

Jeremiah W. (Jay) Nixon
Governor



Cathy 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: FMDCMail@oa.mo.gov

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

MEMORANDUM

TO: Potential Bidders

DATE: March 14, 2013

RE: Request for Quotation
FMDC-13-0003

Attached is a Request for Quotation (RFQ) from the Office of Administration, Division of Facilities Management, Design and Construction (OA/FMDC). Only the RFQ Cover Page, Special Conditions and the Pricing Pages have been provided with this memorandum. If you are interested in providing a bid in response to this RFQ, the remainder of the required documents related to this request must be downloaded from the OA/FMDC website at: <http://oa.mo.gov/fmdc/BidOpportunities/index.html>. The only assurance that the documents being used are the current version is by obtaining them from this website.

Please complete the Bidder Information on the RFQ Cover Page, insert your bid into the Pricing Page(s) as formatted, provide any other completed exhibits or documentation required (see Section 2 of the RFQ Cover Page) and return the packet to the address indicated on the RFQ Cover Page. If you are eligible to claim the Missouri Service Disabled Veteran Business Enterprise Preference or are committing to participation by or are a qualified organization for the blind/sheltered workshop, the applicable Exhibits B or C and D must also accompany your submitted bid.

If you are unable to submit a bid for this RFQ, but would like to continue to receive notice of bidding opportunities, please complete the enclosed Bid Decline form and return it to the address indicated on the RFQ Cover page.

Thank you for your time, attention, and interest in providing this service for the State of Missouri.

BID DECLINE

At this time we decline the opportunity to submit a bid for the services/product requested in RFQ Number _____.

DATE: _____

BIDDER/COMPANY NAME: _____

BIDDER/COMPANY ADDRESS: _____

CONTACT PERSON'S NAME: _____

CONTACT PERSON'S TITLE: _____

CONTACT PERSON'S PHONE NUMBER: _____

CONTACT PERSON'S EMAIL ADDRESS: _____

CONTACT PERSON'S SIGNATURE: _____



**STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION (OA/FMDC)
REQUEST FOR QUOTATION (RFQ) COVER PAGE
FOR PROCUREMENTS LESS THAN \$25,000 ONLY**

SECTION 1

RFQ NO.:
FMDC-13-0003

ISSUE DATE
March 14, 2013

BIDS MUST BE RECEIVED NO LATER THAN
April 9, 2013 at 2:00 p.m.

PURPOSE:

This document constitutes a request for quotation from potential bidders for the procurement of janitorial services at 730 South Wall, Joplin, Missouri for the facility(s) listed below in accordance with the requirements and provisions stated herein.

BIDS MAY BE SUBMITTED VIA
FAX EMAIL POSTAL/COURIER SERVICE

METHOD OF EVALUATION TO BE USED
COST ONLY X

CONTRACT PERIOD/REQUIRED DELIVERY DATE
May 1, 2013 - April 30, 2014

OPTIONAL CONTRACT RENEWAL PERIODS AVAILABLE
2

DELIVER EQUIPMENT, SUPPLIES AND/OR SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:
730 South Wall
Joplin, Missouri

MAIL BID TO:
Office of Administration
Division of Facilities Management, Design & Construction
Harry S Truman Office Building
301 West High Street, Room 730
P.O. Box 809
Jefferson City, MO 65102

FOR QUESTIONS CALL:
Vernon Morris/573-526-1136

FAX BID TO:
573-526-8071

EMAIL BID TO:
vernon.morris@oa.mo.gov

SECTION 2

This RFQ shall, by this specific reference, include the documents marked by an "X." Copies of the required documents can be found at: <http://oa.mo.gov/fmdc/BidOpportunities/index.html>. The only assurance that the document being used is the current version is by obtaining the documents from the website.

<input checked="" type="checkbox"/>	RFQ COVER PAGE	<input checked="" type="checkbox"/>	EXHIBIT A – BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION *	<input checked="" type="checkbox"/>	EXHIBIT F – MISCELLANEOUS INFORMATION
<input checked="" type="checkbox"/>	GENERAL CONDITIONS	<input type="checkbox"/>	EXHIBIT B – MO SERVICE DISABLED VETERAN BUSINESS PREFERENCE*	<input checked="" type="checkbox"/>	EXHIBIT G – BIDDER'S REFERENCES
<input checked="" type="checkbox"/>	SPECIAL CONDITIONS	<input type="checkbox"/>	EXHIBIT C – WORKSHOP PARTICIPATION COMMITMENT	<input checked="" type="checkbox"/>	EXHIBIT H – JANITORIAL BUSINESS PLAN
<input checked="" type="checkbox"/>	INSTRUCTIONS TO BIDDERS	<input type="checkbox"/>	EXHIBIT D – DOCUMENTATION OF INTENT TO PARTICIPATE	<input type="checkbox"/>	ATTACHMENT 1 – HIPAA REQUIREMENTS
<input checked="" type="checkbox"/>	PRICING PAGES	<input checked="" type="checkbox"/>	EXHIBIT E – DEBARMENT CERTIFICATION	<input checked="" type="checkbox"/>	OTHER - Attachment 1 Authorization for Release of Information

***ADDITIONAL DOCUMENTATION REQUIRED –SEE GENERAL CONDITIONS, ARTICLE 2**

SECTION 3

The Contractor hereby declares understanding, agreement and certification of compliance to provide the equipment, supplies and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The Contractor further agrees that the language of this RFQ shall govern in the event of a conflict with the bid. The Contractor further 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 Owner.

BIDDER INFORMATION-SIGNATURE REQUIRED

LEGAL NAME OF ENTITY/INDIVIDUAL

MAILING ADDRESS

CITY, STATE, ZIP CODE

CONTACT PERSON

EMAIL ADDRESS

PHONE NUMBER

FAX NUMBER

SIGNATURE

TITLE

PRINTED NAME

DATE

SECTION 4

STATE OF MISSOURI USE ONLY

NOTICE OF AWARD

This RFQ, when countersigned below by an authorized representative of the State of Missouri, shall become a binding contract between the bidder and the State of Missouri and shall include as a part of the contract all of the documents referenced herein.

SIGNATURE

TITLE

DATE

SPECIAL CONDITIONS

1.1 This document constitutes a Request for Quotation for competitive bids for the provision of janitorial services in the building located at 730 South Wall Street, Joplin, Missouri as set forth herein.

1.2 Tour of Building:

1.2.1 A tour of the building will be held on **March 27, 2013**, beginning promptly at **11:00 a.m.** The purpose of the tour is to allow potential contractors an opportunity to inspect the building prior to submitting a proposal. **POTENTIAL CONTRACTORS SHALL NOT BE PERMITTED TO SCHEDULE A TOUR AT A DIFFERENT TIME OR DATE.** A record of those potential bidders attending the tour will be maintained for verification purposes.

1.2.2 Each bidder is solely responsible for a prudent and complete personal inspection, examination, and assessment of the building and any other existing condition, factor, or item that may affect or impact the performance of service described and required in the Contractual Requirements.

1.2.3 Bidders are strongly encouraged to advise the Division of Facilities Management, Design and Construction at least five (5) days prior to the scheduled tour of the building, of any special accommodations needed for disabled personnel who will be attending the tour so that these accommodations can be made.

1.2.4 All questions regarding the Request for Quotation and/or the competitive procurement process **must** be directed to Vernon Morris of the Division of Facilities Management, Design and Construction at (573) 526-1136 or vernon.morris@oa.mo.gov.

1.3 Pre-Proposal Conference:

1.3.1 A pre-proposal conference regarding this Request for Quotation will be held on **March 27, 2013**, at 730 South Wall, Joplin, immediately following the building tour.

1.3.2 Pre-Proposal Conference Agenda - The bidder should bring a copy of the RFQ since it will be used as the agenda for the pre-proposal conference.

1.3.3 Pre-Proposal Conference RFQ Questions – All potential bidders are encouraged to attend the Pre-Proposal Conference as it will be used as the forum for questions, communications, and discussions regarding the RFQ. The bidder should become familiar with the RFQ and develop all questions prior to the conference in order to ask questions and otherwise participate in the public communications regarding the RFQ.

a. Prior Communication – Prior to the Pre-Proposal Conference, the bidder may submit written communications and/or questions regarding the RFQ to the contact person identified on the RFQ Cover Page. Such prior communication will provide the Owner with insight into areas of the RFQ which may be brought up for discussion during the conference and which may require clarification.

b. During the Pre-Proposal Conference, it shall be the sole responsibility of the bidder to orally address all issues previously presented by the bidder to the contact person identified on the RFQ Cover Page, including any questions regarding the RFQ or areas of the RFQ requiring clarification.

c. Amendment to the RFQ - Any changes needed to the RFQ as a result of discussions from the Pre-Proposal Conference will be accomplished as an amendment to the RFQ. Neither formal

minutes of the conference nor written records of the questions/communications will be maintained.

- 1.3.4 Pre-Proposal Conference Special Accommodations - Bidders are strongly encouraged to advise the Division of Facilities Management, Design and Construction within five (5) working days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

Background Information:

- 1.3.5 The tenants of the building located at 730 South Wall Avenue, Joplin, Missouri consist of offices of the Department Economic Development, Division of Workforce Development, the Department of Labor and Industrial Relations and the Missouri Veterans Commission. There are approximately 45 full time employees located within the building.
 - a. Approximately 21,427 total cleanable square feet.
 - b. Approximately 5 mats (2 each – 6' x 8' and 3 each 4' x 8') are currently required.
- 1.3.6 Although an attempt has been made to provide accurate and up-to-date information, the State of Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Quotation.

2. CONTRACTUAL REQUIREMENTS

2.1 General Requirements:

- 2.1.1 The contractor shall provide janitorial services, including grass cutting and snow and ice removal (hereinafter referred to as "*janitorial services*"), for the Office of Administration, Division of Facilities Management, Design & Construction, (hereinafter referred to as the "*Owner*"), in accordance with the provisions and requirements specified herein.
- 2.1.2 The contractor must perform all services as required herein in a consistent manner satisfactory to and acceptable by the state agency in order to provide a clean and sanitary environment for the buildings, the buildings' contents, the buildings' tenants, and the general public.
- 2.1.3 The contractor shall provide services for the areas of the building specified by the Owner. However, the Owner reserves the right to add or delete areas of the building for which the contractor shall provide services.
 - a. Any changed, added, or deleted areas of the building, or changes, additions or deletions of services, including the frequency of tasks, for which the contractor shall be responsible, shall be made by an amendment to the contract issued by the Owner.
- 2.1.4 The contractor shall agree and understand that there may be areas within the cleanable square footage of the building that may be considered secure areas. The contractor shall further agree and understand that the total square footage of the secure areas may increase or decrease throughout the terms of the contact.
 - a. The contractor shall be accompanied by state agency or tenant agency personnel while performing janitorial services in the secure areas of the building.
 - b. The contractor shall begin providing services in the secure areas of the building immediately upon notification from the state agency.

- c. The contractor shall perform janitorial services in the secure areas of the building at times mutually agreed upon between the contractor and the state agency. However, the contractor shall perform the daily and weekly tasks identified herein during normal business hours (e.g. 8:00 a.m. - 5:00 p.m.) and the less frequent tasks identified herein (e.g. other than daily and weekly tasks) during non-business hours.

2.1.5 Unless otherwise stated herein or other days or times are approved by the state agency, the contractor shall perform the Monthly, Quarterly, Semi-Annual, and Annual tasks stated herein as follows:

- a. The Monthly tasks shall be performed one (1) time per month (i.e. monthly) within the first ten (10) workdays of each month.
- b. The Quarterly tasks shall be performed once every three months (i.e. quarterly) within the first ten (10) workdays of the third month.
- c. The Semi-Annual tasks shall be performed once every six (6) months (i.e. semi-annually) within the first ten (10) workdays of the sixth month.
- d. By no later than sixty (60) calendar days after the effective date of the contract, the contractor must complete the initial performance of the Quarterly, Semi-annual, and Annual tasks.
- e. By no later than fifteen (15) calendar days from the effective date of the contract, the state agency shall notify the contractor of the specific schedule for the contractor to perform the Quarterly, Semi-annual, and Annual tasks.
- f. Depending on the effective date of the contract and the condition of the building, the state agency may waive the requirement for performing one or more of the Semi-annual or Annual tasks for the first six months of the original contract period only.

2.1.6 Unless otherwise specified herein, the contractor shall furnish all material, labor, equipment, supplies, and cleaning products necessary to perform the services required herein.

2.2 Equipment and Supply Requirements:

2.2.1 The contractor must furnish and maintain, in good repair, all equipment including, but not limited to mops, brooms, buffers, vacuums, and any other equipment necessary.

- a. The contractor must supply vacuum cleaners that meet requirements of the Carpet and Rug Institute's "Green Label" Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and operate with a sound level less than 70 decibels (dBA). (Information on CRI Green Label certification can be found at www.carpet-rug.org.)
- b. Vacuums must be equipped with the proper filter or bag. The filters must be changed or cleaned consistent with the manufacturer's recommendations. Vacuum bags or canisters shall be inspected at least every two hours and changed or replaced when half full or when indicated by a bag sensor, if vacuum is so equipped.
- c. In the event pile lifting is required, the pile lifter must be a commercial quality "pile lifter" pile brush, equipped with a rotary brush and an industrial type two (2) motor commercial vacuum equipped with high efficiency filtration bag (Certified Pile Lifter, Minuteman CC-3 Pile Lifter or comparable).

- d. In the event day cleaning services are required, the contractor shall utilize a vacuum system with "Hush Mode" capabilities similar or equal to the Hoover U5262-900 EmPower Upright Bagless vacuum cleaner w/Hush Mode.
- 2.2.2 Products, Supplies, and Materials hereinafter (also referred to as "*product(s)*") – The contractor shall agree and understand that the Owner shall have the right to approve/disapprove the use of any product used in the performance of the services required herein.
- a. *Environmentally Preferable* - In the performance of the services required herein, the contractor should use environmentally preferable products, unless specified elsewhere.
 - 1) For the purposes of the contract, "*environmentally preferable*" shall be defined as those products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. The comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse/post consumer content, operation, biodegradability, and pollution prevention through source reduction.
 - b. Active microfiber technology should be used where appropriate to reduce cleaning chemical consumption.
- 2.2.3 The contractor shall furnish plastic waste/trash container liners, toilet tissue, paper towels, liquid hand soap, disposable liners for sanitary napkin cans, toilet seat covers, sand for ashtrays, blood spill and bodily fluid cleanup kits, and all cleaning supplies and materials necessary to perform the services required by the contract.
- a. Toilet tissue must be non-chlorine bleached, 2-ply roll, must fit the tissue dispenser installed in the building, and should contain a minimum 20% post-consumer recycled paper (Envision, Scott, Cascades, Green Select, or equal).
 - b. Paper towels must be unbleached, must be folded or rolled to fit dispensers installed in the building, and should contain a minimum of 40% post-consumer recycled paper (Georgia Pacific, Scott, or equal). At the contractor's discretion and expense, and with the Owner's approval, the contractor shall be allowed to replace folded paper towel dispensers with rolled paper towel dispensers to be installed by the Owner. Any installed dispenser provided by the contractor shall become the property of the Owner.
 - c. Liquid hand soap must be a good grade containing antiseptic.
 - d. Plastic waste/trash container liners should be manufactured using 30% recycled materials and of good grade.
 - e. Toilet seat covers must fit the installed dispensers.
 - f. Blood spill and body fluid cleanup kits must meet OSHA standards for blood borne pathogen exposure control.
 - g. Disposable liners for sanitary napkin cans must fit the installed receptacle.
 - h. Sand for exterior ashtray containers must be black.
- 2.2.4 The contractor shall provide entry way and public access area mats and replace them on a semi-annual basis. Mats provided must have beveled edges; be sized appropriately for the entry and public

- access areas to the Owner's satisfaction; and provide water absorption sufficient to prevent slip hazards during inclement weather.
- 2.2.5 The Owner shall provide entry way and public access area mats in addition to those required herein.
- 2.2.6 Upon expiration, termination or cancellation of the contract, any mats provided by the contractor shall remain the property of the contractor.
- 2.2.7 The contractor shall remove non-breathable mats during times that flooring is cleaned and replace mats when the floor is dry.
- 2.2.8 The contractor shall, during periods of inclement weather, use a carpet extractor or wet/dry vacuum to remove moisture from carpeted foyers, elevators and entrance matting as needed or requested by the Owner.
- 2.2.9 The contractor shall be assigned a janitorial closet(s) in the building for storage of all janitorial equipment, materials, and supplies necessary for the building.
- 2.2.10 The contractor shall not use any products, supplies, or equipment which may be injurious or damaging to the surfaces upon which they are to be applied.
- 2.2.11 Prior to the contractor's use of any product/chemical in the building, the contractor shall provide a Material Safety Data Sheet for each such product/chemical. The contractor must maintain a file of the Material Safety Data Sheets in the janitorial closet in the building. The Material Safety Data Sheets shall become the property of the State of Missouri.
- 2.3 Janitorial Service Requirements:** The contractor shall perform the tasks listed below, for each awarded building at the frequency specified in order to keep all surfaces clean and free of dust, cobwebs, spots, spills, scuffs, other debris, etc.
- 2.3.1 DAILY: The contractor shall perform the following tasks on a daily basis:
- a. Thoroughly vacuum all entrance and exit mats.
 - b. Thoroughly vacuum all carpet from wall to wall.
 - c. Clean all kitchens and break rooms accessible to the public and located in office areas, including washing and disinfecting all tables and countertops.
 - d. Using a damp treated cloth, wipe all flat surfaces including, but not limited to, file cabinets, conference tables and stands, bookshelves, coat racks, window sills, hand rails, tops of partitions, etc.
 - e. Clean and disinfect all conference and lobby telephones available to the public.
 - f. Spot clean all wall and partition surfaces, including light switches when required, to give a clean satisfactory appearance.
 - g. Spot clean all doors and frames.
 - h. If recycle bins are utilized, remove full recycle bins, place recycle bins in the pick-up location (dock), and replace with empty recycle bins.

- i. Thoroughly sweep all hard surfaces including, but not limited to, floors, stairs, and landings using brooms or dust mops.
- j. Wet mop all hard surfaces including, but not limited to, floors, stairs, and landings to give a clean and satisfactory appearance.
- k. During inclement weather, such as snow, machine scrub all hard surface floors each night. Remove sand, soot, and salts from the building vestibules.
- l. Remove cobwebs from all ceilings, doors, and corners within the building, as needed.
- m. Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass, as needed.
- n. Clean, disinfect, and remove mineral deposits on all drinking fountains and sinks.
- o. Empty all waste/trash containers. Wash waste/trash containers and replace plastic liners, as needed.
- p. Spot clean all carpet as spots appear.
- q. Sift sand and remove cigarette butts from all smoking receptacles outside the building. Replace sand when it becomes discolored.
- r. Remove all trash and sweep sidewalks for ten feet (10') from all entrances/exits of the building.
- s. Secure all doors as requested by the Owner.
- t. Spot clean all interior elevator cabs, vacuum elevator carpets, and clean elevator tracks.
- u. Any and all other related and contingent miscellaneous janitorial cleaning duties requested by the Owner.
- v. Clean janitorial closets after completion of the daily tasks and before exiting the building.

2.3.2 WEEKLY: The contractor shall perform the following tasks at least one (1) time per week.

- a. Damp mop and then high speed buff or burnish all vinyl composite tile (VCT) floors.
- b. Walk the perimeter of the building including parking lot(s) and remove any trash or debris.
- c. Wipe all plastic chairs, as needed.
- d. Brush and spot clean fabric furniture, as needed.

2.3.3 MONTHLY: The contractor shall perform the following tasks one (1) time per month, within the first ten (10) consecutive work days of each month.

- a. Clean/dust all venetian/mini-blinds.
- b. Clean all baseboards.
- c. Clean/vacuum all vents, diffusers, and registers.

- d. Clean all elevator walls and both sides of elevator doors.
- e. Clean all glass surfaces, other than windows.
- f. Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.
- g. Clean the carpet in elevators via wet extraction method.
- h. Clean both sides of all interior windows.

2.3.4 **QUARTERLY:** The contractor must perform the quarterly tasks listed below every quarter prior to January 10, April 10, July 10, and October 10.

- a. Thoroughly machine scrub all hard surface floor areas removing all scuffs and black marks. Apply two (2) coats of skid-proof wax floor finish to vinyl composition tile (VCT) or terrazzo hard surface floors as directed by the Owner.

2.3.5 **SEMI-ANNUALLY:** The contractor must perform the semi-annual tasks listed below every six months in April and again in October prior to the 10th of the month. The first performance of each task must be within the first sixty (60) days of the effective date of the contract. However, depending on the effective date of the contract and the condition of the building, the Owner may waive the requirement for performing one or more of the following tasks for the first six months of the original contract period only.

- a. Deep clean all carpet via wet extraction method. The contractor must notify the Owner at least seventy-two (72) hours in advance of carpet cleaning in order for the building tenants to prepare for the carpet cleaning. In addition, the contractor shall resolve problem areas as requested by the Owner.
- b. Dust all pipes and ductwork within a 12-foot reach.
- c. Thoroughly wash both sides of all exterior windows, including frames and mullions.

2.3.6 **ANNUALLY:** The contractor must perform the task listed below within the first sixty (60) days of the effective date of the contract, and then one (1) time per year thereafter, by the 10th working day of October. However, depending on the effective date of the contract and the condition of the building, the Owner may waive the requirement for performing the following task for the original contract period only.

- a. Strip and refinish with five (5) coats of skid-proof wax all vinyl composition tile (VCT) or terrazzo hard surface floors as directed by the Owner.

2.4 Janitorial Restroom Requirements: The contractor shall clean and disinfect all restrooms located in the building(s) at the frequency specified. For purposes of restroom requirements, “clean” shall be defined as disinfecting, polishing, and removing all water spots. Disinfectant must be a “hospital” grade quaternary disinfectant that kills fungus, viruses, and bacteria and has organic soil tolerance.

2.4.1 **DAILY:** The contractor shall perform the following tasks on a daily basis.

- a. Clean all surfaces of all restrooms located in the building.
- b. Clean interior and exterior of toilet bowls and seats, urinals, hand basins, counter tops, and the walls around these fixtures, removing all mineral deposits.

- c. Clean all mirrors, bright work, chrome pipes, and fittings.
- d. Wet mop all restroom floors using a disinfectant.
- e. Clean stall partitions, doors, door frames, and push plates (all sides).
- f. Dust or wipe all horizontal surfaces.
- g. Empty and clean (inside and out) all trash containers and disposals; change liners daily.
- h. Restock dispensers to normal limits (soap, toilet tissue, paper towels, toilet seat covers).
- i. Remove spots, stains, scuffmarks, and finger and handprints.
- j. Report all damage.

2.4.2 **WEEKLY:** The contractor shall perform the following weekly tasks one (1) time per week.

- a. Clean air diffusers in all restrooms.
- b. Pour five (5) gallons of water down each floor drain.
- c. Spot clean exposed pipes.

2.4.3 **MONTHLY:** One (1) time per month, within the first ten (10) consecutive workdays of each month, the contractor must perform the monthly tasks listed below.

- a. Clean and disinfect all walls.
- b. Machine scrub all restroom floors.

2.5 Seasonal Requirements: The contractor shall provide snow and ice removal services at the building as stated below.

2.5.1 **Snow/Ice Removal:** During the winter months prior to 7:30 a.m., Monday through Friday, the contractor shall remove ice and snow from the sidewalks and entrances adjacent to the building and apply chemical ice melt as needed to maintain safe conditions. The contractor shall leave enough ice melt in the building for tenant use as a preventative measure in the event of continual snow and ice accumulation beyond 7:30 a.m.

2.5.2 The contractor shall clear a walking path from the parking lot to the street by removing the ice and snow and apply chemical ice melt as needed to maintain safe conditions.

2.6 Supplemental Service Requirements: The contractor shall perform any of the following supplemental services at the request of the Owner. Any such supplemental services requested shall be **in addition** to the services specified herein. The decision as to when a supplemental service is required shall rest solely with the Owner.

2.6.1 **Additional Carpet Cleaning –** The contractor shall perform additional deep cleaning carpet/water extraction services for the carpet as the necessity arises as determined and instructed by the Owner.

- 2.6.2 Additional Vinyl Composite Tile (VCT) Floor Cleaning – The contractor shall perform additional stripping and refinishing services for VCT flooring as the necessity arises as determined and instructed by the Owner.
- 2.6.3 Deep Cleaning of Upholstered Furniture – The contractor shall perform deep cleaning services for any of the listed upholstered furniture as the necessity arises as determined and instructed by the Owner:
- a. Manager’s Chair
 - b. Side Chair (upholstered without arm upholstery) – The Owner should assure a minimum of ten (10) chairs prior to submitting request.
 - c. Sofa
- 2.6.4 Construction Clean-up – Due to construction, there is often a need for additional cleaning in construction areas. Therefore, the contractor shall provide one time construction clean-up and/or on-going construction clean-up as determined necessary and as instructed by the Owner.
- 2.6.5 Additional Personnel – The contractor shall provide janitorial personnel on an as needed, if needed basis.
- 2.6.6 Additional Paper Towels or Napkins – At the request of the state agency, the contractor shall provide and stock paper towels or napkins for use in areas available exclusively to tenant agency staff and not used by the public including kitchenettes, “galleys”, or break rooms. The additional paper towels shall be of the same quality and specifications as required herein.
- 2.7 Personnel Requirements:**
- 2.7.1 The Owner reserves the right to approve or disapprove appointment of any of the contractor’s personnel to provide services required by the contract. The Owner also reserves the right to request replacement of any person assigned to provide services. Unless the situation regarding the contractor’s assigned personnel requires immediate replacement, the contractor shall be allowed at least fourteen (14) days after notification to replace unsatisfactory personnel.
- 2.7.2 The contractor shall supervise all the contractor’s personnel and the services provided by such personnel as required to satisfactorily perform the requirements of the contract.
- 2.7.3 The contractor, or the contractor’s personnel designated as a representative of the contractor, must be available during normal business hours (8:00 a.m. to 5:00 p.m.) for telephone conversations and/or meetings with personnel from the Owner regarding the janitorial services.
- a. Such contractor contact person must have the express authority to speak on behalf of the contractor and make decisions on behalf of the contractor.
 - b. By no later than ten (10) days after the award of the contract, the contractor shall provide the Owner with the name, address, and telephone number for the contractor contact person.
- 2.7.4 If requested by the state agency, the contractor contact person shall accompany the state agency in a walk-through of the buildings. During the walk-through, the state agency shall provide specific instructions and directions to the contractor contact person regarding the required janitorial services and the state agency’s expectations. If requested, such walk-through will typically occur within fourteen (14) calendar days of the effective date of the contract. Additionally, the contractor contact person shall accompany the state agency on a walk-through of the building(s) at any other time

during the term of contract at the request of the state agency to address substandard, deficient, or incomplete services being provided by the contractor.

- 2.7.5 The contractor's personnel shall only be allowed in work areas to which they are assigned. The contractor's personnel shall only take rest breaks in pre-assigned areas.
- 2.7.6 The contractor must ensure that each of the contractor's assigned personnel are reasonably dressed and groomed while on site, are wearing an article of clothing identifying the contractor, and have a visible picture ID tag at all times.
- 2.7.7 The contractor and/or the contractor's personnel must sign-in immediately upon arrival and prior to any services being provided and sign-out prior to leaving the building. The contractor must provide the sign-in/sign-out sheets. In addition, the sign-in/sign-out sheets must remain at a location designated by the Owner.
- 2.7.8 The contractor's personnel shall not loiter in the building nor smoke anywhere in the building, including any interior loading dock area.
- 2.7.9 The contractor shall not use nor allow the contractor's personnel to use any State of Missouri telephones and/or equipment in the building.

2.8 Security Requirements:

- 2.8.1 The contractor shall prevent all unauthorized persons from entering the building and shall keep the building locked while the contractor and the contractor's personnel are on the premises.
- 2.8.2 When the contractor and/or the contractor's personnel leave the building, the contractor shall lock all doors and turn off lights. In addition, if the building contains other security system(s), the contractor shall activate the system(s) according to Owner instructions in order to protect the security of the building.
- 2.8.3 The contractor shall be issued keys to all areas in which janitorial services shall be provided. The contractor must take care of and not lose any such keys. In addition, the contractor shall not duplicate any of the keys issued to the contractor. If evidence of duplication is ascertained beyond reasonable doubt, the State of Missouri shall have the right to immediately replace the locks and all keys and charge the contractor for such replacement.
 - a. In the event the contractor or a person assigned by the contractor to perform services loses a key(s), the contractor must notify the Owner within one (1) working day from the date the loss is discovered. The contractor shall pay the Owner for the actual costs incurred for the replacement of all locks and keys, including keys held by the building tenants.
 - b. At the expiration/termination/cancellation of the contract, the contractor must surrender all the keys issued to the contractor by the Owner. Any payments due the contractor shall be withheld until the contractor has surrendered all keys issued. In the event that all keys are not returned, the contractor shall pay the Owner for the actual costs incurred for the replacement of all locks and keys, including keys held by the building tenants.
- 2.8.4 The contractor and each of the contractor's personnel assigned to the contract must have a security clearance approved by the state agency in order to provide service under the contract. The contractor must obtain each of the required security clearances from the State Highway Patrol.
 - a. Prior to the effective date of the contract and assignment of any new person to provide services under the contract, the contractor shall provide the state agency with the following:

- 1) A copy of the security clearance information obtained from the State Highway Patrol for each person assigned to the building,
 - 2) A completed Authorization for Release of Information Form (Attachment #1) individually signed by the contractor and each person assigned to the building.
 - 3) Upon termination of services, the contractor shall return any state issued identification badges to the state agency.
- b. In the event that the Division of Probation and Parole is a tenant of the state agency, the contractor shall agree and understand that the Division of Probation and Parole must comply with the Criminal Justice Information Services (CJIS) Security Policy, Version 4.4, Section 4.5h. Therefore, the contractor must obtain a national fingerprint-based record's check from the Missouri State Highway Patrol for each person assigned to the building that will have access to the area occupied by the Division of Probation and Parole.
- 1) All results of the national fingerprint-based record's check will be disseminated by the Missouri State Highway Patrol to the Probation and Parole Central Office.
 - 2) An informational brochure on how to obtain a national fingerprint-based record's check is available on the Missouri Highway Patrol's website at: www.mshp.dps.mo.gov and clicking on the "Criminal Records Check" link at the top of the page.
- c. The state agency shall have the right to deny access to the building to any of the contractor's personnel for any reason.

2.9 Reporting Requirements:

- 2.9.1 Prior to performing any of the monthly, quarterly, semi-annual, and annual tasks required herein, the contractor shall notify the Owner in writing of the anticipated beginning and completion date for each task required. The contractor must follow-up with a written notice of the satisfactory completion thereof and shall obtain the written approval of each task from the Owner. Such notification shall hereinafter be referred to as the "*task schedule notice*".
- 2.9.2 The contractor shall maintain a daily log of all services performed on that day. The daily log shall also reference any abnormal or unusual conditions affecting the physical and material aspects of the building or its contents, such as unlocked doors, breakage, damage, as well as any mitigating circumstances which prevented the contractor's personnel from performing the contractual service. The daily log shall remain at the building at a mutually agreed to location accessible to both the contractor and the Owner. The daily log shall become the property of the State of Missouri.

2.10 Payment and Invoicing Requirements:

- 2.10.1 Invoicing - The contractor shall submit a monthly invoice to the "bill to" address as specified on the purchase order for general and building specific services actually provided to the Owner.
- a. The contractor must include the number of square feet cleaned, the firm, fixed per square foot, per month price as stated on the Pricing Page, the contract number, the building location, and the dates of service on each monthly invoice.
 - b. Unless otherwise specified by the Owner, the contractor shall submit invoices for Supplemental Services to the Tenant State Department/Division specified by the Owner.

- 2.10.2 Payment - The contractor shall be paid the firm, fixed per square foot, per month price specified on the Pricing Page for the total cleanable square footage for each building, as determined by the Owner, for janitorial services actually provided, subject to the assessment of any liquidated damages as specified herein. If a partial month of service is provided, the monthly amount due shall be divided by the total number of work days in that particular month to obtain a daily rate, and then multiplied by the number of days in that particular month for which service was provided, rounded to the nearest cent.
- 2.10.3 If any of the Supplemental Services as specified herein were required and performed during the monthly invoice period, the contractor shall be paid the firm, fixed price specified on the Pricing Page for the type of Supplement Service performed.
- 2.10.4 Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

2.11 Contractual Compliance and Liquidated Damages:

- 2.11.1 The contractor shall understand and agree that because the contractor was familiar with the building(s) and the conditions that existed prior to the award of the contract, the contractor shall not be relieved of the performance of the provisions and requirements specified herein.
- 2.11.2 Contract Monitoring - The contractor shall agree and understand that the cleanliness, safety, security, and sanitary conditions of the building(s) are of utmost concern to the state agency. Therefore, the state agency shall monitor the building(s) on an ongoing basis and shall occasionally inspect the building(s) throughout the effective period of the contract to ensure the cleanliness, safety, security, and sanitary conditions of the building(s) and the contractor's compliance with the terms and conditions of the contract.
- a. Minor Infractions - If at any time during the effective period of the contract, the state agency has concerns related to the performance of services by the contractor or the contractor's personnel, or the contractor's performance does not meet the requirements stated herein, or the contractor's services are not to the satisfaction of the state agency or are otherwise substandard, deficient, or incomplete, the state agency shall provide written notification to the contractor of such substandard, deficient, or incomplete services. The contractor shall agree and understand that if such substandard, deficient, or incomplete services do not jeopardize the overall cleanliness, safety, security, and sanitary conditions of the building(s), as determined by the state agency, such substandard, deficient, or incomplete services shall be considered a minor infraction of the terms and conditions of the contract. Within 24 hours following such written notification, the contractor shall provide a written response to the state agency addressing the contractor's approach to resolving the substandard, deficient, or incomplete services and the contractor's approach to ensure that such substandard, deficient, or incomplete services do not continue. The contractor must correct the problem within a reasonable period of time, as determined by the state agency, following the state agency's written notification.
- b. The contractor shall agree and understand that if the contractor continues to provide substandard, deficient, or incomplete services, despite the notifications provided to the contractor by the state agency, the State of Missouri shall consider such substandard, deficient, or incomplete services to be a significant infraction of the terms and conditions of the contract, as described below, rather than a minor infraction.
- c. Significant Infractions -
- 1) In the event the state agency has concerns related to the overall cleanliness, safety, security, and/or sanitary conditions of the building(s) as a result of substandard, deficient,

or incomplete services provided by the contractor, the Division of Purchasing and Materials Management shall consider these substandard, deficient, or incomplete services as a significant infraction of the terms and conditions of the contract and shall notify the contractor of the substandard, deficient, or incomplete services. Among other substandard, deficient, or incomplete services, the state agency considers the contractor's (1) failure to maintain up-to-date and accurate security clearances, (2) failure to clean and disinfect the restrooms in the building(s), (3) failure to maintain the security of the building(s), (4) failure of the contractor's personnel to show-up to provide the required services, and (5) failure of the contractor contact person to participate in the walk-through when requested by the state agency as a significant infraction of the terms and conditions of the contract. The Division of Purchasing and Materials Management shall provide the contractor with the opportunity to cure these contractual breach issues, if appropriate.

- 2) The contractor shall respond to the Division of Purchasing and Materials Management's notification and shall address the contractor's approach to resolving the substandard, deficient, or incomplete services and the contractor's approach to ensure that such substandard, deficient, or incomplete services do not continue.
 - 3) If the contractor fails to resolve the breach issue or if the contractor continues to provide substandard, deficient, or incomplete services, the Division of Purchasing and Materials Management may cancel the contract, as described in the Cancellation of Contract provisions included within the attached Terms and Conditions. Additionally, the contractor may be subject to other remedies available to the State of Missouri, including the assessment of liquidated damages, as described below.
 - 4) However, the contractor shall agree and understand that due to the seriousness of the substandard, deficient, or incomplete services, the Division of Purchasing and Materials Management shall have the right to cancel the contract immediately without providing the contractor the opportunity to remedy the breach.
- d. The contractor shall understand and agree that the State of Missouri shall be the final judge as to what constitutes a substandard, deficient, or incomplete service, and the determination as to what constitutes a minor infraction and a significant infraction, and other performance concern as stated herein. Any such determination by the State of Missouri shall be final and without recourse.

2.11.3 Liquidated Damages - The contractor shall agree and understand that the provision of the janitorial services in accordance with the requirements stated herein is considered critical to the efficient operations of the State of Missouri. However, since the amount of actual damages would be difficult to establish in the event the contractor fails to comply with the requirements, the contractor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances.

- a. For each incident in which the contractor fails to perform any Quarterly, Semi-Annual, or Annual task required herein, or performs a Quarterly, Semi-Annual, or Annual task in a substandard, deficient, or incomplete manner as determined by the state agency, the state agency shall have the right to assess liquidated damages in the amount \$550 for a building in excess of 10,000 cleanable square feet. The state agency may assess liquidated damages for each day the task was required to be performed until the task is performed and approved.
- b. The state agency shall have the right to assess liquidated damages in the amount of \$50.00 for each written notification of a minor infraction sent to the contractor. Additionally, the state agency shall have the right to assess liquidated damages in the amount of \$100.00 for each

written notification of a significant infraction sent to the contractor from the Division of Purchasing and Materials Management.

- c. In the event the contractor fails to respond to the state agency or the Division of Purchasing and Materials Management's notification of substandard, deficient, or incomplete services or in the event the contractor fails to correct the problem within a reasonable period of time, the contractor shall be assessed liquidated damages in accordance with one or more of the following calculations:
 - 1) If the state agency hires an outside/private company to correct the substandard, deficient, or incomplete service, the contractor shall be responsible for the total cost charged by such company to perform the service.
 - 2) If the state agency uses State of Missouri personnel or resources to correct the substandard, deficient, or incomplete service, the contractor shall be responsible for the actual costs incurred by the State of Missouri. Such actual costs shall be calculated by the per hour price of the state personnel who performed the service and shall include material costs, etc.
 - 3) For each day the contractor fails to respond to the state agency or the Division of Purchasing and Materials Management's notification of substandard, deficient, or incomplete service, the state agency may assess liquidated damages in the amount of \$10.00 per day until a response is received.
- d. For each day that a required report, document, or notification is late, the state agency may assess liquidated damages in the amount of \$10.00 per day until such report, document, or notification is received. Such liquidated damages shall apply to each of the following:
 - 1) Security Clearance documentation
 - 2) Task Schedule Notice
 - 3) Daily Log
 - 4) Material Safety Data Sheets
- e. In the event of any breakage, damage, theft, or loss of the equipment, supplies, materials, or other items in the building(s) through negligence or other inappropriate actions of the contractor or the contractor's personnel while working on the building's premises, the contractor shall pay damages to the state agency in the actual amount of such loss.
- f. The contractor shall also agree and understand that such liquidated damages shall either be deducted from the contractor's invoices pursuant to the contract or paid by the contractor as a direct payment to the state agency at the sole discretion of the state agency.
- g. The contractor shall understand that the liquidated damages described herein shall not be construed as a penalty.
- h. The contractor shall agree and understand that all assessments of liquidated damages shall be within the discretion of the State of Missouri and shall be in addition to, not in lieu of, the rights of the State of Missouri to pursue other appropriate remedies.

2.12 Other Contractual Requirements:

- 2.12.1 Renewal Periods - The contractor shall understand and agree that renewal period price increases specified in the contract are not automatic. At the time of contract renewal, if the state determines funding does not permit the specified renewal pricing increase or even a portion thereof, the renewal

pricing shall remain the same as during the previous contract period. If such action is rejected by the contractor, the contract may be terminated, and a new procurement process may be conducted. The contractor shall also understand and agree the state may determine funding limitations necessitate a decrease in the contractor's pricing for the renewal period(s). If such action is necessary and the contractor rejects the decrease, the contract may be terminated, and a new procurement process may be conducted.

2.12.2 Termination - Upon expiration, termination, or cancellation of the contract, any equipment or supplies abandoned by the contractor for a period exceeding thirty (30) days, shall become the property of the Owner.

2.12.3 Transition:

- a. Upon award of the contract, the contractor shall work with the Owner and any other organizations designated by the Owner to ensure an orderly transition of services and responsibilities under the contract and to ensure the continuity of those services required by the Owner.
- b. Upon expiration, termination, or cancellation of the contract, the contractor shall assist the Owner to ensure an orderly and smooth transfer of responsibility and continuity of those services required under the terms of the contract to an organization designated by the Owner. If requested by the Owner, the contractor shall provide and/or perform any or all of the following responsibilities:
 - 1) Such assistance shall include completing of all daily requirements on the last effective day of the contract including restocking of all dispensers to normal limits.
 - 2) The contractor shall discontinue providing service or accepting new assignments under the terms of the contract, on the date specified by the Owner, in order to ensure the completion of such service prior to the expiration of the contract.
 - 3) If requested in writing via formal contract amendment, the contractor shall agree to continue providing any part or all of the services in accordance with the terms and conditions, requirements and specifications of the contract for a period not to exceed ninety (90) days calendar days after the expiration, termination or cancellation date of the contract for a price not to exceed those prices set forth in the contract.

2.12.4 Insurance - The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the public against any such loss, damage and/or expense related to his/her performance under the contract. The insurance shall include an endorsement that adds the State of Missouri as an additional insured.

2.12.5 Contractor Equipment/Supply Use:

- a. Title - Title to any equipment or supplies required by the contract shall be held by and vested in the contractor. The State of Missouri shall not be liable in the event of loss, incident, destruction, theft, damage, etc., for the equipment or supplies. It shall be the contractor's sole responsibility to obtain insurance coverage for such loss in an amount that the contractor deems appropriate.

- b. **Liability** - The contractor shall agree that the State of Missouri shall not be responsible for any liability incurred by the contractor or the contractor's employees arising out of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return, and/or installation of equipment provided by the contractor, except as otherwise provided in the contract.

3. PROPOSAL SUBMISSION INFORMATION

3.1 Evaluation Process – Proposals will be reviewed to determine if the proposal complies with the mandatory requirements and to determine the lowest responsible and reliable bidder.

3.1.1 Low Proposal Determination – After determining that a proposal satisfies the mandatory requirements stated in the Request for Quotation, the cost evaluation shall be performed using the criteria stated below:

- a. Janitorial Services Cost 150 points
- b. Seasonal Services Cost..... 40 points
- c. Supplemental Services Cost 10 points

3.1.2 Janitorial Services - The objective evaluation of cost shall be based upon a total annual cost determined using the prices stated for Janitorial Services on the Pricing Page for the original contract period and each potential renewal period and the total square footage as listed in the Background Information section of the RFQ.

- a. Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

$$\frac{\text{Lowest Responsive Bidder's Price}}{\text{Compared Bidder's Price}} \times \text{Maximum Cost Evaluation points (150)} = \text{Assigned Cost Points}$$

3.1.3 Seasonal Services - The objective evaluation of cost shall be based upon a total annual cost determined using the prices stated for Seasonal Services on the Pricing Page for 5 occurrences each for snow removal services.

- The evaluation of cost will include the original and any potential renewal periods.
- Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

$$\frac{\text{Lowest Responsive Bidder's Price}}{\text{Compared Bidder's Price}} \times \text{Maximum Cost Evaluation points (40)} = \text{Assigned Cost Points}$$

3.1.4 Supplemental Services - The objective evaluation of cost shall be based upon a total annual cost determined using the prices stated for Supplemental Services on the Pricing Page for the original contract period and each potential renewal period and the quantities listed below for supplemental services. The supplemental services will be evaluated for a one-time per year occurrence.

- a. Quantities:

- 1) Additional carpet cleaning of 5,000 sq. ft of carpet;

- 2) Additional stripping and refinishing of 5,000 sq. ft. of vinyl flooring;
 - 3) Additional professional cleaning of upholstered furniture for 10 manager's chairs;
 - 4) Additional professional cleaning of upholstered furniture for 10 side chairs;
 - 5) Additional professional cleaning of upholstered furniture for 10 sofas;
 - 6) One-time construction clean-up of 10,000 sq. ft.
 - 7) On-going construction clean-up of 10,000 sq. ft.
 - 8) Additional personnel for 100 hours.
 - 9) Ten (10) cases of paper towels or napkins
- b. Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

$$\frac{\text{Lowest Responsive Bidder's Price}}{\text{Compared Bidder's Price}} \times \frac{\text{Maximum Cost Evaluation points (10)}}{\text{Assigned Cost Points}} =$$

3.1.5 The bidder shall agree and understand that the quantities used in the evaluation of cost are provided solely to document how cost will be evaluated. The State of Missouri makes no guarantee regarding the accuracy of the quantities stated nor does the State of Missouri intend to imply that the figures used for the cost evaluation in any way reflect neither actual nor anticipated usage.

3.1.6 Responsible and Reliability Determination - The bidder should submit any of, but not limited to, the information requested herein in order to demonstrate the responsibility and reliability of the bidder. Failure of the bidder to submit sufficient information to document that the bidder is responsive and responsible may adversely affect the proposal.

a. Responsibility and Reliability in Experiences:

- 1) The bidder should complete Exhibit G with information related to previous and current services/contracts performed by the bidder's organization and any proposed subcontractors which are similar to the requirements of this RFQ. In addition, the bidder should obtain the signature of the contact person referenced on the exhibit verifying that that information presented is accurate. The contact person's signature also represents that the contact person is willing and will be available for contact by the State of Missouri in order to discuss the services performed by the bidder for the contact person's company.
 - 2) If references for current and/or previous contracts are not identified in the proposal, the Owner may request that the bidder identify one or more references. The Owner must receive the reference(s) within twenty-four hours of the request. Failure of the bidder to identify one or more references may result in the proposal being rejected.
- b. Familiarity with the Building(s) – A bidder's familiarity with the building(s) is considered essential to obtain a clear and complete understanding of the requirements. Therefore, on Exhibit F, the bidder should document a thorough knowledge of the building(s) based on either (1) the bidder's attendance at a tour, or (2) through other knowledge of the building(s) gained from some other means.

- 1) The Owner will document all bidders who attended the scheduled tour.
- 2) If the bidder did not attend the scheduled tour, the bidder must provide relevant information regarding the bidder's familiarity with the physical layout, condition, etc. of the building(s). The bidder is advised that neither the review of building floor plans nor an independent public viewing gives an accurate account or knowledge of the building(s) for janitorial purposes. Therefore, the bidder should not assume that such a review makes a bidder familiar with the building(s).

3.2 Contract Award:

- 3.2.1 Final Determination - Any proposal which does not comply with the mandatory requirements of the RFQ will not be considered for an award. In addition, the State of Missouri reserves the right to reject any proposal for reasons which may include but not necessarily be limited to: (1) receipt of any information, from any source, regarding unsatisfactory performance of similar services by the bidder within the past five (5) years, and/or (2) inability of the bidder to document responsible and reliable past performance of janitorial services similar to the services required herein, particularly provided in a similar sized building for a period of not less than twelve consecutive months, and/or (3) failure by the bidder to demonstrate familiarity with the physical layout and condition of the building, and/or (4) failure of the bidder to provide a reference(s).
- 3.2.2 The contract will be awarded to the lowest responsive and responsible bidder determined as specified herein.

PRICING PAGE

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. With the exception of the Supplemental Services and Seasonal Services, all costs associated with providing Janitorial Services shall be included in the stated prices.

Line Item	Description	Original Contract Period Firm, Fixed Price	First Renewal Period Maximum Price	Second Renewal Period Maximum Price
001	Janitorial Services Without Seasonal Services for 730 South Wall Street, Joplin, MO	\$ _____ per square foot, per month	\$ _____ per square foot, per month	\$ _____ per square foot per month

Seasonal Services – 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 Seasonal Services provided in accordance with the provisions and requirements specified herein. All cost associated with providing the required services shall be included in the stated prices.

Line Item	Description	Original Contract Period Firm, Fixed Price	First Renewal Period Maximum Price	Second Renewal Period Maximum Price
002	Seasonal Services – Snow and Ice Removal including ice melt	\$ _____ per occurrence	\$ _____ per occurrence	\$ _____ per occurrence

Supplemental Services - 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. All cost associated with providing the required services shall be included in the stated prices.

Line Item	Description <i>C/S Code: 91039</i>	Original Contract Period Firm, Fixed Price	First Renewal Period Maximum Price	Second Renewal Period Maximum Price
For cleaning carpet <u>in addition to</u> that required herein:				
003	Deep clean carpet/water extraction	\$ _____ per square foot	\$ _____ per square foot	\$ _____ per square foot
Cleaning Hard Flooring <u>in addition to</u> that required herein:				
004	Stripping and Waxing of Vinyl Composition Tile (VCT) flooring	\$ _____ per square foot	\$ _____ per square foot	\$ _____ per square foot
For professional deep cleaning of upholstered furniture <u>in addition to</u> that required herein:				
005	Manager’s Chair	\$ _____ per chair	\$ _____ per chair	\$ _____ per chair

006	Side Chair (upholstered without chair arm upholstery)	\$ _____ per chair	\$ _____ per chair	\$ _____ per chair
007	Sofa	\$ _____ per sofa	\$ _____ per sofa	\$ _____ per sofa
For Construction Clean-up Services:				
008	One time Construction Clean-up	\$ _____ per sq ft	\$ _____ per sq ft	\$ _____ per sq ft
009	Ongoing Construction Clean-up	\$ _____ per sq ft	\$ _____ per sq ft	\$ _____ per sq ft
For Additional Per Hour Janitorial Services:				
010	Additional Janitorial Personnel	\$ _____ per hour, per person	\$ _____ per hour, per person	\$ _____ per hour, per person
For Additional Paper Towels or Napkins:				
011	Additional Paper Towels or Napkins	\$ _____ per case	\$ _____ per case	\$ _____ per case

ATTACHMENT #1

(DO NOT INCLUDE WITH PROPOSAL SUBMISSION – FOR USE UPON CONTRACT AWARD ONLY)

**OFFICE OF ADMINISTRATION,
DIVISION OF FACILITIES MANAGEMENT,
DESIGN & CONSTRUCTION**

AUTHORIZATION FOR RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize and request release to the State of Missouri, Office of Administration, Division of Facilities Management, Design & Construction, any and all records and information, including, but not limited to, originals or copies of any records, documents, reports, and criminal history record.

I understand that the Office of Administration, Division of Facilities Management, Design & Construction, may conduct and/or review a background investigation before rendering a decision regarding my eligibility to perform services for the Office of Administration, Division of Facilities Management, Design & Construction, and that this authorization is a part of that investigation.

I voluntarily agree to cooperate in such investigation, and release from all liability or responsibility the State of Missouri, Office of Administration, Division of Facilities Management, Design & Construction, and all other persons, firms, corporations, and institutions supplying the above requested information.

Applicant's Name (Please Print)

Date

Applicant's Signature

Birth date

Applicant's Social Security Number