



University of Missouri System Supply Chain

BID REQUEST NO.: 19-2217-WJ-C
TITLE: CUSTODIAL SERVICES

STRATEGIC SOURCING SPECIALIST: Wade A. Jadwin
PHONE NO.: (573) 341-4049

ISSUE DATE: September 26, 2018

E-MAIL: jadwinw@mst.edu

RETURN BID NO LATER THAN: OCTOBER 10, 2018 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type **Bid Request No.** and **Return Due Date** on the lower left hand corner of the envelope or package. **Bids are to be contained in a sealed envelope and delivered to the following address by the return date and time noted above.**
FAXED OR E-MAILED BID RESPONSES WILL NOT BE CONSIDERED.

RETURN BID TO: UM Supply Chain
1201 North State Street – Suite G5C
Rolla, MO 65409

You are invited to submit bids on the items or services specified. All bids must be made on this form and shall be subject to the terms and conditions on the reverse side hereof for furnishing items or services of the description listed below. Unless otherwise specified herein, all deliveries shall be made **FOB DESTINATION** with freight charges fully included and prepaid. The seller pays and bears the freight charges.

In compliance with this bid request and subject to all of the terms and conditions thereon, bidder offers and agrees to furnish or deliver the items or perform the services upon which prices are quoted herein, such items or services to be provided within the number of days indicated after receipt by bidder of University Purchase Order. Only cash discounts having a period of thirty (30) days or more will be taken into account in determining the lowest bid. Discount time is compiled from day of delivery and acceptance of items or services or receipt of correct invoice, whichever is later.

The bidder further agrees that the language of this bid document shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the University of Missouri or when a Notice of Award is signed and issued by an authorized official of the University of Missouri, a binding contract shall exist between the bidder and The Curators of the University of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	
MAILING ADDRESS		IRS FORM 1099 MAILING ADDRESS	
CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE	
CONTACT PERSON		EMAIL ADDRESS	
PHONE NUMBER		FAX NUMBER	
TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE) ___ FEIN ___ SSN		VENDOR NUMBER (IF KNOWN)
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) ___ Corporation ___ Individual ___ State/Local Government ___ Partnership ___ Sole Proprietor ___ Other _____			(NOTE: LLC IS NOT A VALID TAX FILING TYPE.)
AUTHORIZED SIGNATURE		DATE	
PRINTED NAME		TITLE	

BID REQUEST AND BID CONDITIONS

This Bid Request and Bid is made upon and subject to the following conditions, all of which are accepted by bidder. Upon acceptance by University, this Bid Request and Bid and the University Purchase Order issued thereon shall constitute the contract for furnishing the items described in the bid in strict conformity with the contract instruments.

1. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, he may submit to the University a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. The University will not be responsible for any other explanation or interpretations of the proposed documents.
2. The University reserves the right to reject any and all bids and to waive any informality in bids.
3. Whenever the name of a manufacturer or vendor is mentioned on the face hereon and words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designation unless the context specifies "no substitution". University assumes that items bid as equal are equal. University reserves the right to return at the bidder's expense all items that are furnished which are not acceptable as equals to items specified by the Bid Request and Specifications, and vendor agrees to replace such items with satisfactory items at the original bid price.
4. All items bid shall be new unless otherwise specified by the University.
5. Bidder agrees to unconditionally guarantee all items bid upon against defects in material and workmanship for a period of one year from the date of acceptance by the University unless otherwise specified.
6. Unless it is so noted on the bid it will be deemed that the article furnished is that designated. If the vendor proposes to furnish an item of a different manufacturer or vendor other than the one specified on the face hereof, the manufacturer or vendor of the substituted items shall be noted and complete descriptive literature describing the items to be substituted must accompany the bid.
7. Materials and services furnished the University are not subject to either Federal Excise Taxes or the Missouri Sales Tax. Exemption certificates will be furnished on request.
8. Prices quoted are to be firm and final and prices shall be stated in units of quantity specified with packing and drayage charges included.
9. Shipments shall be marked as directed on the Purchase Order.
10. C.O.D. shipments will not be accepted. All shipping charges must be PREPAID. No packing or drayage charges will be allowed.
11. The University will not be responsible for articles or services furnished without a Purchase Order.
12. Risk of loss or damage to the goods prior to the time of their receipt and acceptance by the University is upon the vendor.
13. All invoices and correspondence shall show the Purchase Order Number. All invoices must be rendered in duplicate and contain full descriptive information on items or service furnished. Separate invoices shall be rendered for each order and forwarded to the University.
14. Vendor agrees to defend, protect and save the University harmless from all claims and actions arising out of patent infringement.
15. University reserves the right to cancel all or any part of orders if shipment is not made as promised. Vendor shall notify the University if shipment cannot be made as promised. Time of proposed delivery must be stated in definite terms in the space provided.
16. The bidder hereby guarantees that no article listed herein is adulterated or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act or an article which may not, under the provisions of Federal Law, be introduced into interstate commerce.
17. Samples, when required, are to be furnished prior to the date specified for receipt of bids.

18. In case of any doubt or difference of opinion as to the items to be furnished hereunder or the quality thereof, the decision of the UM Chief Procurement Officer shall be final and binding upon both parties.

19. The University reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the University. If a split award is not acceptable to a bidder, it must be stated in the bid response.

20. In awarding the contract, the University may take into consideration the skill, facilities, capacity, experience, ability, responsibility, previous work, the financial standing of the bidder or bidders; the amount of other work being carried on by the bidder; the quality, efficiency, and construction of the equipment proposed to be furnished; the period of time within which the equipment is to be furnished and delivered; and the necessity of prompt delivery of the items herein described. The inability of any bidder to meet the requirement mentioned above may be cause for rejection of his bid.

21. In the event that time and materials are a portion of this bid, the University reserves the right to audit vendor's records concerning this bid.

22. All items or services to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Standard. All alleged violations and deviations from said State and Federal regulations or standards of the items of services to be furnished hereunder, must be set forth on the Bid Form at the time of submission of the bid. Or if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the bidder is awarded the contract hereunder the bidder must notify the Campus Purchasing Manager, immediately by certified mail, return receipt requested.

23. The University serves from time to time as contractor for the United States Government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.

24. The Curators of the University of Missouri have adopted a policy which is binding upon all employees and departments of the University, and which by contract shall be binding upon independent contractors and subcontractors with the University, whereby all other things being equal, and when the same can be secured without additional cost over foreign products, or products of other states, a preference shall be granted in all construction, repair and purchase contracts, to all products, commodities, materials, supplies and articles mined, grown, produced and manufactured in marketable quantity in the State of Missouri and to all firms, corporations or individuals doing business as Missouri, firms, corporations, or individuals. By virtue of the foregoing policy, preferences will be given to materials, products, supplies, or provisions, and all other articles produced, manufactured, mined or grown within the State of Missouri, and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Each bidder submitting a proposal agrees to comply with and be bound by the foregoing policy.

NOTICE TO BIDDERS

University of Missouri Procurement Services requests bids to **FURNISH AND PROVIDING CUSTODIAL SERVICES RFB # 19-2217-WJ-C**, which will be received by the undersigned at the University of Missouri System Supply Chain office, G5C Campus Support Facility, 1201 North State Street, Rolla, Missouri, 65409-0070 until 2:00 pm, Central Time October 10, 2018. Bids will be opened and identified starting at 2:05 p.m., Central Time.

Specifications and the conditions of bid together with the printed form on which bids must be made may be obtained from University of Missouri System Supply Chain at G5C Campus Support Facility, 1201 North State Street, Rolla, Missouri, 65409-0070, by phoning 573-341-4049, or online at;

http://www.umsystem.edu/apps/fa/procurement/bids/listview_Bids.php

The University reserves the right to waive any informalities in bids and to reject any or all bids.

THE CURATORS OF THE
UNIVERSITY OF MISSOURI

By: **Wade A. Jadwin, Strategic Sourcing Specialist**
University of Missouri System Supply Chain

Dated: September 26, 2018

UNIVERSITY OF MISSOURI
DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS
CUSTODIAL / JANITORIAL SERVICES

INSPECTION OF PREMISES:

Building Location – 2800 Maguire Blvd, Columbia, Missouri 65211

It is recommended the Contractor completely inspect building site prior to submitting proposal in order to determine all requirements associated with the contract. Failure to do so shall not relieve the successful contractor from the necessity of furnishing without additional cost to the University the performance of any services that may be required to carry out the intent of the resulting contract. Please call Ms. [Becky Hinshaw](mailto:hinshawb@missouri.edu) at hinshawb@missouri.edu or (573) 882-4695 to schedule an appointment to tour the building.

QUESTIONS:

The last day to submit questions for this RFB will be October 3, 2018 at 2:00 P.M. CT. Please submit your question via e-mail to Wade A. Jadwin – jadwinw@mst.edu

CONTRACT TERM:

The contract term will commence on November 1, 2018 and will end on October 31, 2019 with one (1) year renewal at the University's option. Either party must provide written notice of at least sixty (60) days in advance of their intent to terminate the contract at the end of the current contract year.

PAYMENTS:

Payment terms for the University of Missouri are Net 30. Invoices will be sent to the department for payment processing.

PARKING PERMIT: No parking permit will be required.

DRUG FREE WORKPLACE:

Contractor, its employees and/or agents performing services on state property are prohibited from: The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

Violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the University in addition to any criminal penalties that may result from such conduct.

BIDDER'S QUALIFICATIONS:

In awarding the contract, the University will take into consideration the Contractor's ability to provide custodial service as demonstrated by Contractor's submission of a list of references of the three (3) largest custodial service accounts in the Contractor's current and past five (5) – ten (10) years work experience. Reference information should include the size of the custodial work accounts, the type of services provided, the type of institution for which the work was done, the dates during which the services were provided, as well as the name, address and phone number of the clients to whom the services were provided.

GENERAL TERMS:

- a. The contract shall be between The Curators of the University of Missouri, known as the "University", and the successful respondent known as the "Contractor" for the provision of custodial services for the Assessment Resource Center according to the terms set forth herein. Cleanable space for the building listed in this bid is approximately 23,000 square feet.
- b. The contract rates for the first year will be remain unchanged. At the end of the first year and yearly thereafter, the Contractor and University will negotiate price changes. Adjustments will be reviewed one time during each annual term and shall not exceed 3% over the previous year. Request for price increases must be submitted in writing not less than sixty (60) days prior to the start of the upcoming annual contract term from November 1, 2018 – October 31, 2018 and those subsequent years during the contract period.
- c. The terms of this contract shall be applicable to the custodial services operated at Assessment Resource Center.
- d. In the event the University requires a change in the scope of the work due to renovations, building additions, closing of scheduled areas, or opening new areas, which result in changes to the total number of square feet being serviced and the type and frequency of the service provided, the University will notify the Contractor in writing thirty (30) days in advance of the requested change. This may also include changes to the level or frequency of a particular service or services.
- f. If, because of riots, war, public emergency or calamity, fire, earthquake, Act of God, government restriction, labor disturbance or strike, business operations at the University shall be interrupted or stopped, performance of this contract, with the exception of monies already due and owing shall be suspended and excused to the extent commensurate with such interfering occurrence; and the expiration date of this contract may be extended for a period of time equal to the time that such default in performance is excused.
- g. The Contractor shall provide insurance coverage as follows:

INSURANCE:

Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII:

Coverage	Minimum Limits
Workers' Compensation	Statutory
Employers' Liability	\$500,000
Auto Liability	\$1,000,000
(To include Owned, Hired, and Non-Owned coverage)*	Combined Single Limit, per Occurrence and Aggregate
Commercial General Liability Coverage (Comprehensive Form, MUST include Premises & Operations, Contractual, and Products/Completed Operations Exposure). Occurrence Base coverage is required.	\$1,000,000 Combined Single Limit, Per Occurrence and \$2,000,000 Aggregate

* Required only if vehicles are to be operated on University premises during the contract period.

UNIVERSITY OF MISSOURI CONTRACT LANGUAGE

The Curators of the University of Missouri, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the University. The University must receive at least 10 days advance notice in the event of policy cancellation or material change to the policy.

The University reserves the right to require higher limits on any contract provided notice of such requirement is stated in the request for proposals for such contract.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Contractor fails to maintain and keep in force the required insurance, the University shall have the right to cancel and terminate the contract without notice.

The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Contractor, any Subcontractor, or their employees in the performance of the contract.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify, and save harmless The Curators of the University of Missouri, their Officers, Agents, Employees and Volunteers, from and against all loss or expense from any cause of action arising from the Contractor's operations. The contractor agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Contractor, or at the option of the University, agrees to pay to or reimburse the University for the defense costs incurred by the University in connection with any such liability claims, or demands.

The parties hereto understand and agree that the University is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the University, or its officers, employees, agents or volunteers.

FACILITIES:

Storage space for Contractor's cleaning materials and equipment shall be available in janitor closets or other designated rooms. It shall be the Contractor's responsibility to maintain the storage area in a neat and orderly manner. Toilet facilities in the buildings in which the services are to be performed will be available to the Contractor and his employees. Electrical power for custodial equipment operation may be obtained without cost to Contractor from existing utilities within the buildings as directed by the University.

USE OF PREMISES:

- a. The Contractor shall accomplish the cleaning of buildings listed herein in a manner such that it shall not interfere with other scheduled activities and they shall confine their equipment and the operation of their personnel to the location established by these specifications. Information on when cleaning can be done in a specific building will be found in the detailed cleaning specification for each specific building. Cleaning times may be adjusted at any time during the contract period based upon the operational needs of the University, providing the Contractor is notified in writing 30 days prior to the date of implementation.

The building will need to be cleaned Monday-Friday, between the hours of 6:30 a.m. to 8:30 a.m. Janitorial staff must exit the building by 9:00 a.m.

- b. Special care shall be taken to prevent damage to the interior of the building in which they are working.
- c. The Contractor shall be responsible for the repair of damage to building interior or exterior which may be caused by workers or equipment being used during the period of this contract. All such repairs shall be made to meet University requirements and to the satisfaction of the University Contract Representative.

CONTRACTOR'S RESPONSIBILITIES:

The Contractor shall comply with the following requirements and any deviation from them must have University approval:

- a. The University's Contract Representative along with the Contractor will perform a separate quality assurance inspection of all contract buildings on a quarterly basis. It is expected that all building areas will pass the quality assurance inspection with a rating of "Acceptable." Deficiencies may still be noted by the inspection in areas rated as "Acceptable" and these deficiencies should be corrected within a month. If deficiencies are serious, numerous or long-standing in an area, an "Unacceptable" rating will be given to the area. When an area is rated as "Unacceptable," corrections will be completed within seven (7) calendar days, and the building will be re-inspected together by both the Contractor and the University Contract Representative. Should re-inspection of the area or other areas in the building yield another "Unacceptable" rating, the Contractor will be notified that inspection levels must be brought up to the "Acceptable" level in all areas with thirty (30) calendar days, and weekly joint inspections shall be done in that time period until the area is brought up to the "Acceptable" level. Failure to comply may result in the termination of the contract within ninety (90) days of written notification.

More than three failed re-inspections in a building in a one year time period will also be seen as non-compliance and may result in the termination of the contract within ninety (90) days of written notification.

The University Representative may also perform other unannounced building inspections and regular "walk-throughs" to ensure quality of cleaning. Issues noted during these inspections and walk-throughs will be communicated to the Contractor. If issues are serious or numerous, additional joint inspections with the Contractor present may be scheduled.

- b. The Contractor shall be responsible to the University Representative for all services pertaining to this work, and any questions or suggestions from either party of the contract shall be channeled through the University Representative.
- c. The Contractor will be furnished keys and/or access cards to the buildings included in this contract and shall be held responsible for their use, or misuses. Upon termination of this contract, final payment will not be made until all keys and access cards have been returned to the University. The Contractor will be held liable for any replacement keys, including the cost of replacing locks for any such buildings as deemed necessary by the University. The minimum replacement cost per key will be \$5.00. Lock replacement costs will be at the prevailing market rate for labor and materials. The University's remedies hereunder are not exclusive and are in addition to any other remedies available as provided by law.
- g. The Contractor shall insure that their employees do not use any office equipment, radios, televisions, telephones, computers, or other equipment located in the facilities.
- h. The Contractor shall insure that all University Fire, Safety and Security procedures are followed by his/her

employees. Procedures will be supplied to Contractor by the University Representative.

- i. Contractor shall report all stopped drains, broken or non-working fixtures, broken glass, supply needs and other building repair needs to the University representative.
- j. The Contractor's employees shall be neat and clean in appearance. It is the Contractor's responsibility to obtain such identification and maintain the badge in good repair. The badge shall have the employee's name on the face of the badge. The badge must be displayed in an easily discernible manner on the front of the shirt or smock at all times while the employee is on the premises. Such badges will be provided by the Contractor, and no employee will be allowed to work in a campus facility without such a badge. The Contractor shall be in non-compliance of the contract and the University will deduct \$25.00 from the monthly invoice if a contract employee is observed working without a badge.
- k. The Contractor shall maintain control of their employees while on the campus. The University reserves the right, when any employee whose work performance or conduct is objectionable, to request that they be immediately removed from the University premises and replaced at no additional cost to the University.

Contract employees will be respectful of personal belongings and desk space in offices and refrain from providing cleaning to those areas and items at all times unless specifically asked by the occupant of the space. If circumstances exist where the Contractor has in their employ a university student, these individuals will not be assigned to clean offices or department meeting rooms, but rather confined to responsibilities in public areas and activity locations.

Contract employees dismissed from their jobs for disciplinary reasons are not to be reassigned to any other University building. The Contractor shall notify the University Contract Representative in writing of all employees dismissed from the University of Missouri contracted buildings for disciplinary reasons, including full name, and the reason for dismissal.

- l. Training and Technical: Contractor must provide certifications and training of management team and front line staff to Industry Standards and Equipment Use. The Contractor will provide to the University the method to contact supervisors or support team members 24/7 via telephone and/or internet access (e-mail).
- m. Quality and efficiency of method of performance: Contractor's detailed description of the method of performance to be used in the various buildings covered by this contract shall be evaluated in terms of quality and efficiency of methods proposed for use. The quality of and use of equipment, techniques that promote quality of work and worker efficiency shall be evaluated positively and products utilized. The Contractor must also consider the willingness and ability to provide sufficient staff to work additional events and non-traditional hours/days as they are scheduled throughout the year. The Contractor must provide a history of using and willingness to use green certified products and equipment where possible.

SECURITY OF BUILDINGS:

The University will issue keys to certain offices but there are a few offices that require a University employee to let them in. Additionally, a University employee will let them into the building in the morning.

Contractor will be provided keys for access to the building. No unauthorized personnel will be allowed in the facilities by the Contractor. It shall be the Contractor's responsibility to secure all doors, when leaving the facility. The Contractor shall lock and unlock doors in accordance with the University locking and unlocking schedule.

Office or other doors shall be unlocked or opened only during the time that cleaning is actually being performed and shall be relocked immediately after the service has been completed.

Contract personnel shall not relinquish control of building keys to anyone and shall not leave key rings in janitor closets or lying in custodial carts.

Unauthorized persons found in the building after it is closed will be asked to leave. If they refuse, contract staff shall notify the University of Missouri Police Department.

Lost items found by cleaning staff shall be taken to the Reception desk located within the building. An exception to this rule will be made for items which may be the result of criminal activity such as billfolds found discarded in trash containers. Such items should be reported promptly to Assessment Resource Center (ARC) staff if available or the vendor supervisor who will contact ARC. Lost and found items shall not be stored in custodial closets.

Any instance of non-compliance regarding the security items noted above shall be taken seriously by the Contractor and thoroughly investigated so that action is taken to ensure repeated incidents do not occur. Serious or repeated instances may result in termination of the contract.

PERSONNEL, EMPLOYMENT PRACTICES, STAFFING AND SCHEDULING:

- a. In connection with the performance of work under this contract, the Contractor shall follow all applicable government regulations pertaining to employment and agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, sex, physical condition, developmental disability or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Provisions shall be made, however, due to the need for building security, to preclude employment if misrepresentation should be found in the applicant's employment record or references or if the applicant has a misdemeanor or felony conviction for theft, burglary, or other types of violent crime.

The Contractor further agrees to take affirmative action to insure equal employment opportunities for persons with disabilities. The Contractor agrees to post in conspicuous places available for employees and applicants for employment notices to be provided by the University setting forth the provisions of the non-discrimination clause.

- b. Personnel relations of employees on the contractor's payroll shall be the Contractor's responsibility. The Contractor shall comply with all applicable government regulations related to hiring practices, employment compensation and payment of personnel.
- c. Personnel of the Contractor shall observe all regulations of the University.
- d. The Contractor shall supply the University with a complete list of employees, supervisors and management assigned to the building.

EQUIPMENT:

- f. All electrically operated equipment must possess proper grounding capabilities and must be grounded when in use.
- g. Equipment shall not be left out and unattended in public areas during hours when buildings are open to the public.

- h. Contractor will be responsible for all supplies with the exception of paper towels, hand soap and toilet paper. The University will provide mop and mop bucket.

CHEMICALS FURNISHED BY CONTRACTOR:

It is the responsibility of the Contractor to provide all cleaning chemicals. Chemicals to be as “green:” as possible. Contractor should avoid using harsh chemicals that could damage walls, floors and other property. Labels to be provided by the Contractor.

MATERIAL FURNISHED BY COINTRACTOR:

The contractor is to provide hand soap along with cleaning supplies. Material and supplies to be approved by the University. It shall be the Contractor's responsibility to keep dispensers filled and clean. Supplies provided by the Contractor shall be stored in the custodial closet. Paper goods shall be stored off the floor. If it is in the best interest, the University reserves the right to purchase the above listed items.

The University will be responsible for supplying entrance mats and trash containers, but the Contractor shall be responsible for cleaning such items.

WORK TO BE DONE:

- a. The Contractor shall furnish all labor, materials and equipment required to perform custodial services in the buildings.
- b. The Contractor shall include everything necessary to accomplish the work properly, notwithstanding every item of labor and equipment required in the execution of this contract may not be specifically mentioned.

LEADERSHIP, EQUIPMENT REQUIREMENTS & JANITORIAL SERVICE

This individual should be a salaried professional with several years of both cleaning and customer relations experience. As a dedicated site manager, he or she shall perform or directly supervise the following as relates to this account:

All interviewing, hiring, training, disciplinary action, email communication, oversight of operations, and adherence to all subsections of this proposal. This individual shall dedicate the number of hours per week necessary to ensure the smooth operation of this account, whatever that may entail.

This individual is responsible for ensuring adherence to policies and that targeted deadlines for evening cleaning tasks are to the customer's satisfaction. This individual may expect to meet with University Representative for an occasional walk-through, questions or concerns about the Contractor's responsibilities and or quality of work.

1. Services will be provided Monday thru Friday five (5) days per week. Service begins at 6:30 a.m. – 8:30 a.m. Service will not be required on University holidays.
2. Detailed task requirements and specific building requirements are provided on the following pages, including any specialized work requested by the University.

The Provider will determine the number of personnel necessary to complete the tasks as outlined in the scope document and according to the schedule requested below. The submittal will include their

recommendations for staffing during each day of the week. Efficiency and effectiveness of the schedule will be taken into consideration in addition to the cost for services. Staff must be under the supervision of at least one individual with a minimum of five (5) years of experience at institutions or organizations of similar size and facility.

Proposed Task Frequency Requirements

Cleaning Requirements for the Assessment Resource Center (ARC) as of October 1, 2018

The Assessment Resource Center has approximately 23,000 square feet of space. The cleaning requirements are listed below:

Vendor must provide all cleaning supplies.

List of services to be done every day:

- Disinfect and wipe commodes in all bathrooms.
- Restock all restrooms with supplies such as paper towels, toilet tissue and hand soap.
- Wash & dry off all mirrors, dispensers, faucets.

List of services to be done every Monday and Thursday:

- Empty wastebaskets and trash receptacles; replace liners & return all wastebaskets to proper positions including the foyer area.
- Thoroughly sweep and wet mop all hallway vinyl tile floors

List of services to be done every Thursday:

- Vacuum all carpeted areas, entryway rugs in all areas; wipe all surfaces in B105 and conference rooms C124, B118, C220 and C15.
- Thoroughly sweep and wet mop all office and meeting room vinyl tile floors

List of additional services to be done monthly:

- Wipe walls and the top edges of the bathroom stalls, light fixtures, light switches and doorknobs throughout.
- Sweep stairwell and stairs in ARC main area (semi-monthly if needed in the winter)
- Clean all glass surfaces inside and out. This includes windows in the kitchens, doorways, and entryways. Remove cobwebs where needed.
- Clean baseboards in restrooms.
- Wipe down table bases and chairs in kitchens, conference rooms, and library area.
- Buff all tile floors

List of services to be done quarterly:

- Vacuum air vents in all areas.
- Dust and damp wipe all bookcases, windowsills, picture frames in hallways and open areas.

List of services to be done semi-annually:

- Clean windows in offices and lobby (inside and out.)

List of services to be done annually:

- Strip and wax tile floors in the lobby, hallways, and kitchens.

REFERENCES:

References as provided foster positive and favorable reviews and successes. It is required for respondent to provide a list of at least three relatively local organizations for which they have provided similar services in scope. It is desirable for University contacts with respondent's references to be positive and demonstrate the success of the prior consulting agreement in achieving the project objectives. Please provide three references, including contact names and phone numbers.

PREVIOUS QUOTATIONS:

This is a sealed bid event. Any quotations sent to the University of Missouri prior to this Request for Bid (RFB) are now void and will not be considered. Bidders must respond with a new quotation / response by the bid deadline noted on the cover page of this RFB.

STATEMENT OF BIDDER'S QUALIFICATIONS

1. Number of years in business: _____. If not under present firm name, list previous firm names and types of organizations.

2. Contracts on hand: (Complete the following schedule.)

ITEM	PURCHASER	AMOUNT OF YOUR CONTRACT	PERCENT COMPLETED
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3. General type of product sold or manufactured:

4. There has been no default in any contract completed or uncompleted except as noted below:

a. Number of contracts on which default was made: _____

b. Description of defaulted contracts and reason therefore:

SUPPLIER REGISTRATION INFORMATION

Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN: Yes No

The term "small business concern" shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is bidding. We would consider any firm with 500 employees or less a "small business concern".

WOMAN OWNED BUSINESS (WBE): Yes No

A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE): Yes No

A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.

1. Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh (A)
2. Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas. (P)
3. Black - A U.S. citizen having origins in any of the Black racial groups of Africa. (B)
4. Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only. (H)
5. Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. (N)

A Veteran or Service Disabled Veteran business is defined as an organization that is 51% owned, controlled and/or managed by Veterans. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 109-461 for more detail.

VETERAN BUSINESS ENTERPRISE: Yes No

SERVICE DISABLED VETERAN BUSINESS ENTERPRISE: Yes No

Please include what organization your firm has secured certification from with a certification number and date it expires. _____

MISSOURI FIRM: Yes No

A Missouri Firm is defined as an organization which has and maintains within the State of Missouri a regular place of business for the transaction of their business.

BUSINESS TYPE:

Manufacturer _____ (M)
Distributor/Wholesaler _____ (D)
Manufacturer's Representative _____ (F)
Service _____ (S)
Retail _____ (R)
Contractor _____ (C)
Other _____ (O)

SOLE PROPRIETORSHIP: _____ Yes _____ No

SUPPLIER'S CERTIFICATION:

The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of the University of Missouri System now in effect including any subsequent revisions thereof. Supplier acknowledges that it is his/her responsibility to keep the information current by notifying the University of Missouri of any changes. The supplier also acknowledges that repeated failure to respond to Invitation to Bids may result in removal from the bid lists.

Signature of Person Authorized to Sign this Supplier Registration Information Form

Title: _____

Date: _____

Supplier Diversity Certifying Agencies

The list below provides a list of agencies that do certification for MBE, WBE, DBE, Veteran and Veteran Service Disabled businesses. Bidders are responsible for obtaining information regarding the certification status of a firm for the prospective sub-contractor being used. A list of certified firms may also be obtained from many of the agencies listed below, including the State of Missouri's websites for M/WBE's and Service-Disabled Veterans.

State of Missouri Office of Equal Opportunity
P.O. Box 809, Harry S. Truman office Building
Room 630, 301 W. High Street
Jefferson City, MO. 65102
573-751-8130
www.oeo.mo.gov

Missouri M/WBE Certification and database
State of Missouri Office of Administration
Division of Purchasing & Materials Management
P.O. Box 809
Jefferson City, MO 65102
573-751-3273
www.oa.mo.gov/purchasing-materials-management
Missouri Service Disabled Veterans Website

State of Kansas Department of Commerce
M/WBE and DBE Department
1000 S.W. Jackson St. Suite 100
Topeka, KS. 60612
785-296-3425
www.kansascommerce.com
Kansas M/WBE and DBE database and certification

Missouri Department of Transportation
External Civil Rights
1017 Missouri Blvd
Jefferson City, MO. 65102
573-526-2978
www.modot.org/ecr
Missouri DBE database and certification

Lambert St. Louis International Airport
4610 N. Lindbergh, Suite 240
Bridgeton, MO 63044
314-551-5000
www.mwdbbe.org
St. Louis M/WBE and DBE database and certification

City of Kansas City Missouri
MBE/WBE Division
414 E. 12th St
Kansas City, MO. 64106
816-513-1313
Kansas City M/W/DBE database and certification
www.kcmo.gov/humanrelations/resources

St. Louis Development Corporation
1520 Market St. Suite 2000
St. Louis, MO. 63103
314-657-3700
www.stlouis-0mo.gov/sldc
Certification help for M/WBE suppliers in St. Louis area.

Mid-States Minority Supplier Development Council
317 N. 11th St. Suite 502
St. Louis, MO. 63101
314-436-8877
www.midstatesmsdc.org
MBE certification for St. Louis based corporations/database available for a fee

Mountain Plains Minority Supplier Council
777 Admiral Blvd.
Kansas City, MO. 64106
816-221-4200
www.mpmsdc.org
MBE certification for Kansas City based corporations/database available for a fee

U.S. Small Business Administration-Kansas City
1000 Walnut Suite 500
Kansas City, MO. 66106
816-426-4900
<http://www.sba.gov/about-offices-content/2/3123>
Kansas City SBA Office. Info for Federal Gov. Certification

U.S. Small Business Administration-St. Louis
1222 Spruce St. Suite 10.103
St. Louis, MO. 63103
314-539-6600
<http://www.sba.gov/about-offices-content/2/3124>
St. Louis SBA Office. Info for Federal Gov. Certification.

U.S. Veterans Business Administration
Veteran and Service Disabled Veteran Database and verification
www.vetbiz.gov
U.S. database of Veteran and Service Disabled Veteran Businesses

St. Louis Minority Business Council
308 N. 21st St, 7th floor
St. Louis, MO. 63101
314-241-1143
www.slmhc.org
St. Louis MBE certifying agency/database access for a fee

Women's Business Development Center (WBENC)-Chicago
8 S. Michigan Ave Suite 400
Chicago, Illinois 60603
312-853-3477
www.wbdc.org
Certification for WBE's in the Missouri area

AUTHORIZED RESPONDENT REPRESENTATION

Number of calendar days delivery after receipt of order	Payment Terms
Authorized Signature	Date
Printed Name	Title
Company Name	
Mailing Address	
City, State, Zip	
Phone No.	Federal Employer ID No.
Fax No.	E-Mail Address
Circle one: Individual Partnership Corporation	
If a corporation, incorporated under the laws of the State of _____	
Licensed to do business in the State of Missouri? ___yes ___no	

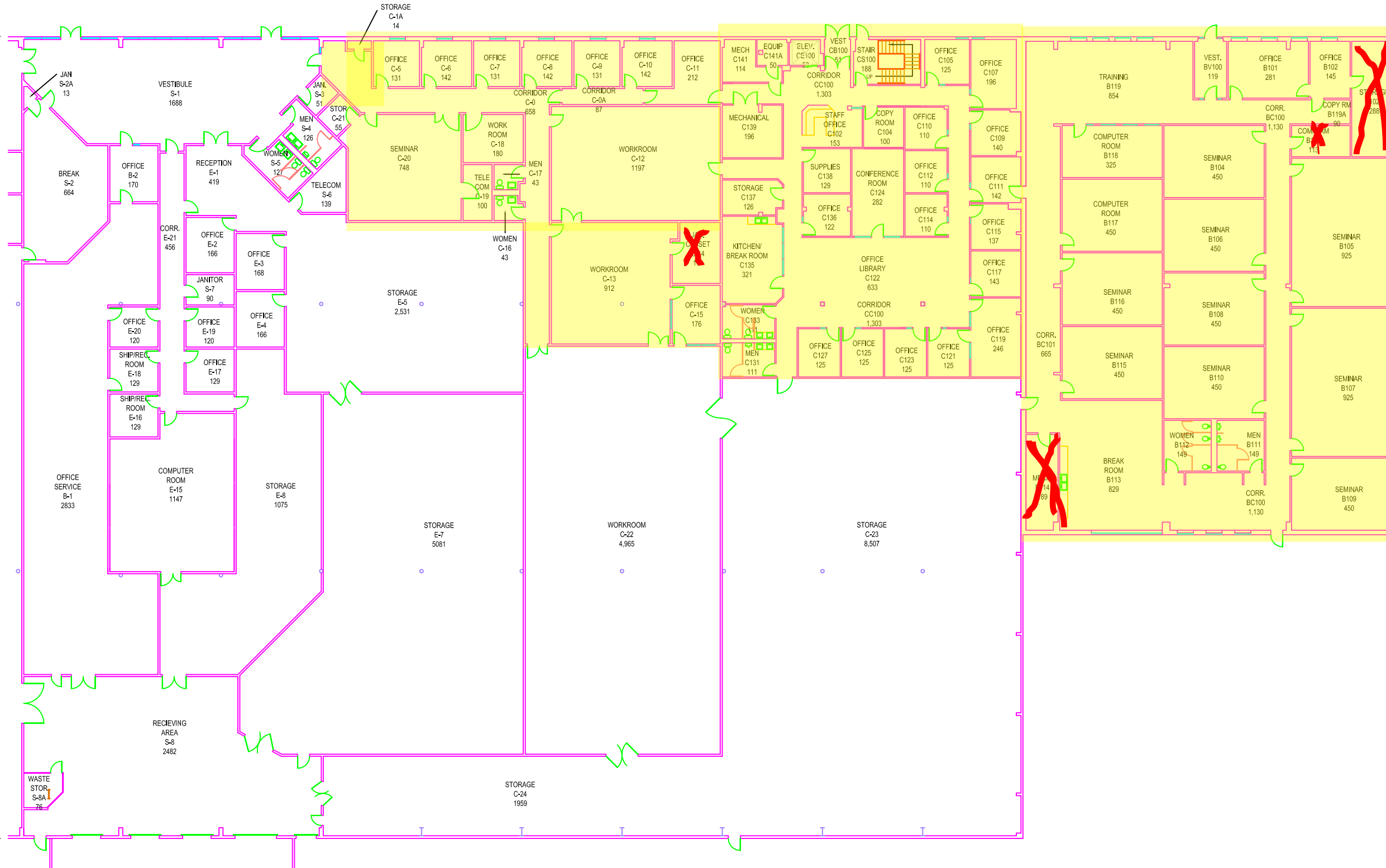
This signature sheet must be returned with your proposal.

It is understood and agreed that all prices given herein include all taxes payable by virtue of the furnishing and delivering of the item(s) included within this bid. The prices quoted should be the final cost to the University for each Category listed.

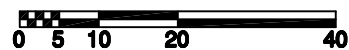
PLEASE FOLLOW THE BID RESPONSE INSTRUCTIONS. THIS IS SEALED BID EVENT. BIDS THAT ARE SENT VIA E-MAIL OR FACSIMILE WILL NOT BE CONSIDERED

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TO PRINTING AND
PUB. FACILITY WEST




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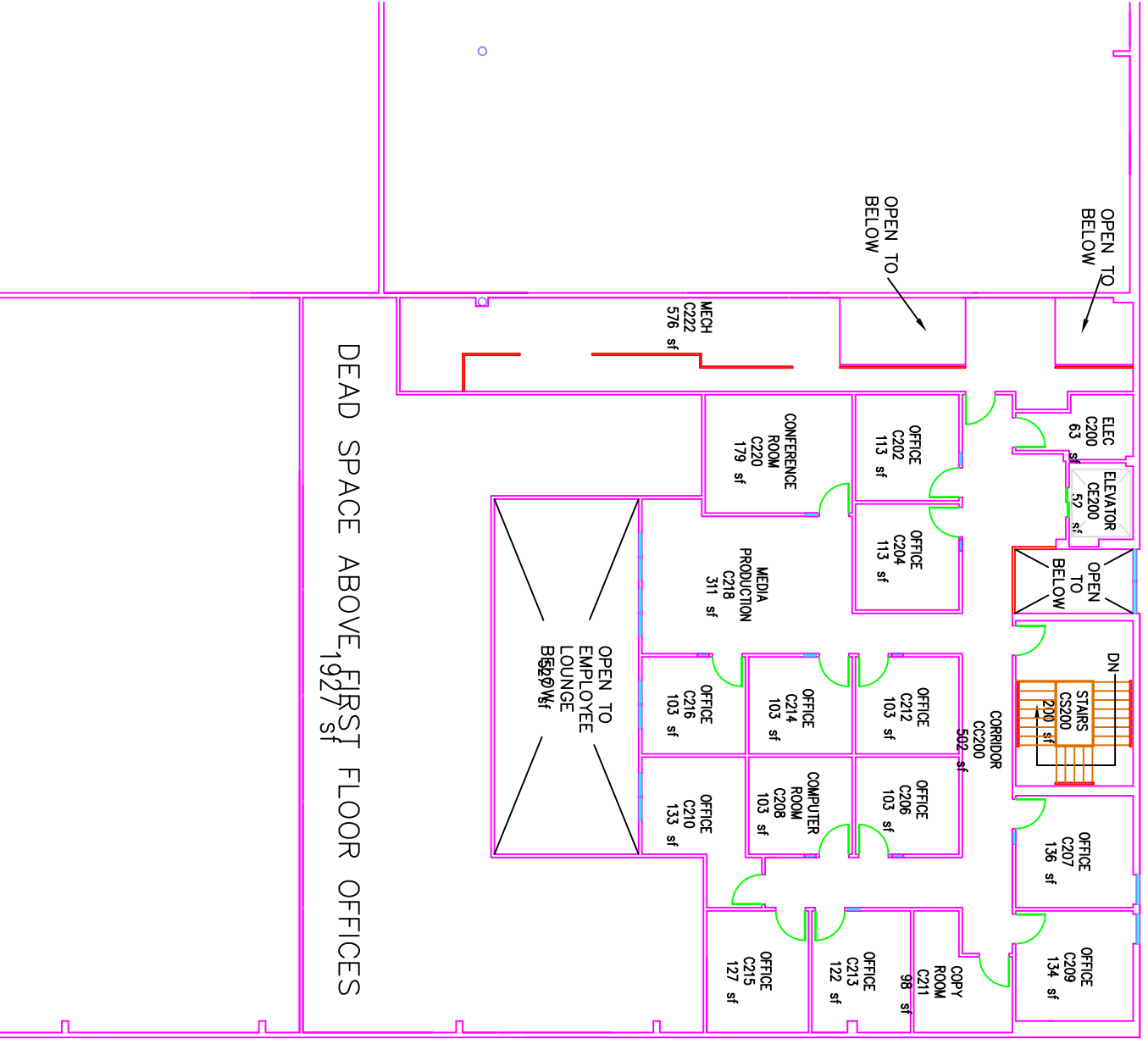


**CAMPUS FACILITIES
SPACE PLANNING & MANAGEMENT**
(573) 882-4506

**PRINTING AND
PUBLICATIONS FACILITY**

REVISED: 06-27-11 CSW

LEVEL: FIRST-EAST	TOUR DATE: 10-18-99	SCALE: NTS	 NORTH
BUILDING NO: 37380	SHEET: 1 OF 4	GROSS SQ FT: 61,384	



DEAD SPACE ABOVE FIRST FLOOR OFFICES
1927 sq ft

OPEN TO BELOW

OPEN TO BELOW

OPEN TO BELOW

OPEN TO EMPLOYEE LOUNGE BELOW

MECH C222 576 sq ft

CONFERENCE ROOM C220 179 sq ft

MEDIA PRODUCTION C218 311 sq ft

OFFICE C202 113 sq ft

OFFICE C204 113 sq ft

OFFICE C212 103 sq ft

OFFICE C206 103 sq ft

OFFICE C214 103 sq ft

COMPUTER ROOM C208 103 sq ft

OFFICE C216 103 sq ft

OFFICE C210 133 sq ft

OFFICE C213 122 sq ft

OFFICE C215 127 sq ft

COPY ROOM C211 98 sq ft

OFFICE C207 136 sq ft

OFFICE C209 134 sq ft

ELEC C200 63 sq ft

ELEVATOR CE200 52 sq ft

STAIRS CS200 210 sq ft

CORRIDOR CC200 502 sq ft