50	\$0.35	\$17.50	\$0.35	\$17.50	\$0.35	\$17.50	
	005	50	\$0.14	\$7.00	\$0.14	\$7.00	\$0.14	\$7.00	
	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	2	\$12.50	\$25.00	\$12.50	\$25.00	\$12.50	\$25.00	
	014	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			TOTAL	\$15,287.65	TOTAL	\$15,287.65	TOTAL	\$15,287.65	
									Grand Total Cost \$ 45,862.95
									Blind & Sheltered Workshop 0
									SDVE 0
									Total Cost Points 199

Bid Number:
JLWF1116

Bid Name: Janitorial Services -
Washington

Evaluation Date: 12/11/15

Midwest Contract Services	Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period		TOTAL CONTRACT COST
			Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	
	001	9,000	\$0.15	\$16,200.00	\$0.15	\$16,200.00	\$0.15	\$16,200.00	
	002	5	\$2.00	\$10.00	\$2.00	\$10.00	\$2.00	\$10.00	
	003	5	\$4.00	\$20.00	\$4.00	\$20.00	\$4.00	\$20.00	
	004	50	\$0.10	\$5.00	\$0.10	\$5.00	\$0.10	\$5.00	
	005	50	\$0.17	\$8.50	\$0.17	\$8.50	\$0.17	\$8.50	
	006	1	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
	007	1	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	
	008	250	\$0.24	\$60.00	\$0.24	\$60.00	\$0.24	\$60.00	
	009	250	\$0.30	\$75.00	\$0.30	\$75.00	\$0.30	\$75.00	
	010	250	\$0.30	\$75.00	\$0.30	\$75.00	\$0.30	\$75.00	
	011	1	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00	
	012	1	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	
	013	2	\$15.00	\$30.00	\$15.00	\$30.00	\$15.00	\$30.00	
	014	1	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
			TOTAL	\$16,552.50	TOTAL	\$16,552.50	TOTAL	\$16,552.50	
									TOTAL CONTRACT COST
									Grand Total Cost \$ 49,657.50
									Blind & Sheltered Workshop 0
									SDVE 0
									Total Cost Points 184

Bid Number:
JLWF1116

Bid Name: Janitorial Services -
Washington

Evaluation Date: 12/11/15

R.K. Janitorial Service Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period	
		Price	Extended Cost	Price	Extended Cost	Price	Extended Cost
001	9,000	\$0.14	\$15,120.00	\$0.14	\$15,120.00	\$0.14	\$15,120.00
002	5	\$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
004	50	\$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
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
009	250	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
010	250	\$0.18	\$45.00	\$0.18	\$45.00	\$0.18	\$45.00
011	1	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
012	1	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
013	2	\$8.00	\$16.00	\$8.00	\$16.00	\$8.00	\$16.00
014	1	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
		TOTAL	\$15,223.00	TOTAL	\$15,223.00	TOTAL	\$15,223.00
				Grand Total Cost		\$	45,669.00
				Blind & Sheltered Workshop			0
				SDVE			0
				Total Cost Points			200
				TOTAL CONTRACT COST			