

Jeremiah W. (Jay) Nixon  
Governor



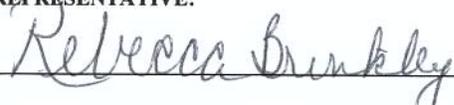
Catherine F. Brown  
Director

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](mailto:FMDC.RealEstate@oa.mo.gov)

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

## NOTICE OF AWARD

<b>CONTRACT NUMBER</b> JLWW0216	<b>LEASE NUMBER</b> 10900092 and 10901306	<b>FACILITY ADDRESS</b> 3049 North Highway 47 and 513 West Booneslick, Warrenton (Warren County), MO 63385	
<b>CONTRACT TITLE</b> Janitorial Services – Warrenton, MO		<b>CONTRACT PERIOD</b> May 1, 2016 through April 30, 2017	
<b>VENDOR NUMBER</b> 4319317750		<b>Site Information:</b> Number of Days per Week - 5 Number of Square Feet – 9,361 Price per Square Foot: \$.088 Monthly Amount: \$ 823.77	
<b>VENDOR NAME AND ADDRESS</b> Midstate Janitorial 5123 Smith St Russellville, MO 65074  Email: <a href="mailto:dthompsonmidstate@live.com">dthompsonmidstate@live.com</a> Phone: 573-635-1216		<b>ON-SITE CONTACT INFORMATION</b> Name: Jeanine Beck-Clithero (P&P)/(DMH) Phone Number: 636-528-5821 Name: Jennifer Chism (DSS)/(DHSS) Phone Number: 636-456-3307 Email: <a href="mailto:Jeanine.Beck-Clithero@doc.mo.gov">Jeanine.Beck-Clithero@doc.mo.gov</a> Email: <a href="mailto:Jennifer.Chism@dss.mo.gov">Jennifer.Chism@dss.mo.gov</a>	
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b>  The bid submitted by Midstate Janitorial dated February 29, 2016 in response to RFQ# JLWW0216 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> Amber Willis	<b>OA/FMDC CONTACT TITLE:</b> Contract Specialist II	<b>OA/FMDC CONTACT INFORMATION:</b> Email: <a href="mailto:Amber.willis@oa.mo.gov">Amber.willis@oa.mo.gov</a> Phone: (573)526-3421 Fax(573) 751-7277	
<b>SIGNATURE OF OA/FMDC CONTACT:</b> 		<b>DATE:</b> 03/09/2016	
<b>SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE:</b> 		<b>TITLE:</b> Section Manager	<b>DATE:</b> 3-10-16

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

## BID EVALUATION MEMORANDUM

Date: March 9, 2016

Bid Number: JLWW0216

Bid Title: Janitorial Services – Warrenton

Date Closed: 3/1/16

Contract Specialist: Amber Willis *aw*

Contract's Unit Manager: Rebecca Brinkley *RB*

Pursuant to RFQ JLWW0216 for Janitorial Services in Warrenton, 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 (3) bids were received in response to RFQ JLWW0216. The bidders were:

Midstate Janitorial  
Missouri Cleaning Service, Inc.  
Prosperity Service LLC

One (1) "No Bid" was received in response to RFQ JLWW0216.

No Late Bids were received in response to RFQ JLWW0216.

All bids received in response to RFQ JLWW0216 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 Midstate Janitorial has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. Midstate Janitorial has several contracts with 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 Midstate Janitorial. Real Estate Services approved the award to Midstate 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:**  
JLWW0216

**Bid Name:** Janitorial Services -  
Warrenton

**Evaluation Date:** 3/9/16

Midstate Janitorial 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	9,361	\$0.0880	\$9,885.22	\$0.0880	\$9,885.22	\$0.0880	\$9,885.22		
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	\$0.10	\$5.00	\$0.10	\$5.00	\$0.10	\$5.00		
005	50	\$0.10	\$5.00	\$0.10	\$5.00	\$0.10	\$5.00		
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
011	1	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00		
012	1	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00		
013	2	\$12.00	\$24.00	\$12.00	\$24.00	\$12.00	\$24.00		
		<b>TOTAL</b>	\$9,964.22	<b>TOTAL</b>	\$9,964.22	<b>TOTAL</b>	\$9,964.22		
								<b>Grand Total Cost</b>	\$ 29,892.65
								<b>Blind &amp; Sheltered Workshop</b>	0
								<b>SDVE</b>	0
								<b>Total Cost Points</b>	200

**Bid Number:** JLWW0216      **Bid Name:** Janitorial Services - Warrenton      **Evaluation Date:** 3/9/16

Missouri Cleaning Service	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	9,361	\$0.0920	\$10,334.54	\$0.0920	\$10,334.54	\$0.0920	\$10,334.54	
	002	5	\$0.002	\$0.01	\$0.002	\$0.01	\$0.002	\$0.01	
	003	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	004	50	\$0.18	\$9.00	\$0.18	\$9.00	\$0.18	\$9.00	
	005	50	\$0.10	\$5.00	\$0.10	\$5.00	\$0.10	\$5.00	
	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	\$0.10	\$25.00	\$0.10	\$25.00	\$0.10	\$25.00	
	011	1	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
	012	1	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
	013	2	\$12.00	\$24.00	\$12.00	\$24.00	\$12.00	\$24.00	
			TOTAL	\$10,443.55	TOTAL	\$10,443.55	TOTAL	\$10,443.55	
									TOTAL CONTRACT COST
									Grand Total Cost \$ 31,330.66
									Blind & Sheltered Workshop 0
									SDVE 0
									Total Cost Points 191

**Bid Number:** JLWW0216  
**Bid Name:** Janitorial Services - Warrenton

**Evaluation Date:** 3/9/16

Prosperity Service LLC	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	9,361	\$0.0970	\$10,896.20	\$0.0970	\$10,896.20	\$0.0970	\$10,896.20	
	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	\$0.11	\$27.50	\$0.11	\$27.50	\$0.11	\$27.50	
	009	250	\$0.10	\$25.00	\$0.10	\$25.00	\$0.10	\$25.00	
	010	250	\$0.09	\$22.50	\$0.09	\$22.50	\$0.09	\$22.50	
	011	1	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	
	012	1	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	
	013	2	\$8.00	\$16.00	\$8.00	\$16.00	\$8.00	\$16.00	
			<b>TOTAL</b>	<b>\$11,052.20</b>	<b>TOTAL</b>	<b>\$11,052.20</b>	<b>TOTAL</b>	<b>\$11,052.20</b>	
									<b>Grand Total Cost</b>
									<b>\$ 33,156.61</b>
									<b>Blind &amp; Sheltered Workshop</b>
									<b>0</b>
									<b>SDVE</b>
									<b>0</b>
									<b>Total Cost Points</b>
									<b>180</b>



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

RFQ #: JLWW0216  
 TITLE: Janitorial Services - Warrenton  
 ISSUE DATE: 02/11/2016

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

RETURN BID NO LATER THAN: March 1, 2016 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:
3049 North Highway 47 and 513 West Booneslick Rd, Warrenton (Warren County), MO 63383	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 <i>MIDSTATE JANITORIAL</i>		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. <i>THOMPSON MGMT GROUP</i>	
MAILING ADDRESS <i>1022 NORTH HART DR SUITE B</i>		IRS FORM 1099 MAILING ADDRESS <i>1022 NORTH HART DR SUITE B</i>	
CITY, STATE, ZIP CODE <i>JEFFERSON CITY MO 65109</i>		CITY, STATE, ZIP CODE <i>JEFFERSON CITY, MO 65109</i>	
CONTACT PERSON <i>MIKE THOMPSON</i>		EMAIL ADDRESS <i>mthompson@midstate11ve.com</i>	
PHONE NUMBER <i>573-381-0443</i>		FAX NUMBER <i>573-635-1216</i>	
TAXPAYER ID NUMBER (TIN) <i>43-1931775</i>	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN) <i>43-19317753</i>
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other <small>(NOTE: LLC IS NOT A VALID TAX FILING TYPE.)</small>			
AUTHORIZED SIGNATURE <i>[Signature]</i>		DATE <i>2/29/16</i>	
PRINTED NAME <i>MICHAEL S. THOMPSON</i>		TITLE <i>OWNER</i>	

**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.**

<b>Line Item Number</b>	<b>Description</b> c/s code: 91039	<b>Original Contract Period</b> <b>Firm, Fixed Price</b>	<b>First Renewal Period</b> <b>Maximum Price</b>	<b>Second Renewal Period</b> <b>Maximum Price</b>
001	Janitorial Services	\$ <u>1.0880</u> per square foot, per month	\$ <u>1.0880</u> per square foot, per month	\$ <u>.0880</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>.10</u> per square foot	\$ <u>.10</u> per square foot	\$ <u>.10</u> per square foot
005	Deep Carpet Cleaning and Water Extraction Services	\$ <u>.10</u> per square foot	\$ <u>.10</u> per square foot	\$ <u>.10</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</u> per square foot	\$ <u>0</u> per square foot	\$ <u>0</u> per square foot
011	Additional Paper Towel Rolls	\$ <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>25.00</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>12.00</u> Per Hour, Per Person	\$ <u>12.00</u> Per Hour, Per Person	\$ <u>12.00</u> Per Hour, Per Person

**EXHIBIT A**

**PARTICIPATION COMMITMENT**

**Organization for the Blind/Sheltered Workshop Participation Commitment** – If the bidder is committing to participation by or if the bidder is a qualified organization for the blind/sheltered workshop, the bidder must provide the required information in the table below for the organization proposed and must submit the completed exhibit with the bidder’s bid.

<b>Organization for the Blind/Sheltered Workshop Commitment Table</b>		
<b>Name of Organization for the Blind or Sheltered Workshop Proposed</b>	<b>Committed Participation (\$ amount or % of total value of contract)</b>	<b>Description of Products/Services to be Provided by Listed Organization for the Blind/Sheltered Workshop</b>
1.		N/A
2.		
3.		

**EXHIBIT B**

**DOCUMENTATION OF INTENT TO PARTICIPATE**

If the bidder is proposing to include the participation of an Organization for the Blind/Sheltered Workshop in the provision of the products/services required in the RFQ, the bidder must either provide a recently dated letter of intent from each organization documenting the following information, or complete and provide this Exhibit with the bidder's bid.

*~ Copy This Form for Each Organization Proposed ~*

Bidder Name: \_\_\_\_\_

**This Section To Be Completed by Participating Organization:**

*By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the bidder identified above.*

Indicate appropriate business classification(s):

\_\_\_\_\_ Organization for the Blind

\_\_\_\_\_ Sheltered Workshop

*N/A*

Name of Organization \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ Fax #: \_\_\_\_\_

State/Zip: \_\_\_\_\_ Certification # \_\_\_\_\_

(or attach copy of certification)

Describe the products/services you (*as the participating organization*) have agreed to provide:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Document the amount of participation the bidder has committed to you (*as the participating organization*) for the products/services you are providing:

\_\_\_\_\_ or \_\_\_\_\_ % of Total Value of Contract

\_\_\_\_\_ Total Dollar Amount

**Authorized Signature:**

\_\_\_\_\_  
*Authorized Signature of Participating Organization*

\_\_\_\_\_  
*Date*

**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.

<b>Bidder Name:</b>	SEE ATTACHED LIST
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name and Address of Reference Company:	
Reference Contact Person:	Name: _____ Phone Number: _____ Email Address: _____
Dates of Service:	
Dollar Value of Services	
Square Footage of the Building	Total Square Feet: _____ Square Feet of Carpeted Area: _____ Square Feet of Hard Surface Floors: _____
Description of Prior Services Performed, Including an Indication as to Whether Carpet Cleaning was Performed and the Square Footage of the Carpeted Area	Carpet Cleaning Provided: ____ Yes ____ No. If yes, indicate the square footage of carpeted area: _____

*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*

THOMPSON MANAGEMENT GROUP LLC  
DBA MIDSTATE JANITORIAL  
1022 NORTHEAST DRIVE  
JEFERSON CITY, MO 65109  
573-634-3495  
573-301-0443

CURRENT BLDGS FEBRUARY 2016

STATE:

JEFFERSON STATE OFFICE BUILDING-JEFFERSON CITY  
DEPT OF CORRECTIONS MAIN FACILITY-JEFFERSON CITY  
MISSOURI STATE HIGHWAY PATROL DDCC-JEFFERSON CITY  
LANDERS STATE OFFICE BUILDING-SPRINGFIELD  
PENNEY'S STATE OFFICE BUILDING-SPINGFIELD  
DEPT OF SOCIAL SERVICES-OZARK  
DEPT OF PROBATION AND PAROLE-NIXA  
DEPT OF SOCIAL SERVICES-WARRENSBURG  
DEPT OF SOCIAL SERVICES-WAYNESVILLE  
DEPT OF SOCIAL SERVICES-ROLLA  
DEPT OF SOCIAL SERVICES-CAMDENTON  
PROBATION AND PAROLE-CAMDENTON  
DEPT OF SOCIAL SERVICES-VERSAILLES  
DEPT OF PROBATION AND PAROLE-VERSAILLES  
DEPT OF PROBATION AND PAROLE-LAKE OZARK  
DEPT OF SOCIAL SERVICES-ELDON  
DOGWOOD STATE SCHOOL-ELDON  
OZARK HILLS STATE SCHOOL-SALEM

**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 _____	No <u>✓</u>
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:	_____ %

**EXHIBIT E**

**MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE**

Pursuant to 34.074 RSMo, the Division of Facilities Management, Design and Construction has a goal of awarding three (3) percent of all contracts for the performance of any job or service to service-disabled veteran businesses (see below for definitions included in 34.074 RSMo) either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable.

Definitions:

**Service-Disabled Veteran** is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

**Service-Disabled Veteran Business** is defined as a business concern:

- a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. The management and daily business operations of which are controlled by one or more service-disabled veterans.

If a bidder meets the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, the bidder **must** provide the following with the bid in order to receive the Missouri service-disabled veteran business preference over a non-Missouri service-disabled veteran business when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable:

- a. A copy of a letter from the Department of Veterans Affairs (VA), or a copy of the bidder's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the bidder was in, stating that the bidder has a service-connected disability rating ranging from 0 to 100% disability; and
- b. A completed copy of this exhibit

(NOTE: For ease of evaluation, please attach copy of the above-referenced letter from the VA or a copy of the bidder's discharge paper to this Exhibit.)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

Veteran Information

Business Information

\_\_\_\_\_  
Service-Disabled Veteran's Name, (Please Print)

\_\_\_\_\_  
Service-Disabled Veteran Business Name

\_\_\_\_\_  
*Service-Disabled Veteran's Signature*

\_\_\_\_\_  
Missouri Address of Service-Disabled Veteran Business

**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 THOMPSON MGMT GROUP LLC (Business Entity Name) NSA MISSOURI STATE CAPITAL

**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)

MICHAEL S. THOMPSON Michael S. Thompson

Authorized Business Entity Representative's Name

Authorized Business Entity Representative's Signature

(Please Print)

183767  
E-Verify MOU Company ID Number

athompson@midstatepublic.com  
E-Mail Address

THOMPSON MGMT GROUP  
Business Entity Name

2/29/16  
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 MICHAEL S. THOMPSON (Name of Business Entity Authorized Representative) as OWNER (Position/Title) first being duly sworn on my oath, affirm THOMPSON MGMT GROUP LLC DBA MIDSTATE (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 THOMPSON MGMT GROUP LLC DBA MIDSTATE (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

MICHAEL S. THOMPSON  
Printed Name

OWNER  
Title

3/10/16  
Date

Athompsonmidstate@live.com  
E-Mail Address

Subscribed and sworn to before me this 10<sup>th</sup> of March 2016. I am  
(DAY) (MONTH, YEAR)

Commissioned as a notary public within the County of Cole, State of  
(NAME OF COUNTY)

Missouri, and my commission expires on 9/15/2019.  
(NAME OF STATE) (DATE)

[Signature] 3/10/16  
Signature of Notary Date

JOSHUA R. HANLIN  
Notary Public - Notary Seal  
STATE OF MISSOURI  
County of Cole  
My Commission Expires 9/15/2019  
Commission # 15638231

**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.)*

*THOMPSON MGMT GROUP LLC DBA MID STATE JANITORIAL*

I certify that \_\_\_\_\_ (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: *OA-FMITE*

(\*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)

*MIKE THOMPSON*

Authorized Business Entity Representative's Name

(Please Print)

*183767*

E-Verify MOU Company ID Number

*Michael [Signature]*

Authorized Business Entity Representative's Signature

*clthompsonmidstate@live.com*

E-Mail Address

*THOMPSON MGMT GROUP LLC*

Business Entity Name

*3/10/16*

Date

**FOR STATE USE ONLY:**

Documentation Verification Completed By:

Buyer

Date

- Verify  
Company ID Number: 183767

**THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION  
MEMORANDUM OF UNDERSTANDING**

**ARTICLE I**

**PURPOSE AND AUTHORITY**

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and **THOMPSON MANAGEMENT GROUP LLC dba MIDSTATE JANITORIAL** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

**ARTICLE II**

**FUNCTIONS TO BE PERFORMED**

**A. RESPONSIBILITIES OF SSA**

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

1022 NORTHEAST DRIVE, SUITE E  
JEFFERSON CITY, MO 65109

2016 MAR -1 PM 13: 01

OA-FMIDC  
301 W. High St.  
Room 730  
Jefferson City, MO 65102  
Attn: ~~Deanna Dwyer~~

RFP JLV0216

3/1/2016

2:00PM