

**MISSOURI DEPARTMENT OF TRANSPORTATION
PROCUREMENT
600 NE COLBERN ROAD
LEE'S SUMMIT, MO 64064**

REQUEST NO.	KC-B15-024
DATE	June 8, 2015
PAGE NO.	1
NO. OF PAGES	19

SEALED BIDS, SUBJECT TO THE ATTACHED CONDITIONS WILL BE RECEIVED AT THIS OFFICE UNTIL

July 8, 2015 at 1:00 PM CT

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING THE FOLLOWING SUPPLIES OR SERVICES.

BIDS TO BE BASED F.O.B. MISSOURI DEPARTMENT OF TRANSPORTATION

Submit net bid as cash discount stipulations will not be considered

F.O.B. Destinations

Locations as referenced in bid

THE BIDDER MUST SIGN AND RETURN BEFORE DATE AND TIME SET FOR OPENING.

BUYER:	Jody Jordan Intermediate General Services Specialist	BUYER TELEPHONE:	816-347-4103
		BUYER EMAIL:	Jody.Jordan@modot.mo.gov

SUPPLIES OR SERVICES

JANITORIAL SERVICES

To establish a contract to furnish **Janitorial Services** with an effective date of Notice to Proceed and ending July 8, 2016 in accordance with the following pages.

Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

Return sealed bid to the address shown at the top of this page.

It is the responsibility of the Bidder to access MoDOT's website in order to obtain any and all addenda(s) issued during the course of this RFB Process.

All questions regarding this RFB shall be submitted to the RFB Coordinator/Contact.

(SEE ATTACHED FOR CONDITIONS AND INSTRUCTIONS)

In compliance with the above Request For Bid, and subject to all conditions thereof, the undersigned bidder agrees to furnish and deliver any or all the items on which prices were bid within the timeframe specified herein, after receipt of formal purchase order.

Date: _____	Firm Name: _____
Telephone No.: _____	Address: _____
Fax No.: _____	_____
Federal I.D. No. _____	By (Signature): _____
Email Address: _____	Type/Print Name _____
Is your firm MBE certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title: _____
Is your firm WBE certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	

JANITORIAL SERVICES

1. INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

- 1.1.1 This Request for Bid (RFB) seeks bids from qualified organizations to provide **Janitorial Services for the Missouri Department of Transportation's Kansas City Headquarters Complex and the General Services Building** located at 600 NE Colbern Road, Lee's Summit, Missouri with an effective contract period of Notice to Proceed through July 8, 2015 to the Missouri Highways and Transportation Commission (MHTC) and Missouri Department of Transportation (MoDOT). Each bid must be in a sealed envelope, be mailed or delivered by courier to the RFB Coordinator at the below listed address, on or before the date and time listed herein for receipt of bids/proposals. All questions regarding the RFB shall be submitted to the RFB Coordinator. **Bids must be returned to the office of the RFB Coordinator no later than 1:00 p.m., CT, July 8, 2015**

RFB COORDINATOR:

Jody L. Jordan
Intermediate General Services Specialist
Missouri Department of Transportation, General Services
600 NE Colbern Road
Lee's Summit, MO 64086

PHONE: 816-347-4103

FAX: Sealed Bid

Potential bidders are strongly encouraged to attend a walk-through of the building(s) being offered beginning at 10:00 AM, Monday, June 22, 2015, at the District Office located at 600 NE Colbern Road, Lee's Summit, MO.

The purpose of the walk-through is to allow potential bidders an opportunity to inspect the building(s) prior to submitting a bid. Potential bidders WILL NOT be permitted to schedule a tour at a different time or date.

1.2 General Information:

- 1.2.1 This document constitutes an invitation for competitive, sealed bids for the procurement of Janitorial Services as set forth herein.

- 1.2.2 Organization: This RFB is divided into the following parts:

- 1) Introduction and General Information
- 2) Scope of Work
- 3) Bid Submission
- 4) Pricing Page(s)
- 5) Vendor Information and Preference Certification Form
- 6) Cooperative Purchasing
- 7) Anti-Collusion Statement
- 8) Annual Worker Eligibility Verification Affidavit
- 9) Terms and Conditions

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2. SCOPE OF WORK

2.1 General Requirements:

- 2.1.1 The contractor shall provide **Janitorial Services for the Missouri Department of Transportation's Kansas City Headquarters Complex and the General Services Building** as specified for the MHTC and MoDOT, in accordance with the provisions and requirements stated herein.
- 2.1.2 The contractor shall provide all deliverables/services to the sole satisfaction of MoDOT.
- 2.1.3 MoDOT estimates, but does not guarantee, the purchase of the estimated quantities stated herein.
- 2.1.4 MoDOT reserves the right to obtain "like or similar" services as specified herein from other contractors, exclusive of the contract, when use of such services is deemed in the best interest of MoDOT.
- 2.1.5 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the deliverables/services required herein.
- 2.1.6 MoDOT reserves the right to reject any or all bids/quotes/proposals, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid/quote/proposal, unit prices will govern.
- 2.1.7 This work is to be performed under the general supervision and direction of MoDOT and, if awarded any portion of the work, the Contractor agrees to furnish at his own expense all labor and equipment required to complete the work, it being expressly understood that this solicitation is for completed work based upon the price(s) specified and is not a solicitation for rental of equipment or employment of labor by MoDOT, and MoDOT is to have no direction or control over the employees used by the Contractor in performance of the work.
- 2.1.8 After the last executed signature of the contract, a "Notice to Proceed" will be issued by MoDOT. A purchase order will be attached to the "Notice to proceed", which will specify the date or dates that the Contractor can begin work and will also include the completion dates. These dates will be in accordance with the dates shown in the proposal.

2.2 Specific Requirements:

- 2.2.1 The contractor shall provide MoDOT with **Janitorial Services for the Missouri Department of Transportation's Kansas City Headquarters Complex and the General Services Building** in accordance with the following.
- 2.2.2 The contractor shall provide janitorial services for ALL areas of the Headquarters Complex. Selected areas of the General Services Building will need janitorial services, consisting of all office areas, restrooms, hallways, stairwells, break rooms and/or training rooms. The areas not included are: garage (shop), service station and warehouse areas.
- 2.2.3 There are approximately **220** employees at the Headquarters Complex and **20** employees at the General Services Building. Both locations are utilized for district training and meeting purposes.
- 2.2.4 The contractor's employees **will not** perform work duties during normal office hours (6:30 AM to 5:00 PM, Monday through Friday). Additional duties may be performed on weekend days as scheduled with the Commission's contact person.
- 2.2.5 The contractor shall notify the Commission or the Commission's representative, on schedules of weekly, monthly, quarterly and annual contractual duties in writing within 14 days of notice to proceed.
- 2.2.6 The commission reserves the right to inspect, either announced or unannounced, the work performed by the Contractor. If previous work is deemed by the department to be of poor quality, the Contractor will be required to re-clean those areas and shall be completed within 48-hours of written or verbal notification by the Commission Representative.
- 2.2.7 Upon three written notices issued for poor performance within any one-year period, the Commission reserves the right to obtain "like or similar" services as specified herein from other contractors, exclusive of the contract, when use of such services is deemed in the best interest of MoDOT.

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2.2.8 The percentage of floor area that is carpet at the Headquarters Complex is approximately 77% (58,415) of the 76,177 square feet listed on the pricing page. We do not have floor plans for the General Services Building, but the carpeted area is approximately 25% of the 5,842 square feet listed on the pricing page.

2.3 Specific TASK Requirements:

Contractor is required to spend a minimum of 16 total man-hours per day cleaning the Headquarters Complex.

A. **DAILY:**

Excluding state holidays, the Contractor shall perform the following tasks five nights each week at the Headquarters Complex and General Services Building. The commission's representative will randomly inspect the below work performed by the Contractor.

1. Thoroughly clean and disinfect all restroom floors, restroom fixtures and restroom equipment. Fill empty or (low) dispensers for paper towels, toilet paper, soap, sanitary receptacles, toilet seat covers and air fresheners.
2. Empty all wastepaper baskets, trash and disposal containers and place trash in the dumpsters. Wastebaskets are to be washed as necessary to be kept clean and sanitary. In addition, empty and clean all smoking receptacles at building entrances.
3. Thoroughly vacuum all carpet and entrance mats. High traffic areas may need extra spot cleaning and/or the use of a heavy duty vacuum to address soiled areas before carpet becomes permanently stained.
4. Wet mop entrances and stairwells **daily** to enhance appearance and protection from falls due to dusty surfaces.
5. Clean all door glass and entry foyer glass, inside and outside, removing all fingerprints and dirt.
6. Clean all glass partitions to conference room areas, removing fingerprints and dirt.
7. Clean and disinfect all handrails, doorknobs, levers and wall switches.
8. Table and desk in reception area should be dusted and polished.
9. Clean, polish and disinfect all drinking fountains.
10. Thoroughly sweep and clean non-carpeted floors using treated brooms or dust mops.
11. Dust all horizontal surfaces (desk tops, cubicle work surfaces, table top, etc.) with treated dust cloths. No papers, books, or other items should be disturbed. It is the responsibility of the MoDOT employee to remove such items in preparation for janitorial cleaning each night. If special attention is needed, a note shall be left in a mutually determined area, and/or a phone call made to the Contractor, or Contractor's representative.
12. Clean Break Rooms and Break Areas: clean, disinfect and polish sinks, counter tops, tables and chairs. Clean microwaves inside and out and properly disinfect. Dust and/or damp wipe vending machines and refrigerators (exterior surfaces). Empty and clean coffee pots as necessary. If coffee machine is left on please turn off nightly.
13. Elevator interior and elevator doors shall be cleaned and polished.
14. The contractor shall perform any and all other related and contingent miscellaneous janitorial duties, which may arise from time to time as a result of accidental spilling, stains or untidy conditions as directed by the Commission's representative.

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WEEKLY:

The Contractor shall perform the following tasks on a weekly basis at the Headquarters Complex and the General Services Building. Once a week, the commission's representative will inspect the below work performed by the Contractor.

1. Wet mop weekly all tile floors not listed on the above daily tasks.
2. Telephones and handsets shall be cleaned and sanitized.
3. Remove all cobwebs from ceilings, doors, and corners within the building.
4. Empty the paper recycling containers once a week.
5. Remove black marks, then high-speed buff all tile floors. ALL marbled flooring to be damp mopped and buffed.
6. Dust and polish all LOW wood paneled walls.
7. Dust picture frames, chair legs, window frames, window blinds, etc.

B. MONTHLY:

The Contractor shall perform the following tasks on a monthly basis at the Headquarters Complex and the General Services Building. Once a month, during the last week of the month, the commission's representative will inspect the below work performed by the Contractor.

1. Deep scrub and recoat all tile floors with one coat of approved finish and **deep scrub stairways**.
2. Vacuum all upholstered furniture.
3. Sweep, dust and mop storage areas.

D. QUARTERLY:

The Contractor shall perform the following tasks on a quarterly basis at the Headquarters Complex and the General Services Building. Once a quarter, during the last week of March, June, September and December, the commission's representative will inspect the below work performed by the Contractor.

1. Clean all registers, heating and cooling ventilators, tops of partitions and exposed pipes.
2. Dust all light fixtures and ceiling fans.

E. TRI-ANUALLY:

The Contractor shall perform the following tasks once every four (4) months at the Headquarters Complex and the General Services Building. Once every four months, the contractor must notify the commission's representative with a schedule for completing the below tasks to aid employees in moving chairs, mats, trash cans and other small office related items prior to cleaning. Upon completion, the commission's representative will inspect the carpets.

1. Pre-treat all traffic lanes for stains and spots.
2. Shampooing and deep cleaning of carpets must be completed with steam cleaner.

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F. SEMI-ANNUALLY:

The Contractor shall perform the following tasks on a semi-annual basis at the Headquarters Complex and General Services Building. Once semi-annually, during the last week of June and December, the commission's representative will inspect the below work performed by the Contractor.

1. Dust and polish all HIGH wood paneled walls.
2. Headquarters Complex: thoroughly clean high glass and ledges on the outside of the boardroom and the high ledges on the north foyer wall.

G. ANNUALLY:

The Contractor shall provide the following services on an annual basis at the Headquarters Complex and General Services Building. Once annually, during the fall of the year, the commission's representative will inspect the below work performed by the Contractor.

1. Spray all carpeting to prevent static electricity, preferably in the fall of the year.
2. Clean all wall surfaces, taking care not to use any liquid that will mar or scratch the walls or partition panels.
3. Strip, wax, and seal all tiled floor areas being serviced.
4. Headquarters Complex: thoroughly clean, by best method, the brick exterior of the elevator shaft.

H. MISCELLANEOUS:

The Contractor shall perform any and all other related and contingent miscellaneous janitorial cleaning duties, which may arise as a result of accidental stains or untidy conditions at no cost to the Commission. Severe stains or conditions, which cannot be corrected, will be addressed by the Commission representative.

2.4 Personnel Requirements:

- 2.4.1 The Contractor shall be responsible for all supervision required to satisfactorily perform the requirements of the contract.
- 2.4.2 The Contractor shall name in writing a designated representative and alternate available daily to the Commission's Representative. The Contractor shall also supply address and telephone number of the contact person and alternate. This representative should be available during normal business hours (7:30 AM to 4:00 PM-Monday through Friday) for telephone conversations and/or meetings with personnel from the department regarding the janitorial services. This representative shall have the authority to speak on behalf of the Contractor and make decisions on behalf of the Contractor.
- 2.4.3 The Contractor shall not use, nor allow the employees of the Contractor to use any Commission telephones, without prior approval of the Commission, or the Commission's representative.
- 2.4.4 The Contractor or employees of the Contractor shall not be permitted guests or visitors while on the premises of the Commission without prior approval of the Commission, or the Commission's representative.
- 2.4.5 Employees of the Contractor shall be required to wear at all times, while on the premises of the Commission, picture ID name tags designating them as an employee of the Contractor.

2.5 Security Requirements:

- 2.5.1 The Contractor shall be responsible for keeping the Commission's areas of the building locked while the Contractor or the Contractor's employees are on the premises. Only authorized persons shall be permitted on premises. The

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Contractor shall be responsible for locking all doors and turning lights off upon completion of the janitorial services. In addition, the Contractor will also be responsible for activating any security system(s) according to instructions in order to protect the security of the building.

- 2.5.2 The Contractor shall be held responsible for any breakage, damage and/or loss of the Commission's equipment or supplies through negligence and/or other inappropriate actions of the Contractor or the Contractor's employees while working on the Commission's premises.
- 2.5.3 The Contractor shall not use nor allow the Contractor's employees to use any Commission equipment, supplies and/or telephones without prior approval by the Commission.
- 2.5.4 The Contractor shall be issued sufficient keys/cards to all areas where janitorial services are required. Keys, cards, and access codes should be safeguarded by the Contractor. The Contractor shall not duplicate any keys/cards issued by the department. If evidence of duplication or loss is ascertained beyond reasonable doubt, the Missouri Department of Transportation shall have the right to immediately replace all locks and keys at the building locations and make necessary adjustments to the security access system and to charge the Contractor for this replacement.
- 2.5.5 In the process of performing the requirement of the contract, the Contractor and/or the Contractor's employees may become aware of information required by law to be kept confidential. The Contractor and its employees must not at any time disclose, directly or indirectly, any information gained during the performance of the services required by the contract.

2.6 Equipment and Supply Requirements:

- 2.6.1 The Contractor must furnish and maintain, in good repair, equipment necessary to perform this janitorial service including, but not limited to mops, brooms, shampooers, buffers, sweepers, etc.
- 2.6.2 The Contractor may either own or rent, at the Contractor's expense, equipment for performing the requirements of the contract.
- 2.6.3 Toilet tissue, paper towels, batteries for paper towel dispensers, trash can liners, liquid hand soap and dispensers, air fresheners and batteries, toilet seat covers and sanitary receptacle liner bags will be furnished by the Contractor. The Contractor will place these items in their respective receptacles. If current receptacles aren't suffice, it is at the Contractor's expense to change the receptacle type out and to ensure the walls are acceptable to MoDOT's standards.
- 2.6.4 The Contractor shall furnish all cleaning chemicals, including but not limited to stripper, wax, shampoo, glass cleaner, disinfectant, etc.
- 2.6.5 The Contractor shall only use **environmentally preferable products** in the performance of services required herein unless a written exception to this requirement is obtained from MoDOT for a specific product(s). Failure of the Contractor to use environmentally preferable products or failure to demonstrate the willingness and efforts necessary to use such environmentally preferable products may be considered breach of contract. View EPA's web link for more information on "Greening Your Purchase of Cleaning Products": <http://www.epa.gov/epp/pubs/cleaning.htm#contacts>.
- 2.6.6 The Contractor shall not use any products, supplies or equipment that may be injurious or damaging to the surface upon which they are applied.
- 2.6.7 The Contractor shall provide MoDOT contact personnel with a Material Safety Data Sheet (MSDS) for each product/chemical seventy-two (72) hours prior to the Contractor's use of any product/chemical in any of the MoDOT Buildings. The Contractor must maintain a file of the Material Safety Data Sheets (MSDS) on the inside door in the janitorial closet where the product/chemical is to be stored. The Materials Safety Data Sheets (MSDS) will remain the property of MoDOT.
- 2.6.8 A closet/area will be provided in each building designated for the Contractor's use. This area is to be kept clean and free of debris.

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2.6.9 Supplies needed for the Contractor's closet/area in each building MUST be maintained by the Contractor. **Under no circumstances will the Commission receive shipments or pallets of supplies for the Contractor through the department's general warehouse.** Supply area for the Contractor will be the sole responsibility of the Contractor to maintain appropriate supply levels on hand at all times.

2.7 Department Responsibility:

2.7.1 The Commission's representative will be the District Engineer, the General Services Manager, the Support Services Manager, Facilities Operations Supervisor or a designated alternate.

2.7.2 The Commission's representative shall provide a **Communication Log book**, which shall be reviewed by the Contractor on a daily basis. The Commission's representative shall designate a mutually agreeable permanent location for the communication logbook. This logbook will not be removed from the premises and is the property of the department. Entries into the communication logbook shall be made by the Commission's representative and/or the Contractor's representative only, unless other agreed upon representative(s) are designated. The communication logbook shall provide daily communications between the Commission and the Contractor containing, but not necessarily limited to:

1. Abnormal or unusual conditions affecting the physical and material aspects of the building or its contents. (i.e. unlocked doors, breakage, damage)
2. Mitigating circumstances, which prevented the Contractor's employees from performing the contractual service(s).
3. Infractions of the Contractor employees.
4. Infractions of the specified requirements for the contract.
5. Unsatisfactory performance by the Contractor.
6. Security infractions.
 - a. The Communication Log book shall not necessarily be the only means of communication but shall be kept updated regularly and considered official documentation.
 - b. Repeated unsatisfactory performance and/or infractions of the contract shall be addressed in formal correspondence to the Contractor.

2.8 Contract/Purchase Order:

2.8.1 The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the Contractor and the duly authorized representative of the MHTC, by a modified purchase order prior to the effective date of such modification. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

2.9 Invoicing and Payment Requirements:

2.9.1 The contractor shall submit an itemized invoice monthly to MoDOT, KC Financial Services, 600 NE Colbern Road, Lee's Summit, MO 64086 for the completion of services, as specified herein.

2.9.2 Each invoice should be itemized in accordance with items listed on the purchase order and/or contract. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.

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- 2.9.3 The contractor shall understand and agree MoDOT reserves the right to make contract payments to the contractor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the contract, the contractor must return a completed state Vendor Input ACH/EFT Application, which is downloadable from the Vendor Services Portal at: <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>. Each contractor invoice must be on the contractor's original descriptive business invoice form and must contain a unique invoice number. The invoice number will be listed on the state's [Vendor Payment Website](#) to enable the contractor to properly apply state payments to invoices. The contractor must comply with all other invoicing requirements stated in the RFB.
- 2.9.4 The contractor shall be paid in accordance with the firm, fixed prices stated on the pricing page of this document after completion of deliverables specified herein and acceptance by MoDOT.
- 2.9.5 Other than the payment specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.
- 2.9.6 Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The MHTC shall not make any advance deposits.
- 2.9.7 The MHTC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any authorized quantity is subject to the MHTC's rejection and shall be returned at the contractor's expense.
- 2.9.8 The MHTC reserves the right to purchase goods and services using the state-purchasing card.

2.10 Other Contractual Requirements:

- 2.10.1 Contract Period - The contract shall commence from the date of Notice to Proceed until July 8, 2016 with up to two (2) one-year renewal option periods, or any portion therein. If the option for renewal is exercised by MoDOT, the contractor shall agree to all terms and conditions of the RFB and all subsequent amendments. Renewal options are at the sole discretion of MoDOT.
- 2.10.2 Renewal Periods - If the option for renewal is exercised by MoDOT, the contractor shall agree that the renewal price for the renewal period shall not exceed the renewal period maximum price listed on the pricing page for the applicable renewal period stated herein.
- If renewal pricing is not provided, the prices during renewal periods shall be the same as during the original contract period.
 - MoDOT does not automatically exercise its option for renewal based upon the maximum price of increase without documented justification supporting an increase, and reserves the right to offer or to request renewal of the contract at a price less than the maximum price stated.
 - In the event MoDOT exercises its option(s) to renew the contract, the requirements for future years shall be basically similar.
- 2.10.3 Escalation Clause - In the event the contractor requests a price increase during the contract period, either the original contract period or any contract renewal period, the contractor must provide a written request and documentation justifying the need for a price increase, and the amount of such price increase. MoDOT will review the contractor's written request and documentation, and decide if a price increase is to be granted at that particular time. The contractor shall understand and agree that MoDOT's decision shall be final and without recourse.
- No price increase shall be granted during the first 3 months of the original contract period, or if applicable, first 3 months of a contract renewal period.
 - In the event a price increase is granted due to an approved escalation, the renewal percentage shall be based upon the current contract value.

2.10.4 Insurance Requirements:

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- a. The bidder is directed to the “*Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions*” attached to the bid documents, regarding the amount and types of insurance certificates required to be submitted by the contractor.

3. BID SUBMISSION

3.1 Bid Submission Information:

- 3.1.1 All bids must be received in a sealed envelope/package clearly marked “**KC-B15-024 Janitorial Services**”.
- 3.1.2 All bids must be received at the office of the RFB Coordinator as outlined in Section 1. “INTRODUCTION AND GENERAL INFORMATION”.
- 3.1.3 The bidder may withdraw, modify or correct his/her bid after it has been deposited with MoDOT provided such request is submitted in writing and received at the location designated for the bid opening prior to the date and time specified for opening bids. Such a request received as specified will be attached to the bid and the bid will be considered to have been modified accordingly. No bid may be modified after the date and time specified for the opening of bids.
- 3.1.4 Open Competition / Request For Bid Document:
 - a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise MoDOT if any language, specifications or requirements of an RFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from MoDOT, unless the RFB specifically refers the bidder to another contact. Such communication should be received at least three (3) working days prior to the official bid opening date.
 - b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the RFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the RFB, any questions received less than three (3) working days prior to the RFB opening date may not be answered.
 - c. Bidders are cautioned that the only official position of the MoDOT is that which is issued by MoDOT in the RFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
 - d. MoDOT monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- 3.1.5 Bid Review: Bids will be reviewed to determine if the bid complies with the mandatory requirements, and to determine the lowest and best bid.
- 3.1.6 Cost Determination: The low bid shall be determined by Per Square Foot, Per Month cost for the original contract period.
- 3.1.7 Contract Award: The contract will be awarded to the lowest responsive bidder determined as specified above.
 - a. Award of this bid will be made on an “All or Nothing” basis using the “lowest and best” principle of award.
 - b. Notification of award shall be at the time the tabulation is posted to the Internet. **It is the sole responsibility for all bidders to check the website for bid results.**

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4. PRICING PAGE

4.5 The bidder shall provide a firm, fixed per square foot, per month price in the table below for the original contract period and a maximum per square foot, per month price for each potential contract period for providing the deliverables/services in accordance with the provisions and requirements of this RFB.

4.6 The Contractor shall provide services for approximately **82,019 total square feet:**

4.6.1 Approximately 76,177 square feet area at the Headquarters Building,

4.6.2 And, approximately 5,842 square feet area at the General Services Building.

4.6.3 Contractor agrees that any addition to the square footage of either building will be added at the stated rate bid per square foot on this bid form.

4.7 All costs shall include all equipment and supplies associated with providing the required deliverables/services. Sign where indicated below and return with all required solicitation documents.

4.8 Each bidder is solely responsible for a prudent and complete inspection, examination, and assessment of the work site facilities, and/or any existing condition, factor, or item that may affect or impact on the performance of service described and required by this bid.

4.9 Contract Period: with an effective contract period of Notice to Proceed through July 8, 2016.

DESCRIPTION	ORIGINAL CONTRACT PERIOD <i>Firm Fixed Price</i>	1 st RENEWAL PERIOD <i>Maximum Price</i>	2 nd RENEWAL PERIOD <i>Maximum Price</i>
Janitorial services as described in bid and specifications	\$	\$	\$
	Per Sq. Ft., per Month	Per Sq. Ft., per Month	Per Sq. Ft., per Month
Total Square Feet	82,019	82,019	82,019
Resulting in a monthly price of:	\$	\$	\$
	Per Month	Per Month	Per Month

As indicated on Page 2 of this bid, potential bidders are strongly encouraged to attend a walk-through of the building(s) being offered beginning at 10:00 AM, Monday, June 22, 2015, at the District Office located at 600 NE Colbern Road, Lee’s Summit, MO. The purpose of the walk-through is to allow potential bidders an opportunity to inspect the building(s) prior to submitting a bid.

Potential bidders WILL NOT be permitted to schedule a tour at a different time or date.

Name of the Bidder’s Firm

Signature of Authorized Representative

Date Signed

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VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

Vendor Information

All bidders must furnish ALL applicable information requested below

Vendor Name/Mailing Address: Email Address:	Vendor Contact Information (including area codes): Phone #: Cellular #: Fax #:
Printed Name of Responsible Officer or Employee:	Signature:
For Corporations - State in which incorporated:	For Others - State of domicile:

If the address listed in the Vendor Name/Mailing Address block above is not located in the State of Missouri, list the address of Missouri offices or places of business:

*If additional space is required, please attach an additional sheet and identify it as **Addresses of Missouri Offices or Places of Business.***

M/WBE INFORMATION: List all certified Minority or Women Business Enterprises (**M/WBE**) utilized in the fulfillment of this bid. Include percentages for subcontractors and identify the M/WBE certifying agency:

<u>M/WBE Name</u>	<u>Percentage of Contract</u>	<u>M/WBE Certifying Agency</u>
_____	_____	_____
_____	_____	_____

*If additional space is required, please attach an additional sheet and identify it as **M/WBE Information***

Preference Certification

All bidders must furnish ALL applicable information requested below

GOODS/PRODUCTS MANUFACTURED OR PRODUCED IN USA: If any or all of the goods or products offered in the attached bid which the bidder proposes to supply to the MHTC are **not** manufactured or produced in the "United States", or imported in accordance with a qualifying treaty, law, agreement, or regulation, list below, by item or item number, the country other than the United States where each good or product is manufactured or produced.

Item (or item number)	Location Where Item is Manufactured or Produced

*If additional space is required, please attach an additional sheet and identify it as **Location Products are Manufactured or Produced.***

MISSOURI SERVICE-DISABLED VETERAN BUSINESS: Please complete the following if applicable. Additional information may be requested if preference is applicable. See below definitions for qualification criteria:

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

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

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

Veteran Information

Business Information

Service-Disabled Veteran's Name (Please Print)	Service-Disabled Veteran Business Name
_____	_____
Service-Disabled Veteran's Signature	Missouri Address of Service Disabled Veteran Business
_____	_____

JANITORIAL SERVICES

NOTICE OF COOPERATIVE PURCHASING

MODOT IS INTERESTED IN ASSISTING MISSOURI GOVERNMENTAL ENTITIES, ETC. IN PURCHASING EQUIPMENT, VARIOUS MATERIALS, AND SUPPLIES THAT MEET THE MISSOURI DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.

Each bidder is asked to indicate below whether they would be willing to offer **Janitorial Services** listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to MoDOT.

It is understood MoDOT will not issue purchase orders, accept delivery nor make payment for these items ordered by any of these agencies. It is further understood the price is based on the **Janitorial Services** meeting MoDOT specifications. **Any added options, deletions, or extra freight costs would be negotiated between the local agency and the successful vendor.**

Indicate below whether your company is willing to offer such cooperative purchasing for Missouri counties, cities or other political entities.

YES _____ NO _____

If the price varies throughout the state on MoDOT bids because of different delivery destinations, please indicate the price F.O.B. your location that would be offered as described.

F.O.B. Location _____

Indicate the deadline date that order for services will be accepted. _____

COMPANY NAME _____

ADDRESS _____

E-MAIL _____

PHONE NUMBER _____

SIGNATURE _____

TITLE _____

DATE _____

JANITORIAL SERVICES
ANTI-COLLUSION STATEMENT

STATE OF _____)

_____)

SS.

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he is _____
Title of Person Signing

of _____

Name of Bidder

that all statements made and facts set out in the bid for the above project are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

By _____

By _____

By _____

Sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires _____

JANITORIAL SERVICES

ANNUAL WORKER ELIGIBILITY VERIFICATION AFFIDAVIT

(For joint ventures, a separate affidavit is required for each business entity)

Exhibit A

STATE OF _____)
) ss
COUNTY OF _____)

On the ____ day of _____, 20____, before me appeared _____, personally
Affiant name
known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who
being by me duly sworn, stated as follows:

• I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the state to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

• I, the Affiant, am the _____ of _____, and I am duly authorized,
title business name
directed, and/or empowered to act officially and properly on behalf of this business entity.

• I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the Missouri Highways and Transportation Commission (MHTC). I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

• I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by MHTC, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

• I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

• I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Affiant Signature

Subscribed and sworn to before me in _____, _____, the day and year first above-written.
city (or county) state

Notary Public

My commission expires:

[Documentation of enrollment/participation in a federal work authorization program to be attached]

JANITORIAL SERVICES

APPLICANT AFFIDAVIT FOR SOLE-PROPRIETORSHIP OR PARTNERSHIP

(a separate affidavit is required for each owner and general partner)

Exhibit B

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____, 20____, before me appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instruments, who being by me duly sworn, deposed as follows:

My name is _____, and I am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 208.009, RSMo, for failure to provide affirmative proof of lawful presence in the United States of America:

I am the _____ of _____, which is applying for a public benefit (grant, contract, and/or loan) administered/provided by the Missouri Highways and Transportation Commission (MHTC), acting by and through the Missouri Department of Transportation (MoDOT).

I am classified by the United States of America as: (check the applicable box)

- checkbox a United States citizen.
checkbox an alien lawfully admitted for permanent residence.

I am aware that Missouri law provides that any person who obtains any public benefit by means of a willfully false statement or representation, or by willful concealment or failure to report any fact or event required to be reported, or by other fraudulent device, shall be guilty of the crime of stealing pursuant to Section 570.030, RSMo, which is a Class C felony for stolen public benefits valued between \$500 and \$25,000 (punishable by a term of imprisonment not to exceed 7 years and/or a fine not more than \$5,000 – Sections 558.011 and 560.011, RSMo), and is a Class B felony for stolen public benefits valued at \$25,000 or more (punishable by a term of imprisonment not less than 5 years and not to exceed 15 years – Section 558.011, RSMo).

I recognize that, upon proper submission of this sworn affidavit, I will only be eligible for temporary public benefits until such time as my lawful presence in the United States is determined, or as otherwise provided by Section 208.009, RSMo.

I understand that Missouri law requires MHTC/MoDOT to provide assistance in obtaining appropriate documentation to prove citizenship or lawful presence in the United States, and I agree to submit any requests for such assistance to MHTC/MoDOT in writing.

I acknowledge that I am signing this affidavit as a free act and deed and not under duress.

Affiant Signature

Affiant's Social Security Number or applicable Federal Identification Number

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My commission expires:

JANITORIAL SERVICES

STANDARD SOLICITATION PROVISIONS

- a. The solicitation for the procurement of the supplies referenced therein, to which these "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" are attached, is being issued under, and governed by, the provisions of Title 7 – Missouri Department of Transportation, Division 10 – Missouri Highways and Transportation Commission, Chapter 11 – Procurement of Supplies, of the Code of State Regulations. The Missouri Highways and Transportation Commission (**MHTC**), acting by and through its operating arm, the Missouri Department of Transportation (**MoDOT**), draws the Bidder's attention to said 7 CSR 10-11 for all the provisions governing solicitation and receipt of bids/quotes and the award of the contract pursuant to this solicitation.
- b. All bids/quotes must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

GENERAL TERMS AND CONDITIONS

Definitions

Capitalized terms as well as other terms used but not defined herein shall have the meaning assigned to them in section 7 CSR 10-11.010 Definition of Terms.

Nondiscrimination

- a. The Contractor shall comply with all state and federal statutes applicable to the Contractor relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).
- b. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MHTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
 - ii. cancellation, termination or suspension of the contract, in whole or in part.

Contract/Purchase Order

- a. By submitting a bid/quote, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized notice to proceed and/or purchase order.

Applicable Laws and Regulations

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri, Missouri Department of Revenue, and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MHTC a copy of their current Authority Certificate from the Secretary of State of the State of Missouri and/or a copy of their Certificate of No Tax Due from the Missouri Department of Revenue.
- c. Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors providing services within the state of Missouri must submit to MHTC a copy of their current Transient Employer Certificate from the Missouri Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.

Executive Order:

The contractor shall comply with all the provisions of executive order 07-13, issued by the honorable matt blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This executive order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this agreement.

- 1) "By signing this Agreement, the Contractor hereby certifies that any employee of the Contractor assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law."
- 2) In the event the Contractor fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.
- 3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Preferences

- a. In the evaluation of bids/quotes, preferences shall be applied in accordance with 7 CSR 10-11.020(7). Contractors should apply the same preferences in selecting subcontractors. The attached document entitled "**VENDOR INFORMATION AND PREFERENCE CERTIFICATION FORM**" must be completed and returned with the solicitation documents.
- b. Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

Cancellation of Contract

The MHTC may cancel the Contract at any time for a material breach of contractual obligations or for convenience by providing Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.

JANITORIAL SERVICES

Bankruptcy or Insolvency

Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Contractor responsible for damages.

Warranty

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the MHTC, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Status of Independent Contractor

The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

Non-Waiver

If one of the parties agrees to waive its right to enforce any term of this Contract, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Contract.

Indemnification

The Contractor shall defend, indemnify and hold harmless MHTC, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Contractor's performance of its obligations under the contract awarded pursuant to this solicitation.

JANITORIAL SERVICES

SPECIAL TERMS AND CONDITIONS

Insurance

The Contractor shall maintain or cause to be maintained at Contractor's own expense commercial general liability, automobile liability, worker's compensation insurance against negligent acts, errors or omissions of the Contractor, or its subcontractors and anyone directly or indirectly employed by any of them. Any insurance policy required as specified in this Section shall be written by a company that is licensed and authorized to issue such insurance in the state of Missouri and shall provide insurance coverage for not less than the following limits of liability:

- 1) General Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- 2) Automobile Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and **not less than \$3,000,000 for all claims arising out of a single occurrence;**
- 3) Missouri State Workmen's Compensation policy or equivalent in accordance with state law.

Upon request from the Commission, the Contractor shall provide the Commission with certificates of insurance evidencing the required coverage and that such insurance is in effect.

Subcontracting

- a. It is specifically understood that no portion of the material or any interest in the contract, shall be subcontracted, transferred, assigned or otherwise disposed of, except with the written consent of MHTC. Request for permission to subcontract or otherwise dispose of any part of the work shall be in writing to MHTC and accompanied by documentation showing that the organization which will perform the work is particularly experienced and equipped for such work.
- b. Consent to subcontract or otherwise dispose of any portion of the work shall not be construed to relieve the Contractor of any responsibility for the production and delivery of the contracted work and the completion of the work within the specified time.
- c. All payments for work performed by a subcontractor shall be made to the Contractor to whom the contract was awarded and the purchase order issued.

Prohibition Of Employment Of Unauthorized Aliens:

- a. Non-employment of Unauthorized Aliens: Pursuant to Section 285.530, RSMo., no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition for the award of any contract or grant in excess of five thousand dollars by the State or by any political subdivision of the State to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall:
 - 1) By sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. E-Verify is an example of a federal work authorization program. The business entity must affirm its enrollment and participation in the E-Verify federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by providing acceptable enrollment and participation documentation consisting of **completed copy of the E-Verify Memorandum of Understanding (MOU)**. For business entities that are not already enrolled and participating in a federal work authorization program, E-Verify is available at http://www.dhs.gov/files/programs/gc_1185221678150.shtm
 - 2) By sworn affidavit, affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. A copy of the affidavit referenced herein is provided within this document, attached as Exhibit **A**.
- b. Proof of Lawful Presence For Sole Proprietorships and Partnerships: If the business entity is a sole proprietorship or partnership, pursuant to Section 208.009, RSMo., each sole proprietor and each general partner shall provide affirmative proof of lawful presence in the United States. Such sole proprietorship or partnership is eligible for temporary public benefits upon submission by each sole proprietor and general partner of a sworn affidavit of his/her lawful presence on the United States until such lawful presence is affirmatively determined, or as otherwise provided by Section 208.009, RSMo. A copy of the affidavit reference herein is provided within this document, attached as Exhibit **B**.

Permits, Licenses and Safety Issues

The contract price shall include any necessary permits and licenses required by law incidental to the work. Local ordinances requiring building permits are not applicable to state agencies.

Temporary Suspension of Work

- a. The **District Engineer** shall have authority to suspend work wholly or in part for such period or periods as may be deemed necessary when weather or other conditions are such that in the opinion of the engineer, the work may be done at a later time with advantage to MoDOT or for failure on the part of the Contractor to comply with any of the provisions of the Contract.
- b. If MoDOT suspends the work for its own advantages and not because of the Contractor's failure to comply with the Contract, the Contractor will be allowed an equal number of calendar days after the completion date for the completion of the work. MoDOT may at its discretion give the Contractor an extension of time for completing the work where the Contractor incurs delays for causes beyond his control.
- c. Normal rainfall is not considered a cause qualifying for an extension of time. Claim for extension of time for all causes must be submitted by the Contractor in writing within **30 Days** after the claimed cause for the delay has ceased to exist.