**Jeremiah W. (Jay) Nixon**
Governor

**Cathy Brown**
Director

**Doug Nelson**
Acting 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:** June 7, 2012

**RE:** Request for Quotation
RFQ# FMJ07sike12

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.: | ISSUE DATE | BIDS MUST BE RECEIVED NO LATER THAN |
|---|---|---|
| FMJ07sike12 | **June 7, 2012** | 2:00 p.m. June 21, 2012 |

**PURPOSE:**
This document constitutes a request for quotation from potential bidders for the procurement of Janitorial and Grounds Maintenance Services for the facility(s) listed below in accordance with the requirements and provisions stated herein.

| BIDS MAY BE SUBMITTED VIA | | | METHOD OF EVALUATION TO BE USED |
|---|---|---|---|
| FAX ☒ | EMAIL ☒ | POSTAL/COURIER SERVICE ☐ | COST ONLY X |

| CONTRACT PERIOD/REQUIRED DELIVERY DATE | OPTIONAL CONTRACT RENEWAL PERIODS AVAILABLE |
|---|---|
| July 1, 2012 through June 30, 2013 | Two (2) one-year renewal options |

| DELIVER EQUIPMENT, SUPPLIES AND/OR SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS: | MAIL BID TO: |
|---|---|
| Sikeston Career Center<br>202 South Kingshighway<br>Sikeston, MO. | Office of Administration<br>Division of Facilities Management Design and Construction<br>301 West High St. Room 730<br>PO Box 809<br>Jefferson City MO. 65102 |

| FOR QUESTIONS CALL: | FAX BID TO: | EMAIL BID TO: |
|---|---|---|
| Vernon Morris 573-526-1136 | 573-526-8071 | 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.**

| | | | | | |
|---|---|---|---|---|---|
| ☒ | RFQ COVER PAGE | ☒ | **EXHIBIT A** – BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION * | ☒ | **EXHIBIT F** – MISCELLANEOUS INFORMATION |
| ☒ | GENERAL CONDITIONS | ☐ | **EXHIBIT B** – MO SERVICE DISABLED VETERAN BUSINESS PREFERENCE* | ☒ | **EXHIBIT G** – BIDDER'S REFERENCES |
| ☒ | SPECIAL CONDITIONS | ☐ | **EXHIBIT C** – WORKSHOP PARTICIPATION COMMITMENT | ☒ | **EXHIBIT H** – JANITORIAL BUSINESS PLAN |
| ☒ | INSTRUCTIONS TO BIDDERS | ☐ | **EXHIBIT D** – DOCUMENTATION OF INTENT TO PARTICIPATE | ☐ | **ATTACHMENT 1** – HIPAA REQUIREMENTS |
| ☒ | PRICING PAGES | ☒ | **EXHIBIT E** – DEBARMENT CERTIFICATION | ☐ | **OTHER – ATTACHMENT 2** AUTHORIZATION FOR RELEASE OF INFORMATION FORM |

***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

**1.0 FACILITY NAME AND ADDRESS WHERE EQUIPMENT, SUPPLIES AND/OR SERVICES ARE TO BE PROVIDED.**

**Sikeston Career Center**
**202 S. Kingshighway**
**Sikeston, Missouri**

**2.0 INTRODUCTION AND GENERAL INFORMATION**

**2.1** This document constitutes a request for competitive bids for the provision of Janitorial, Grounds Maintenance and Trash Removal Services.

Pre-Bid Conference and Building Tours- A pre-bid conference will be held on **June 15, 2012, beginning at 12:00 p.m.** at 202 S. Kingshighway, Sikeston, Missouri.

**2.2** Pre-Bid Conference Agenda - The bidder should bring a copy of the RFQ since it will be used as the agenda for the pre-bid conference.

**2.3** Pre-Bid Conference RFQ Questions – All potential bidders are encouraged to attend the Pre-Bid 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. During the Pre-Bid Conference, it shall be the sole responsibility of the bidder to orally address all issues previously presented by the bidder, including any questions regarding the RFQ or areas of the RFQ requiring clarification.

b. Amendment to the RFQ - Any changes needed to the RFQ as a result of discussions from the Pre-Bid 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.

**2.4** The purpose of the tour is to provide bidders with the opportunity to inspect, examine, and assess the building and to determine any existing conditions and factors of the building that may affect the performance of the service required herein.

**2.5** A record of those bidders attending the tour will be maintained for verification purposes. The bidder shall be responsible for ensuring their attendance at the tour is documented.

**2.6 BIDDERS SHALL <u>NOT</u> BE PERMITTED TO SCHEDULE A TOUR AT A DIFFERENT TIME OR DATE NOR SHALL THE BIDDERS BE ALLOWED TO COMMUNICATE WITH THE TENANTS OF THE BUILDING.**

**2.7** All questions regarding the RFQ and/or the competitive procurement process **must** be directed to Vernon Morris at (573) 526-1136 or vernon.morris@oa.mo.gov.

**2.8** Bidders are strongly encouraged to advise the owner, 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.

## 3.0 BACKGROUND INFORMATION:

The current information for the Sikeston Career Center located at 202 S. Kingshighway, Sikeston, Missouri is as follows:

a. Occupied by the Department of Economic Development, Sikeston Career Center
b. The building has two floors and is occupied by 18 employees with varying numbers of visitors each day from 8:00 a.m. through 5:00 p.m., Monday through Friday.
c. Approximately 6,750 total cleanable square feet
d. 4 mats are currently required:
   1) 2 each - 4' x 8'
   2) 2 each - 4' x 6'

## 4.0 CONTRACTUAL REQUIREMENTS

4.1.1 **General Requirements:**

4.1.2 The contractor shall provide janitorial, grounds maintenance and trash removal services and shall provide any required Supplemental 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.

4.1.3 The contractor shall provide the janitorial services for the cleanable square feet of the building as indicated in the Background Information section of this document. However, at any time during the term of the contract, the contractor shall agree and understand that the owner may add or delete areas of the building requiring janitorial services, thereby increasing/decreasing the cleanable square footage of the building. Any changed, added, or deleted cleanable areas of the building shall be accomplished by an amendment to the contract issued by the owner.

4.1.4 The contractor must perform all services as required herein in a consistent manner satisfactory to and acceptable by the owner in order to provide a clean and sanitary environment for the building, the building's contents, building's tenants, and the general public.

4.1.5 The contractor shall agree and understand that tenants of the building may change at any time during the term of the contract.

4.1.6 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 the owner 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 owner.

c. During normal business hours, the contractor shall perform the daily and weekly tasks identified herein in the secure areas of the building at times mutually agreed upon between the contractor and the owner.

d. During non-business hours, the contractor shall perform the less frequent tasks identified herein (e.g. other than daily and weekly) in the secure areas of the building at times mutually agreed upon between the contractor and the owner.

4.1.7 Unless otherwise specified herein or other days or times are approved by the owner, the contractor shall perform all services identified herein Monday through Friday, excluding state holidays.

4.1.8 The contractor shall provide janitorial services beginning no earlier than 6:00 p.m. and ending no later than 11:00 p.m.

4.1.9 The contractor shall not have access to a State of Missouri telephone line or telephone equipment.

4.1.10 During periods of inclement weather, the contractor shall add additional mats in entry areas and replace saturated entry way and public access area mats as needed or requested by the owner.

4.1.11 During periods of inclement weather, the contractor shall use a carpet extractor or wet/dry vacuum to remove moisture from entrance matting as needed or requested by the owner.

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

**4.2 Equipment, Product, Supply and Material Requirements:**

4.2.1 The contractor must maintain, in good repair, all equipment necessary to perform the services required herein.

a. All equipment provided by the contractor must be commercial grade.

b. The contractor must supply vacuum cleaners that meet requirements of the Carpet and Rug Institutes "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.)

c. 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.

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 with Hush Mode.

e. 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).

f. The contractor or the contractor's personnel shall not plug equipment into state-owned power strips or surge protectors.

g. The contractor must continue normal cleaning operations and required services, even in the event of contractor's equipment failure.

4.2.2 Cleaning Products, Supplies, and Materials (hereinafter 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 otherwise specified

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.

c. The contractor shall not use any product which may be injurious or damaging to the surfaces upon which they are to be applied.

4.2.3 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 owner.

4.2.4 The contractor shall furnish the following products:

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).

c. Liquid/foam 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 bodily 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.

i. Ice melt for sidewalks and entryways.

4.2.5 Unless otherwise specified herein, the contractor shall not be required to provide break room/kitchenette products, including but not limited to cups, napkins, paper towels, and similar products.

4.2.6 The contractor shall be allowed to replace product dispensers at their expense, with the owner's approval, including but not limited to, paper towels, toilet tissue, and soap.

a. Such dispensers shall be installed by the owner and become the property of the owner.

b. Any installed dispenser provided by the contractor shall not require proprietary products.

4.2.7 Upon expiration, termination, or cancellation of the contract, the contractor shall not remove or empty products from dispensers.

4.2.8 The contractor shall provide new entrance mats for entryway and public access areas.

a. The contractor shall replace the entrance mats on not less than a semi-annual basis, and at a point that any entrance mat is damaged to the extent that it is not safely usable.

b. Entrance mats provided must have beveled edges; be sized appropriately for the entryway and public access areas according to the owner's satisfaction; and provide water absorption sufficient to prevent slip hazards during inclement weather.

c. During times that floors are cleaned, the contractor shall remove all entrance mats and return entrance mats when the floors are dry.

d. Upon expiration, termination, or cancellation of the contract, any entrance mats provided by the contractor shall remain the property of the contractor.

4.2.9 The contractor shall be assigned a janitorial closet(s) in the building for storage of equipment and a limited quantity of the products necessary for the building. Any equipment and product abandoned by the contractor, for a period exceeding thirty (30) days following the expiration, termination, or cancellation of the contract, shall become the property of the owner.

**4.3 Janitorial Service Requirements:** The contractor shall perform the tasks listed below at the frequency specified in order to keep all surfaces within the total cleanable square footage clean and free of dust, cobwebs, spots, spills, scuffs, other debris, etc.

4.3.1 DAILY: The contractor shall perform the following tasks on a daily basis:

a. Thoroughly vacuum all carpeted areas from wall to wall.

b. Thoroughly vacuum all entrance mats.

c. Thoroughly sweep all hard surfaces including, but not limited to, floors, stairs, and landings using brooms or dust mops.

d. Wet mop all hard surfaces including, but not limited to, floors, stairs, and landings to give a clean and satisfactory appearance.

e. During periods of inclement weather, use a carpet extractor to remove moisture from carpeted foyers and elevators as needed or requested by the owner.

f. During periods of inclement weather such as snow, machine scrub all hard surface floors, and remove sand, soot, and salts from the building vestibules. After the inclement weather ends, wash and scrub exterior plazas or entrances, as directed by the owner.

g. Clean all kitchens and break rooms including washing and disinfecting all tables and countertops.

h. Remove cobwebs from all ceilings, doors, and corners within the building, as needed.

i. 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.

j. Clean and disinfect drinking fountains.

k. Empty all waste/trash containers. Wash waste/trash containers and replace plastic liners, as needed.

l. Spot clean all carpet as spots appear.

m. Sift sand and remove cigarette butts from all ashtrays outside the building. Replace sand when it becomes discolored.

n. Remove all trash and sweep sidewalks for ten feet (10') from all entrances/exits of the building.

o. Secure all doors as requested by the owner.

p. Spot clean all interior elevator cabs, vacuum elevator carpets, and clean elevator tracks.

q. Clean janitorial closets after completion of the daily tasks and before exiting the building.

r. Wipe all plastic chairs, as needed.

s. 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.

t. Clean and disinfect all conference and lobby telephones available to the public.

u. If recycle bins are utilized, remove full recycle bins, place recycle bins in the pick-up location (dock), and replace with empty recycle bins.

v. Spot clean all wall and partition surfaces, including light switches to give a clean satisfactory appearance.

w. Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.

x. Brush and spot clean fabric furniture, as needed.

y. Spot clean all doors and frames.

z. Any and all other related and contingent miscellaneous janitorial cleaning duties requested by the owner.

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

a. Remove any trash or debris adjacent to the perimeter of the building and parking lot(s).

b. High speed buff or burnish all finished floors.

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

a. Clean all glass surfaces, other than windows.

b. Clean/dust all venetian/mini-blinds.

c. Clean/vacuum all vents, diffusers, and registers.

d. Clean all elevator walls and both sides of elevator doors.

e. Clean the carpet on entry-level floors via wet extraction method.

f. Clean all baseboards.

g. Machine scrub all stone and concrete surface floors.

h. Clean the carpet in elevators via wet extraction method.

4.3.4 QUARTERLY: The contractor must perform the tasks listed below every three months (i.e. quarterly) prior to the 10th of the month. By no later than 15 days from the effective date of the contract, the owner shall notify the contractor of the specific months in which the contractor shall perform the quarterly tasks.

a. Clean both sides of all interior windows.

b. Thoroughly machine scrub all finished floor areas removing all scuffs and black marks. Apply two (2) coats of skid-proof wax floor finish to all finished floors as directed by the owner.

4.3.5 SEMI-ANNUALLY: The contractor must perform the tasks listed below within the first sixty (60) days of the effective date of the contract and every six months thereafter, prior to the 10th of the month. By no later than 15 days from the effective date of the contract, the owner shall notify the contractor of the specific months in which the contractor shall perform the semi-annual tasks. Depending on the effective date of the contract and the condition of the building, the owner may waive the requirement for performing one of 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 schedule the carpet cleaning with 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 the exterior and interior sides of all exterior including frames and mullions, to maintain a satisfactory appearance.

4.3.6 ANNUALLY: The contractor must perform the tasks listed below within the first sixty (60) days of the effective date of the contract and one (1) time per year thereafter, prior to the 10th of the month as specified by the owner. By no later than 15 days from the effective date of the contract, the owner shall notify the contractor of the specific month in which the contractor shall perform the annual tasks. Depending on the effective date of the contract and the condition of the building, the owner may waive the requirement for performing one of more of the following task for the original contract period only.

a. Strip and refinish with five (5) coats of skid-proof wax all finished floors as directed by the owner.

**4.4 Janitorial Restroom Requirements:** In addition to the Janitorial Service Requirements listed herein, the contractor shall clean and disinfect all restrooms located within the cleanable square footage, 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.

4.4.1 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 toilet bowls and seats, urinals, hand basins, counter tops, and the walls around these fixtures.

c. Clean all mirrors, bright work, chrome pipes, and fittings.

d. Sweep and 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.

4.4.2 WEEKLY: The contractor shall perform the following 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.

4.4.3 MONTHLY: Within the first ten (10) workdays of each month, the contractor must perform the tasks listed below.

a. Clean and disinfect all walls.

b. Machine scrub all restroom floors.

## 4.5 Grounds Maintenance Services

4.5.1 Snow Removal Services: The contractor shall remove snow, sleet, and ice and apply ice melt compounds approved by the owner (referred to hereinafter as *snow removal services*) to keep entryways and sidewalks leading up to the building free from snow to permit pedestrian traffic to move freely without hazards.

a. The contractor shall clean and ensure all designated sidewalk/street transitions and accesses to parking lots are free from blockage by piled snow.

b. The contractor must provide all snow removal services prior to 6:30 a.m., or as otherwise agreed to by the owner.

c. The contractor must be available to provide snow removal twenty-four (24) hours a day, seven (7) days a week.

d. If requested by the owner, the contractor must provide immediate emergency snow removal services. Emergency snow removal service shall be utilized when snow falls throughout the business day and accumulation necessitates removal.

e. The contractor shall provide the owner with a means to communicate with the contractor (e.g. cell phone number) during the months of November 1 through April 30.

f. The contractor shall begin providing services within two (2) hours of the owner's request. If the contractor is unable to begin providing snow removal services within two (2) hours due to weather conditions, the contractor shall begin providing services as agreed to by the owner.

4.5.2 Lawn Care Services: During the growing season or at the discretion of the owner, the contractor shall provide lawn care services as stated herein on an as needed, if needed basis.

a. The contractor shall mow and string trim grass areas immediately adjacent to the facility and the parking lot located across the street from the facility.

b. The contractor shall provide services on a weekly basis; but understand and agree that in the event there are extended periods of time when conditions are such that the lawns are not growing, the owner will not require services.

c. The contractor shall allow at least five (5) days between each mowing and string trimming.

d. The contractor shall respond to the request for lawn care services within forty-eight (48) hours of receiving the request from the owner.

e. The contractor shall provide lawn care services on days and times mutually agreed upon by the owner and the contractor.

f. The contractor shall mow and string trim all lawns for the first time in the spring to two and a half (2 ½) inches in height. The contractor shall mow and string trim all lawns to three (3) inches in height thereafter.

g. The contractor shall remove and properly dispose of all trash, debris, and limbs on the lawn prior to mowing.

h. The contractor shall capture grass clippings with a mower bagger when mowing lawns within ten (10) feet of buildings and occupied parking lots; however a mower bagger is not necessary when there are no vehicles in the parking lot.

i. The contractor shall remove grass clippings from all sidewalks, driveways, and parking lots.

j. The contractor shall remove grass clippings from the lawn when a visible trail is left behind the mower.

k. The contractor shall remove collected grass clippings from the site and properly dispose of the grass clippings.

l. The contractor shall allow short grass clippings that do not form a visible trail to filter down into the turf.

m. The contractor shall be held responsible for any and all damage to the facilities, lawns, trees, shrubs, other desired plants, surrounding property, and any vehicles parked in owner's parking lots resulting from the contractor's improper use of tools, materials, and equipment and from debris thrown from the mower and/or trimmer during mowing/trimming operations. The contractor shall repair any damage at no cost to the owner.

**4.6 Supplemental Service Requirements:** At the request of the owner, the contractor shall perform any of the following Supplemental Services in the cleanable square footage of the building. The decision as to when a supplemental service is required shall rest solely with the owner.

4.6.1 Deep Carpet Cleaning and Water Extraction Services – The contractor shall perform deep carpet cleaning or water extraction services as the necessity arises as determined and instructed by the owner. Such deep carpet cleaning services shall be in addition to the carpet cleaning required elsewhere herein.

4.6.2 Hard Floor Cleaning – The contractor shall perform the services listed below for hard flooring as requested by the owner. Such hard flooring cleaning shall be in addition to the hard flooring cleaning required elsewhere herein.

a. Scrub and Recoat

4.6.3 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 upholstering)

4.6.4 Additional Paper Towels or Napkins – At the request of the owner, 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.

**4.7 Personnel Requirements:**

4.7.1 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.

4.7.2 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.

4.7.3 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 the owner's personnel 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 of the contractor contact person.

4.7.4 If requested by the owner, the contractor contact person shall accompany the owner in a walk-through of the building(s). During the walk-through, the owner shall provide specific instructions and directions to the contractor contact person regarding the required janitorial services and the owner's expectations. If requested, such walk-through will typically occur within 14 days of the effective date of the contract. Additionally, the contractor contact person shall accompany the owner on a walk-through of the building(s) at any other time during the term of contract at the request of the owner to address substandard, deficient, or incomplete services being provided by the contractor.

4.7.5 The contractor shall perform the requirements specified herein using "*team cleaning*".

a. *Team cleaning*", as used herein, shall be defined as cleaning in which the contractor's personnel are assigned to individual tasks such as dusting, emptying trash, or vacuuming in each area of the building in the presence of a supervisor.

b. Upon completion of the janitorial services in each area of the building, the contractor's supervisor shall inspect and approve the satisfactory completion of all required tasks, and ensure that the lights are turned off and the doors are locked. Following the supervisor's approval, the contractor's janitorial personnel shall proceed to the next area of the building.

4.7.6 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.

4.7.7 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 identification tag at all times.

4.7.8 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.

4.7.9 The contractor's personnel shall not loiter in the building nor smoke anywhere in the building, including any interior loading dock area.

4.7.10 The contractor shall not use nor allow the contractor's personnel to use any State of Missouri telephones and/or equipment in the building.

**4.8 Security Requirements:**

4.8.1 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.

4.8.2 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 security system(s), the

contractor shall activate the system(s) according to owner instructions in order to protect the security of the building.

4.8.3 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 owner shall have the right to immediately replace the locks and all keys and to 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.

4.8.4 The contractor and each of the contractor's personnel assigned to the contract must have a security clearance approved by the owner 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 prior to assignment of any new person to provide services under the contract, the contractor shall provide the owner 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.

b. The owner shall have the right to deny access to the building to any of the contractor's personnel for any reason.

**4.9 Reporting Requirements:**

4.9.1 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 of each required task. 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*".

4.9.2 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 owner.

**4.10 Invoicing and Payment Requirements:**

4.10.1 Payment Terms – Upon the owner's approval of the invoice and the services provided, the contractor shall be paid the applicable firm, fixed price stated on the Pricing Page.

4.10.2 Invoicing – For services provided during the prior month, the contractor shall submit a separate monthly invoice to the "bill to" address specified on the purchase order.

a. The invoice must identify the services provided (i.e., janitorial or grounds maintenance), the total cleanable square footage, the number of occurrences, the applicable firm, fixed price as stated on the Pricing Page for each, the contract number, and the dates of service.
b. The contractor shall submit invoices for Supplemental Services to the owner or the Tenant State Department/Division as directed by the owner.

4.10.3 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 as determined by the owner, 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.

a. 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 Supplemental Service performed.

b. The contractor shall be paid the firm, fixed per occurrence price specified on the Pricing Page for the number of grounds maintenance services performed during the monthly invoice period.

4.10.4 Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

**4.11 Contractual Compliance and Liquidated Damages:**

4.11.1 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.

4.11.2 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 owner. Therefore, the owner 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 owner 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 owner or are otherwise substandard, deficient, or incomplete, the owner 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 owner, 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 owner 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 owner, following the owner'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 owner, 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 owner 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 owner 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 owner 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 owner as a significant infraction of the terms and conditions of the contract. The owner shall provide the contractor with the opportunity to cure these contractual breach issues, if appropriate.

2) The contractor shall respond to the owner'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 owner may cancel the contract, as described in the Cancellation of Contract provisions included within the General Conditions. Additionally, the contractor may be subject to other remedies available to the owner, 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 owner 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 owner 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 owner shall be final and without recourse.

4.11.3 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 owner. 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 owner, the owner shall have the right to assess liquidated damages in the amount of $550 for a building in excess of 10,000 cleanable square feet. The owner may assess liquidated damages for each day the task was required to be performed until the task is performed and approved.

b. The owner 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 owner 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 owner.

c. In the event the contractor fails to respond to the owner'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 owner 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 owner 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 owner. 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 owner's notification of substandard, deficient, or incomplete service, the owner 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 owner 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 owner 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 owner at the sole discretion of the owner.

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 owner and shall be in addition to, not in lieu of, the rights of the owner to pursue other appropriate remedies.

**4.12 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) The contractor shall deliver, FOB destination, all records, documentation, reports, data, recommendations, or printing elements, etc., which were required to be produced under the terms of the contract to the owner and/or to the owner's designee within seven (7) days after receipt of the written request in a format and condition that are acceptable to the owner.

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) 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.

4) The contractor shall complete all Daily Requirements on the last effective day of the contract including restocking of all dispensers to normal limits.

**4.13 Bid Submittal Documentation** - The bidder should include completed copies of each exhibit and any other documentation requested or required herein with the bid. The

bidder is cautioned that it is the bidder's sole responsibility to submit requested information and that the owner is under no obligation to solicit such information if it is not included with the bid. The bidder's failure to submit such information may adversely affect the evaluation of the bid.

4.13.1 Familiarity with the Building – The bidder must be familiar with the building. In order to be considered *familiar* with the building, the bidder must either have attended the scheduled tour or have a knowledge of the building and any existing conditions and factors of the building that may affect the performance of the required services.

a. The owner will maintain the attendance record documenting the bidders who attended the scheduled tour. The bidder shall be responsible for ensuring the bidder's attendance at the tour is documented. If the attendance record does not document a bidder's attendance at the tour, the bidder will not be recognized for having attended the tour.

b. If the bidder did not attend the scheduled tour, the bidder must provide relevant information regarding the bidder's knowledge of the building and any existing conditions and factors of the building that may affect the performance of the required services. For purposes of this procurement, a bidder will be considered knowledgeable of the building for reasons including, but not necessarily limited to, providing janitorial services in the building within the past three years. The bidder is advised that a review of building floor plans, nor an independent public viewing of the building, nor discussions with state personnel regarding the building shall not, for janitorial purposes, satisfy the requirement regarding a bidder having knowledge of the building.

4.13.2 Attachment #2 is required after contract award and is not needed with the bid submission.

**4.14 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.

4.14.1 Determination of Lowest Priced Bidder including Consideration of Preferences - The bidder with the most points after completing the cost evaluation and determining bonus points as specified below is considered the lowest bidder.

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

Janitorial Services Cost.....150 points
Grounds Maintenance Services Cost ..... 40 points
Supplemental Services Cost..... 10 points

4.14.3 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 and the total square footage amount as listed in the Background Information section of the RFQ.

- 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:

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

4.14.4 Grounds Maintenance Services - The objective evaluation of cost shall be based upon a total annual cost determined using the prices stated for Grounds Maintenance Services on the Pricing Page for 5 occurrences each for snow removal and lawn care 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:

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

4.14.5 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 quantities listed below for supplemental services. The supplemental services will be evaluated for a one time per year occurrence.

- ✓ Additional deep cleaning and water extraction of 1,000 square feet of carpeted flooring.
- ✓ Additional Light Scrubbing and Recoating 1,000 square feet of finished flooring
- ✓ Deep cleaning of 10 upholstered manager's chairs
- ✓ Deep cleaning of 10 upholstered side chairs
- ✓ Ten (10) cases of paper towels or napkins

- 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:

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

4.14.6 Bidders shall agree and understand that the quantities used in the evaluation of cost are provided solely to document how cost will be evaluated. The owner makes no guarantee regarding the accuracy of the quantities stated nor does the owner intend to imply that the figures used for the cost evaluation in any way reflect actual nor anticipated usage.

4.14.7 Determination of Responsibility and Reliability – The owner shall determine the responsibility and reliability of the lowest responsive bidder.

a. The owner reserves the right to reject any bid for reasons which may include but not necessarily be limited to: (1) receipt of any information, from any source, regarding unsatisfactory experience/performance of similar services by the bidder or any subcontractor(s) proposed to provide the janitorial services within the past three (3) years, **and/or** (2) inability of the bidder to document performance of janitorial services within the past three (3) years which are similar to the services required herein, provided in a similar sized office building for a period of not less than twelve consecutive months, **and/or** (3) the bidder's failure to document familiarity with the building.

b. If the lowest responsive bidder is determined to not be responsible and reliable, the owner shall conduct a determination of responsibility and reliability for the next lowest responsive bidder.

4.14.8 Determination of Award - The contract will be awarded to the lowest, responsive, and responsible and reliable bidder determined as specified herein.

# PRICING PAGE

_____ Bidder Company Name

_____ Date

**Janitorial Services:** The bidder must state a monthly price for the Janitorial Services at the Sikeston Career Center facility in accordance with the provisions and requirements specified herein. The bidder shall state a firm, fixed price for the original contract period and a maximum monthly price for the renewal option period. All costs associated with providing the required services shall be included in the stated prices.

| | **Original Contract Period Firm, Fixed Price** ***Per Square Foot, Per Month*** | **First Renewal Period Maximum Price** ***Per Square Foot, Per Month*** | **Second Renewal Period Maximum Price** ***Per Square Foot, Per Month*** |
|---|---|---|---|
| Janitorial Services: | $_____ ***Line Item 001*** | $_____ ***Line Item 002*** | $_____ ***Line Item 003*** |

**Grounds Maintenance Services:** The bidder must state a firm, fixed price per occurrence for the Grounds Maintenance Services at the Sikeston Career Center facility in accordance with the provisions and requirements specified herein. The bidder shall state a firm, fixed price for the original contract period and a maximum monthly price for the renewal option period. All costs associated with providing the required services shall be included in the stated prices.

| | **Original Contract Period Firm, Fixed Price** ***Per Occurrence*** | **First Renewal Period Maximum Price** ***Per Occurrence*** | **Second Renewal Period Maximum Price** ***Per Occurrence*** |
|---|---|---|---|
| Snow Removal Services: | $_____ ***Line Item 004*** | $_____ ***Line Item 005*** | $_____ ***Line Item 006*** |
| Lawn Care Services | $_____ ***Line Item 007*** | $_____ ***Line Item 008*** | $_____ ***Line Item 009*** |

**SUPPLEMENTAL SERVICE:** The bidder must 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 Supplemental Services shall be included in the stated prices.

| Description<br>C/S Code: 91039 | **Original Contract Period Firm, Fixed Price** | **First Renewal Period Maximum Price** | **Second Renewal Period Maximum Price** |
|---|---|---|---|
| Deep Carpet Cleaning and Water Extraction Services | $_____<br>per square foot<br>***Line Item 010*** | $_____<br>per square foot<br>***Line Item 011*** | $_____<br>per square foot<br>***Line Item 012*** |
| Hard Floor Cleaning - Scrubbing and Recoating Hard Flooring | $_____<br>per square foot<br>***Line Item 013*** | $_____<br>per square foot<br>***Line Item 014*** | $_____<br>per square foot<br>***Line Item 015*** |
| Deep Cleaning of Upholstered Manager's Chair | $_____<br>per chair<br>***Line Item 016*** | $_____<br>per chair<br>***Line Item 017*** | $_____<br>per chair<br>***Line Item 018*** |
| Deep Cleaning of Upholstered Side Chair (upholstered without chair arm upholstering) | $_____<br>per chair<br>***Line Item 019*** | $_____<br>per chair<br>***Line Item 020*** | $_____<br>per chair<br>***Line Item 021*** |
| Additional Paper Towels or Napkins | $_____<br>per case<br>***Line Item 022*** | $_____<br>per case<br>***Line Item 023*** | $_____<br>per case<br>***Line Item 024*** |

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**ATTACHMENT #2**

***(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