

**EQUEST FOR PROPOSALS
FOR
FURNISHING AND DELIVERY
OF
CUSTODIAL SERVICES – UMSL PUBLIC RADIO
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
ON BEHALF OF
UNIVERSITY OF MISSOURI - ST. LOUIS
RFP # 21118
DUE DATE: SEPTEMBER 17, 2021
TIME: 2:00 P.M. CDT**

THE CURATORS OF THE UNIVERSITY OF MISSOURI

Prepared by:
Wade A. Jadwin
Strategic Sourcing Specialist
University of Missouri Procurement
1201 North Street – Suite G5C
Rolla, MO 65409

Date Issued: August 23, 2021

RFP # 21118

CUSTODIAL SERVICES – UMSL PUBLIC RADIO

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NOTICE TO RESPONDENTS

The University of Missouri requests proposals for the Furnishing of **CUSTODIAL SERVICES – UMSL PUBLIC RADIO, RFP #21118** which will be received by the undersigned at University of Missouri Procurement, until **September 17, 2021 at 2:00 p.m. CDT**. The **University assumes no responsibility for any supplier's on-time receipt at the designated location for proposal opening.**

In the event a Respondent chooses to use the Word version of the RFP to aid in preparation of its response, the Respondent should only complete the response information. Any modification by the Respondent of the specifications provided will be ignored, and the original wording of the RFP shall be the prevailing document.

If you have any questions regarding the RFP, please send them to:

*Wade A. Jadwin
University of Missouri Procurement
1201 North State Street – Suite G5C
Rolla, Missouri 65409
Email Address – jadwinw@mst.edu*

All questions regarding the RFP must be received no later than 2:00 p.m. CDT on September 9, 2021.

The University reserves the right to waive any informality in Request for Proposals and to reject any or all Request for Proposals.

THE CURATORS OF THE UNIVERSITY OF MISSOURI
Prepared by:
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Rolla, MO 65409

**UNIVERSITY OF MISSOURI
REQUEST FOR PROPOSAL (RFP)
GENERAL TERMS AND CONDITIONS
&
INSTRUCTIONS TO RESPONDENTS**

A. General Terms and Conditions

1. **Purpose:** The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms.
2. **Governing Laws and Regulations:** Any contract issued as a result of this RFP shall be construed according to the laws of the State of Missouri. Additionally, the supplier shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
3. **Taxes:** The supplier shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the University are not subject to either Federal Excise Taxes or Missouri Sales Tax.
4. **Sovereign Immunity:** The Curators of the University of Missouri, due to its status as a state entity and its entitlement to sovereign immunity, is unable to accept contract provisions, which require The Curators to indemnify another party (537.600, RSMo). Any indemnity language in proposed terms and conditions will be modified to conform to language that The Curators are able to accept.
5. **Preference for Missouri Firms:** In accordance with University policy, preference shall be given to Missouri products, materials, services, and firms when the goods or services to be provided are equally or better suited for the intended purpose. In assessing overall value, consideration will be given to the extent to which proximity or Missouri preference of the supplier provides potential advantages or reduction of risks. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.
6. **Appropriation:** The Curators of the University of Missouri is a public corporation and, as such, cannot create indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in 172.250, RSMo. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with 30 days' notice.
7. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The contractor shall comply with federal laws, rules, and regulations

applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.

8. **Supplier Diversity Participation:** The University of Missouri System is committed to and supports supplier diversity as an essential part of the University's mission and core values. To qualify as a Diverse Supplier, the company must be at least 51% owned and controlled by someone in one of the recognized groups (see below). These firms can be a sole proprietorship, partnership, joint venture or corporation. Diverse suppliers should be certified from a recognized certifying agency.

The University of Missouri recognizes the following groups:

- MBE (Minority Owned Business Enterprise)
 - African American
 - Asian American (including Pacific Asian and Subcontinent Asian)
 - Hispanic American
 - Native American
- WBE (Women Owned Business Enterprise)
- DVBE (Service-Disabled Veteran Owned Business Enterprise)
- VBE (Veteran Owned Business Enterprise)
- LGBT (Lesbian, Gay, Bisexual, Transgender)
- DBE (Disadvantaged Business Enterprise)

Tier 2 Diverse Supplier Spending and Reporting: The University strongly encourages Supplier Diversity participation in all contracts for goods and services. Tier 2 spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers may be asked to submit Tier 2 information with Women and Diverse Owned Companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms on the contract: Direct and Indirect. Definitions and further explanation of these options is included in the Supplier Diversity Participation Form attached hereto.

Supplier Diversity Participation Form: If a respondent will be utilizing a diverse supplier as part of this contract, they must indicate their Supplier Diversity participation levels on the Supplier Diversity Participation Form included in this RFP (see Attachment A). The Respondent must describe what suppliers and/or how the Respondent will achieve the Supplier Diversity goals. Evaluation of proposals shall include the proposed level of Supplier Diversity participation. Proposals that do not meet the participation requirements for Supplier Diversity will not receive any of the points during proposal review.

Suppliers will be responsible for reporting Tier 2 diverse supplier participation on an agreed upon timing (e.g. quarterly, annually) when business is awarded.

The University may monitor the supplier's compliance in meeting the Supplier Diversity participation levels committed to in the awarded proposal. If the supplier's payments to participating diverse suppliers are less

than the amount committed to in the contract, the University reserves the right to cancel the contract, suspend and/or debar the supplier from participating in future contracts.

9. **Applicable Laws and Regulations:** The University serves from time to time as a 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.
10. **Anti-Discrimination Against Israel Act:** If this Contract involves the acquisition or disposal of services, supplies, information technology, or construction and has a total potential value of \$100,000 or more, and if Supplier is a company with ten (10) or more employees, then Supplier certifies that it, and any company affiliated with it, does not boycott Israel and will not boycott Israel during the term of this Contract. In this paragraph, the terms “company” and “boycott Israel” shall have the meanings described in Section 34.600 of the Missouri Revised Statutes.
11. **Applicable Digital Accessibility Laws and Regulations:** The University affords equal opportunity to individuals with disabilities in its employment, services, programs and activities in accordance with federal and state laws, including Section 508 of the Rehabilitation Act, 36 C.F.R., Pt. 1194. This includes effective communication and access to electronic and information communication technology resources, and the University expects that all products will, to the greatest extent possible, provide equivalent ease of use for individuals with disabilities as for non-disabled individuals. The University of Missouri has adopted the Web Content Accessibility Guidelines (WCAG), as specified by the University of Missouri Digital Accessibility Policy.

Supplier shall: (1) deliver all applicable services and products in reasonable compliance with University standards (Web Content Accessibility Guidelines 2.0, Level AA or above); (2) provide the University with an Accessibility Conformance Report detailing the product’s current accessibility according to WCAG standards using the latest version of the Voluntary Product Accessibility Template (VPAT); (3) if accessibility issues exist, provide a “roadmap” plan for remedying those deficiencies on a reasonable timeline to be approved by the University; (4) promptly respond to assist the University with resolving any accessibility complaints and requests for accommodation from users with disabilities resulting from supplier’s failure to meet WCAG guidelines at no cost to the University; and (5) indemnify and hold the University harmless in the event of any claims arising from inaccessibility.

When installation, configuration, integration, updates, or maintenance are provided, the supplier must ensure these processes are completed in a way that does not reduce the original level of WCAG conformance. If at any point after procurement it is determined that accessibility improvements need to be made in order to comply with the WCAG standards, the supplier agrees to work with the University to remedy the non-compliance by submitting a roadmap detailing a plan for improvement on a reasonable timeline. Resolution of reported

accessibility issue(s) that may arise should be addressed as high priority, and failure to make satisfactory progress towards compliance with WCAG, as agreed to in the roadmap, shall constitute a breach of contract and be grounds for termination or non-renewal of the agreement.

- 12. Applicable Health Related Laws and Regulations:** If these specifications or any resulting contract involves health care services or products, the Supplier agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Supplier with regard to patients of the University. All services provided pursuant to this contract shall be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and The Centers for Medicare & Medicaid Services (CMS).

Respondents understand and agree that the Curators of the University of Missouri, in the operation of MU Health Care, is regulated under federal or state laws with regard to contracting with suppliers. The Respondent represents that it is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Respondent agrees to notify the University of any imposed exclusions or sanctions covered by this representation.

The University will regularly check the "List of Excluded Individuals/Entities" (LEIE), maintained by the Office of Inspector General, United States Department of Health and Human Services ("OIG") to determine if any Respondents have been excluded from participation in federal health care programs, as that term is defined in 42 U.S.C. §1320a-7b(f). The University reserves the sole right to reject any respondents who are excluded by the OIG, who have been debarred by the federal government, or who have otherwise committed any act that could furnish a basis for such exclusion or debarment.

13. Compliance with CDC Guidelines: (If Applicable)

Due to the changing nature of the COVID-19 pandemic, successful Supplier will monitor and comply with CDC and other federal, state, and local guidance; modifications to University operating procedures; and directives of University relating to protection of the health and safety of the University community.

NOTIFICATION TO UNIVERSITY IN EVENT OF POSITIVE COVID-19 CASE:

In the event any of the successful Contractor's personnel who have or are presently performing services for the University of Missouri (a) tests positive for COVID-19, or (b) has been in close contact with someone that tests positive for COVID-19, the successful Contractor shall immediately notify the University designated contact, and take immediate action to quarantine such person and any other Contractor Personnel who may have come in contact with the person testing positive for COVID-19, and assist University in identifying any other persons on the University campus who may have come in contact with such person. Contractor must clean and disinfect all areas any infected person may have contacted on University's campus, and any cleaning or sanitation costs resulting from a positive COVID-19 test of Contractor personnel are the sole cost and responsibility of Contractor.

14. **Inventions, Patents, and Copyrights:** The Contractor shall pay for all royalties, license fees, patent or invention rights, or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder. The Contractor shall defend, protect, and hold harmless the University its officers, agents, servants and employees against all suits of law or in equity resulting from patent and or copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

Copyrights for any item developed for the University shall be the property of the University and inure to its benefit and the Contractor shall execute such documents as the University may require for the perfection thereof.

15. **Contractor Gifts:** The contractor shall refrain in offering any offers of gifts to the University, and all University of Missouri employee's, in accordance with University of Missouri Policy #26301, Suppliers.

B. Instructions to Respondents

1. **Request for Proposal (RFP) Document:** Respondents are expected to examine the complete RFP document and all attachments including drawings, specifications, and instructions. Failure to do so is at Respondents' risk. It is the Respondents' responsibility to ask questions, request changes or clarifications, or otherwise advise the University if any language, specifications or requirements of the RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source.

Any and all communications from Respondents regarding specifications, requirements, competitive Request for Proposal process, etc., should be directed to the University buyer of record referenced in this RFP. It is the responsibility of the person or organization communicating the request to ensure that it is received.

The RFP document and any attachments constitute the complete set of specifications and Request for Proposal response forms. No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the University. No employee of the University is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document. In case of any doubt or difference of opinion as to the true intent of the RFP, the decision of the University's Chief Procurement Officer shall be final and binding on all parties.

2. **Preparation of Request for Proposals:** All Request for Proposals must be submitted in the format and number of copies as specified in the detailed specifications and must be enclosed in a sealed envelope plainly marked: **Request for Proposal #21118 for Custodial Services – UMSL Public Radio, mailed and/or delivered to University of Missouri Procurement, 1201 North State Street – Suite G5C, Rolla, MO 65409, ATTN: WADE A. JADWIN. OR emailed to jadwinw@mst.edu FAXED OR E-MAILED RESPONSES WILL NOT BE ACCEPTED**

To receive consideration, Request for Proposals must be received, prior to the Proposal due date and time stated in this RFP. It is the respondent's full responsibility for the actual delivery of Proposals

Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All Requests for Proposals must meet or exceed the stated specifications or requirements. All equipment and supplies offered must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered. Unless specifically stated and allowed in the Detailed Specifications and Special Conditions, all pricing submitted in response to this RFP is firm and fixed.

Whenever the name of a manufacturer, trade name, brand name, or model and catalog numbers followed by the words "or equal" or "approved equal" are used in the specifications, it is for the purpose of item identification and to establish standards of quality, style, and features. Proposals on equivalent items of the same quality are invited. However, to receive consideration, such equivalent proposals must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The University will be the sole judge of equality and suitability. Whenever the name of a manufacturer is mentioned in the specifications and the words "or equal" do not follow, it shall be deemed that the words "or equal" follow unless the context specifies "no substitution." Unless noted on the Request for Proposal form, it will be deemed that the article furnished is that designated by the specifications. The University reserves the right to return, at contractor's expense, all items that are furnished which are not acceptable as equals to items specified and contractor agrees to replace such items with satisfactory items at the original proposal price.

Time will be of the essence for any orders placed as a result of this RFP. The University reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the respondents Proposal and accepted by the University. Unless otherwise specified in the Detailed Specifications and Special Conditions, all proposals shall include all packing, handling, and shipping charges FOB destination, freight prepaid and allowed.

- 3. Submission of Proposals:** Respondent shall furnish information required by the solicitation in the form requested. The University reserves the right to reject proposals with incomplete information or which are presented on a different form. All proposals shall be signed, in the appropriate location, by a duly authorized representative of the Respondent's organization. Signature on the proposal certifies that the Respondent has read and fully understands all RFP specifications, plans, and terms and conditions.

By submitting a proposal, the Respondent agrees to provide the specified equipment, supplies and/or services in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.

Furthermore, the Respondent certifies that: (1) the proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation; (2) the Respondent has not directly or indirectly induced or solicited any other Respondent to submit a false or sham proposal; (3) the Respondent has not solicited or induced any person, firm, or corporation to refrain from responding; (4) the Respondent has not sought by collusion or otherwise to obtain any advantage over any other Respondent or over the University.

Modifications or erasures made before proposal submission must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing prior to the exact date and time set for the RFP

closing. Any such modifications shall be prepared on company letterhead, signed by a duly authorized representative, and state the new document supersedes or modifies the prior proposal. The modification must be submitted marked "Proposal Modification" and clearly identifying the RFP title, RFP number and closing date and time. Proposals may not be modified after the RFP closing date and time. Telephone and facsimile modifications are not permitted.

Proposals may be withdrawn in writing, on company letterhead, signed by a duly authorized representative and received at the designated location prior to the date and time set for RFP closing. Proposals may be withdrawn in person before the RFP closing upon presentation of proper identification. Proposals may not be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of proposals.

All proposals, information, and materials received by the University in connection with an RFP response shall be deemed open records pursuant to 610.021 RSMo. If a Respondent believes any of the information contained in the Respondent's response is exempt from 610.021 RSMo, the Respondent's response must specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the University will treat all materials received as open records. The University shall make the final determination as to what materials are or are not exempt

- 4. Evaluation and Award:** Any clerical errors, apparent on its face, may be corrected by the Buyer before contract award. Upon discovering an apparent clerical error, the Buyer shall contact the Respondent and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. The University reserves the right to request clarification of any portion of the Respondent's response in order to verify the intent. The Respondent is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

The University reserves the right to make an award to the responsive and responsible Respondent whose product or service meets the terms, conditions, and specifications of the RFP and whose proposal is considered to best serve the University's interest. In determining responsiveness and the responsibility of the Respondent, the following shall be considered when applicable: the ability, capacity, and skill of the respondent to perform as required; whether the respondent can perform promptly, or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the respondent; the quality of past performance by the Respondent; the previous and existing compliance by the Respondent with related laws and regulations; the sufficiency of the Respondent's financial resources; the availability, quality and adaptability of the Respondents equipment, supplies and/or services to the required use; the ability of the respondent to provide future maintenance, service and parts.

The University has established formal protest procedures. For more information about these procedures, contact the Buyer of Record.

In case of any doubt or difference of opinion as to the items and/or services to be furnished hereunder, the decision of the Assistant Vice President Management Services, UM System shall be final and binding upon all parties.

The University reserves the right to accept or reject any or all proposals and to waive any technicality or informality.

5. **Contract Award and Assignment:** The successful Respondent(s) shall enter into a contract prepared by the University. The Contract Documents shall include the Advertisement for Request for Proposals, Specifications and Addenda, Exhibits, Request for Proposal Form, Form of Contract, Statement of Work, Letter of Award, University Purchase Order, and Form of Performance Bond, if required.

The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of the University.

6. **Contract Termination for Cause:** In the event the Contractor violates any provisions of the contract, the University may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the University may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages resulting there from, as well as from such termination, shall not be affected by any such termination.
7. **Contract Termination for Convenience:** The University reserves the right, in its best interest as determined by the University, to cancel the contract by given written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
8. **Warranty and Acceptance:** 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 or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for such equipment, supplies, and/or services.

No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had a reasonable opportunity to inspect said equipment, supplies and/or services. All equipment, supplies, and/or services which do not comply with specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

9. **Payment:** Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 30 after the date of invoice. Payment terms associated with settlement by check will be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to

protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.

For consulting services and/or contract labor services performed for MU Health Care, the hourly rate and the number of hours worked must be included in the agreement and/or on the invoice submitted. Payment may not occur unless this information has been provided.

The University encourages suppliers to opt into its Single-Use Account (SUA) credit card program for payment of invoices. The SUA is an electronic, credit card-based payment solution that acts like a check. It provides a single 16-digit virtual account number for each payment. Similar to a check, the credit limit on each SUA is set to the specific payment amount. Payment terms for Suppliers who participate in the SUA program are Net 0 as opposed to the standard Net 30 terms.

10. **Accounting Practices:** The Contractor shall maintain, during the term of the contract, all books of account, reports, and records in accordance with generally accepted accounting practices and standard for records directly related to this contract. The Contractor agrees to make available to the University, during normal business hours, all book of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
11. **Debarment and Suspension Certification:** The Contractor certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).
12. **Cooperative Purchasing:** The intended coverage of this RFP, and any Agreement resulting from this solicitation, shall be for the use by all faculty, staff, students, departments, locations, and affiliates of the University of Missouri, including MU Health Care.

The University of Missouri System seeks to make the terms and prices of this contract available to other higher education institutions and public entities in the State of Missouri. Extension of the terms and prices to any or all other Missouri higher education institutions and public entities is at the discretion of respondents and shall not be considered in the award of this contract. The contractor shall further understand and agree that participation by other higher education institutions and public entities is discretionary on the part of these institutions, and the University of Missouri System bears no financial responsibility for any payments due the contractor by such entities, nor will the University be responsible for contract administration for other institutions.

UNIVERSITY OF MISSOURI
DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS

1. OBJECTIVE

The Curators of the University of Missouri, a public organization, propose to contract on behalf of University of Missouri - St. Louis Campus (hereinafter referred to as "University") with an organization (hereinafter referred to as "Supplier"), to provide **Custodial Services – UMSL Public Radio** as described herein. **UMSL Public Radio is located at 3651 Olive St., St. Louis, MO 63108**

The UNIVERSITY is trying to obtain the best Custodial Services solution at the best price for the UNIVERSITY that provides the best possible service for The UNIVERSITY students, faculty, and staff.

2. SCOPE

University of Missouri St. Louis Campus/ UMSL Public Radio is seeking proposals from qualified professional firms interested in providing the following: **CUSTODIAL SERVICES**.

Attached hereto is a Form of Proposal to be used for the submission of information requested herein. The Form of Proposal accompanying these specifications must be enclosed in a sealed envelope plainly marked: "**Proposal for University of Missouri Custodial Services, RFP #2118**" and addressed, mailed and/or delivered to University of Missouri System, Supply Chain and Procurement Services, 1201 North State Street – Suite G5C, Rolla, MO 65409 ATTN: Wade A. Jadwin, Strategic Sourcing Specialist; and received no later than **Friday, September 17, 2021, at 2:00 p.m. CT**.

All proposals must be submitted, in one original copy. **Additionally, Respondents are required to provide an electronic version of the proposal response on a CD in pdf format or USB Flash Drive in pdf format.**

3. BACKGROUND UNIVERSITY INFORMATION

With more than 16,000 students, the University of Missouri–St. Louis is Eastern Missouri's premier public research university. UMSL provides excellent learning experiences and leadership opportunities to a diverse student body whose influence on the region upon graduation is immense.

UMSL is spread across 470 acres in suburban St. Louis County with a mix of modern and historic academic buildings as well as a variety of student residence halls, condominiums and apartments. It's the perfect setting for students to gain unique insights from outstanding faculty and work experience from internships at companies and organizations found only in this world-class metropolitan region.

While UMSL graduates can be found in all 50 states and countries around the globe, their greatest impact is felt right here in St. Louis. More than 75,000 UMSL alumni call the St. Louis region home. They drive the region's economy and contribute mightily to its social well-being.

4. PARKING

Visitors to any University of Missouri campus, satellite locations and/or facility may park in designated visitor parking spaces with an authorized parking pass. Visitors should contact the designated Campus University of Missouri Parking and Transportation Department or Police Department to assist with authorization about parking on campuses, at satellite locations and/or facilities owned and/or operated by and under The University of Missouri.

It is the visitor's responsibility to contact the campus and/or satellite locations and facility for parking pass information and requirements.

Citations issued for parking violations on campus, at satellite locations and/or facilities owned and/or operated by and under The University of Missouri System are the sole responsibility of the visitor.

5. PRE-QUALIFICATION INSTRUCTIONS TO SUPPLIERS

Pre-proposal on-site tours are encouraged but not mandatory

Due to the recent outbreak of the COVID-19 variant the University will offer individual on-site tours. Bidders must schedule their tour by e-mailing Marquetta Wise at andersonmarq@umsl.edu On-site tours dates are as follows

August 30th - Monday 10:00 a.m. – 1:00 p.m.

August 26th, September 2nd & 9th - Thursday 10:00 a.m. – 1:00 p.m.

Bidders MUST wear a mask during their on-site tour. The University WILL NOT provide masks.

Each supplier will be allowed two (2) representatives in the pre-proposal conference meeting and on-site walk-through, no more.

Supplier(s) is/are expected to visit the site, at their own expense, to fully understand the scope of the requested service.

Supplier(s) is/are expected to be prepared to write down questions and submit those to Wade A. Jadwin at jadwinw@mst.edu **NO QUESTIONS WILL BE ANSWERED DURING YOUR TOUR. Questions must be received by 2:00 p.m. CT on September 9, 2021**

It is the sole responsibility of the Supplier(s) to submit questions in writing at the conclusion of the pre-proposal meeting and on-site walk through, for the University to respond in Addenda.

UMSL AT GRAND CENTER/STLPR – SCHEMATIC FLOOR PLANS



- 1F**
- 01 LOBBY
 - 02 RECEPTION
 - 03 CATERING
 - 04 MULTI-PURPOSE ROOM
 - 05 PLANO STORAGE
 - 06 STORAGE
 - 07 STORAGE
 - 08 LEARNING STUDIO
 - 09 LAPTOP STORAGE
 - 10 STORAGE
 - 11 STORAGE
 - 12 EDITING
 - 13 EDITING
 - 14 MEDIA PRODUCTION CLASS
 - 15 STORAGE
 - 16 MEDIA PRODUCTION CLASS
 - 17 UNEL STORAGE
 - 18 RESTROOMS
 - 19 ELEVATOR

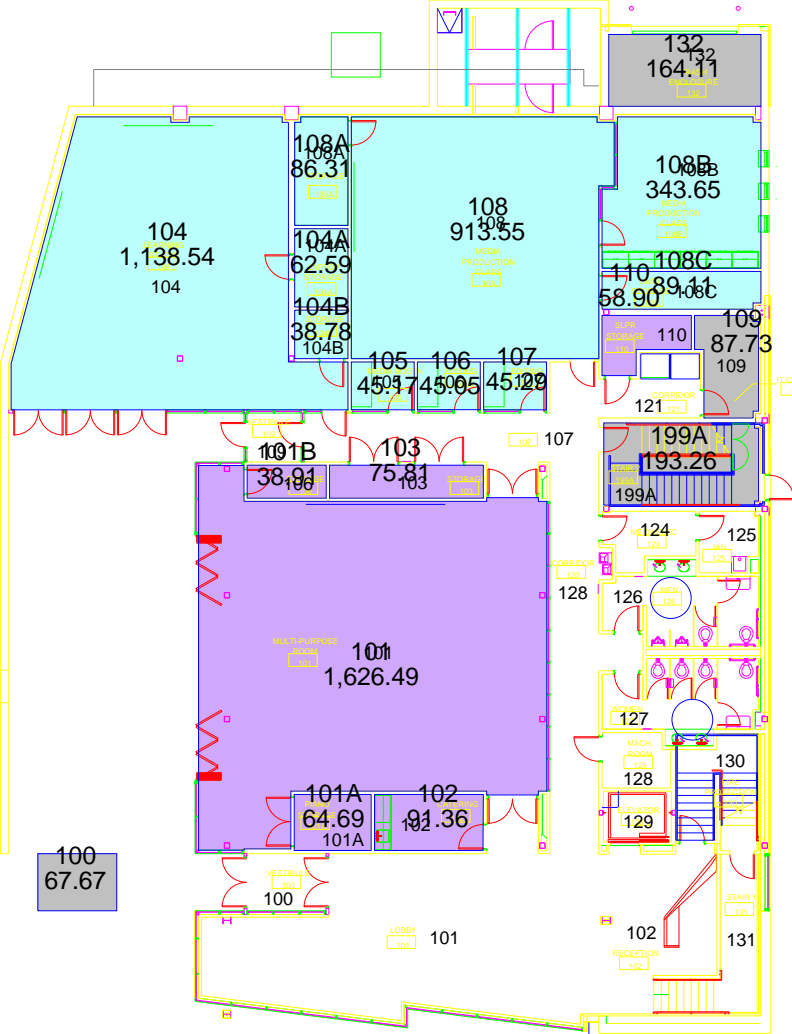


- 2F**
- 01 RECEPTION
 - 02 STORAGE
 - 03 DIR. OF PROD. JOBER
 - 04 BUS. PSC. OFFICER
 - 05 GEN. MGR.
 - 06 GEN. MGR.
 - 07 ADMINISTRATION SUPPORT /
 - 08 BUSINESS MANAGER ASSISTANT
 - 09 ACCOUNTS ASSIST / COOP. STAFF
 - 10 COOP. STAFF
 - 11 MARKETING DIRECTOR
 - 12 DEVELOPMENT DIRECTOR
 - 13 PRINT / SUPPLY
 - 14 MEMBERSHIP MANAGER
 - 15 COOP. MGMT. MANAGER
 - 16 MFG. ASST.
 - 17 SUPPORT
 - 18 KITCHEN / BREAK
 - 19 STORAGE
 - 20 SHARE D CONFERENCE ROOM
 - 21 FACILITY CONFERENCE ROOM
 - 22 FACILITY ADMINISTRATION
 - 23 CLASSROOM
 - 24 MEMBER STORAGE
 - 25 FILE STU.
 - 26 RESTROOM
 - 27 RESTROOM
 - 28 COAT ROOM
 - 29 SHOWER
 - 30 ELEVATOR



- 3F**
- 01 SUPPORT
 - 02 STORAGE
 - 03 DIGITAL DIRECTOR
 - 04 DIGITAL DEVELOPER
 - 05 NEWS DIRECTOR
 - 06 NEWS DIRECTOR
 - 07 TRAFFIC COORD.
 - 08 CONFERENCE ROOM
 - 09 DIGITAL STAFF / PRODUCTION /
 - 10 RECORDING ENG. / NEWS STAFF
 - 11 NEWS STAFF
 - 12 EDIT ALONE
 - 13 PRODUCTION STORAGE
 - 14 TALK PRODUCTION
 - 15 TALK HOST
 - 16 CHIEF ENGINEER
 - 17 EDIT
 - 18 GREEN ROOM
 - 19 TALK STUDIO
 - 20 TALK STUDIO
 - 21 CHAIR CONTROL
 - 22 PRODUCTION
 - 23 NEWS
 - 24 NEWS
 - 25 COAT ROOM
 - 26 MARKETING STORAGE
 - 27 ELEVATOR

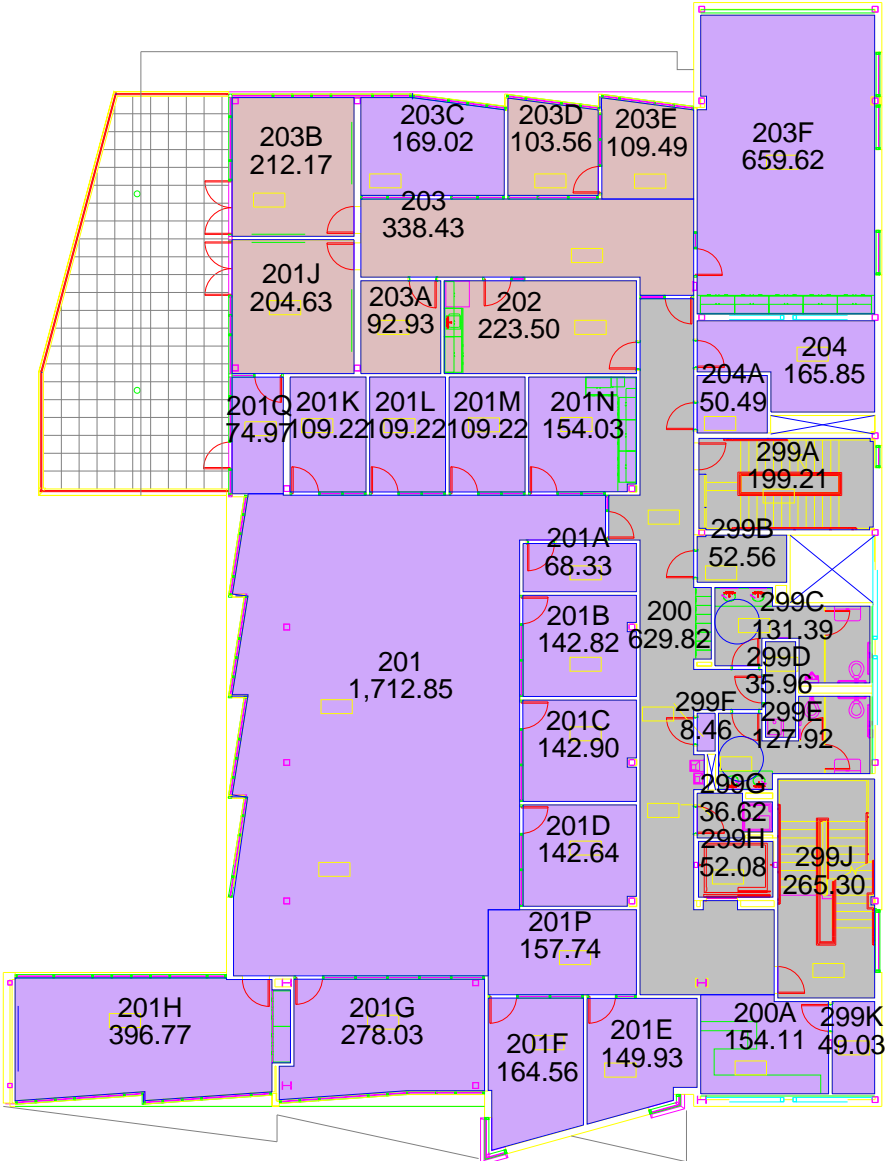
UMSL Off-Site
GC 1F – Department Summary
 08.18.2021






SF880-01.dwg

Legend	Division Code	Department Code	Department Name	Total Count	Total Area
	SMTS	SNONASSIGN	Non-Assignable	14	2,179.77
	SRES	SRSCHADM	Research & Econ Comm Dev	10	2,808.04
	SVCDV	SKWMU	KWMU Radio	6	1,956.16
				30	6,943.97

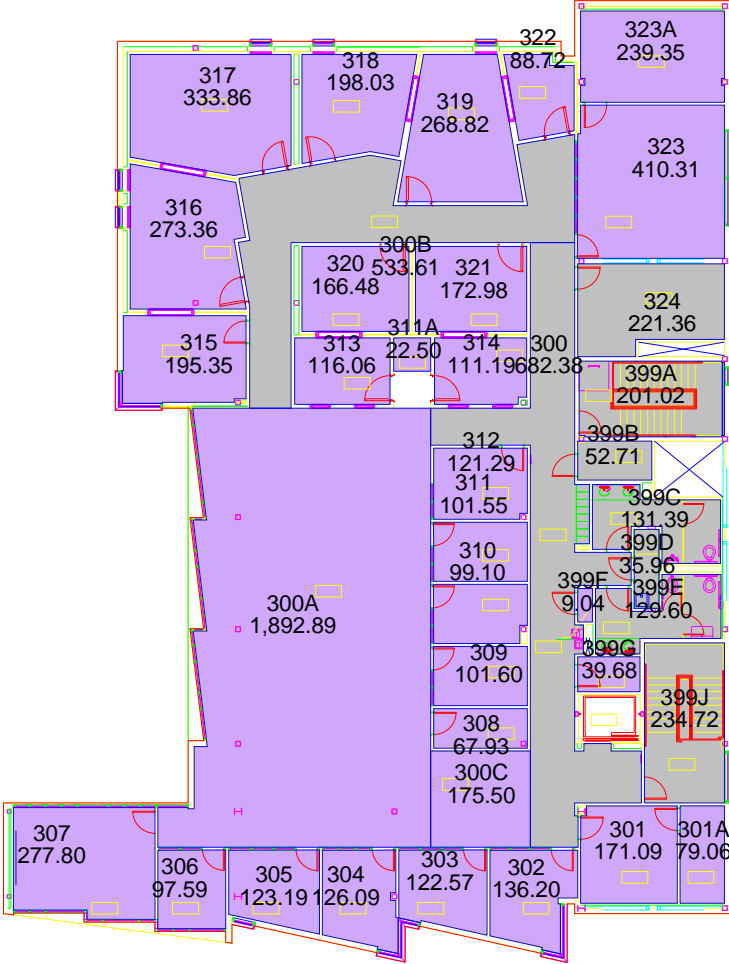
UMSL Off-Site
GC 2F – Department Summary
 08.18.2021



SF880-02.dwg

Legend	Division Code	Department Code	Department Name	Total Count	Total Area
	SACF	SVCACAFF	VC Academic Affairs	7	1,284.71
	SMTS	SNONASSIGN	Non-Assignable	9	1,530.86
	SVCDV	SKWMU	KWMU Radio	22	5,169.81
				38	7,985.38

UMSL Off-Site
GC 3F – Department Summary
 08.18.2021



SF880-03.dwg

Legend	Division Code	Department Code	Department Name	Total Count	Total Area
	SMTS	SNONASSIGN	Non-Assignable	9	2,222.75
	SVCDV	SKWMU	KWMU Radio	30	6,339.18
				39	8,561.93

Contract documents

Contract documents shall also include the RFP, attachments, exhibits, Letter of Award, University Purchase Order and Performance Bond of Irrevocable letter of Credit if required.

Award of Contract

Proposals will be awarded based upon the criteria set forth in Section 8 of the Detailed Specifications and Special conditions.

Respondents Proposal

The following information shall be included with the proposal submission:

RFP Evaluation

A team of UNIVERSITY management and support services will review and evaluate supplier proposal submittals. Proposals will be graded by this team for final scoring.

- (i) Proposals will be evaluated in the areas as described. The UNIVERSITY plan to select based on whose proposal is determined to represent the best value to the UNIVERSITY. The UNIVERISTY best value source selection is based on the following:
 - 1) **Equal qualitative merit -**
If all offers are deemed competitive and are of approximately equal qualitative (technical, operational, and management) merit, the UNIVERISTY will select the offer with the lowest price.
 - 2) **Higher Qualitative merit**
However, the UNIVERSITY may select for negotiations with a respondent(s) whose proposal(s) offers a higher qualitative merit if the difference in price is commensurate with added value.
 - 3) **Lower qualitative Merit**
Conversely, the UNIVERSITY may select for negotiations with a respondent whose proposal offers a lower qualitative merit if the price differential between it and other offers so warrants.

- (ii) An evaluation team will evaluate the proposals utilizing the following process
 - 1) Results of the initial proposal evaluation are used to

determine those having a reasonable chance of being selected for award. Proposals determined not to be competitive will be eliminated from further consideration, and the respondents are notified accordingly.

- 2) The UNIVERSITY may, at its sole discretion, conduct limited communications with one or more respondents for the purpose of determining whether the proposals should be included for further consideration. Such communications may be conducted to enhance the University's understanding of proposal(s) and may be used to:
 - a) Validate or clarify the proposed pricing; and
 - b) Clarify omissions, ambiguities, and uncertainties in respondent's proposal; and
 - c) Clarify relevant firm experience information.
- 3) The UNIVERSITY reserves the right to make determinations about any proposals received without conducting further communications with any respondents. Further, the University, at its sole discretion, may waive minor informalities and minor irregularities in proposals received.
- 4) The UNIVERSITY may make source selection after the initial proposal evaluation and presentations or may conduct discussions with any or all respondents who have submitted proposals, which are determined to be competitive. The purpose of such discussions is to assist the evaluators in fully understanding each proposal by:
 - a) Discussing those aspects of each proposal, which contain omissions, ambiguities, and uncertainties.
 - b) Verifying and identifying strengths and weaknesses which could affect work performance.
 - c) Verifying the validity of the respondent's proposed pricing; and
 - d) Assessing the proposed personnel and the respondent's capabilities for performing the work.
- 5) After discussions, if any, the initial evaluation findings will be

- reviewed and may be revised to incorporate the results of the discussions to arrive at a final evaluation.
- 6) After discussions, if any, supplier proposal submittals may be subject to and requested to present the proposal submittal in person.
 - 7) The UNIVERSITY reserves the right to reject proposal submittals if references and other evidence submitted by supplier(s) or discovered by investigation which fails to satisfy UNIVERSITY that Supplier(s) is properly qualified to carry out the obligations of the contract and perform and complete the work of this RFP.
 - 8) After discussions and presentations, if any, evaluation findings will be compiled by the evaluation team and ratings are assigned which incorporate the results of the proposal assessments and any discussions with respondents.

Vendor Selection

- The results of the final RFP evaluation will be approved by the appropriate authorized UNIVERSITY personnel and the Strategic Sourcing Specialist will notify the selected Respondent and coordinate the negotiation of contractual terms and conditions based on the proposal(s) submitted.
- The UNIVERSITY reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or to conduct oral discussions, prior to making source selection.

Evaluation Criteria

The criteria and factors for use to evaluate the proposal are listed below. The factors are listed in descending order, with the most important factor listed first; however, none of the factors are weighted.

- 9) Employee Compensation
- 10) Environmental Sustainability Practices
- 11) Demonstrated Experience of the Provider
- 12) Pricing
- 13) References
- 14) Completeness of Proposal Materials
- 15) Minority and Women Business Enterprises (M/WBE) as described in item 7 of the General Terms and Conditions.

Limiting Criteria & Desirable Requirements

The attached spreadsheet in the "Proposal Form" includes a tab entitled "Detailed Specifications and Special Conditions." All questions and requests for information listed in the applicable section in the "Proposal Form" must be fully completed. It is the Respondent's responsibility to supply sufficient and complete information for a full evaluation of all items in this section, including detailed explanations where applicable. All mandatory requirements must be met for a proposal response to be considered. **Proposals which do not meet all the Limiting Criteria requirements will be eliminated.**

Special Conditions

The goal is to contract with a company or companies that have the highest service quality record for providing custodial services in larger corporate office and/or media environments. We are seeking a long-term partnership from Supplier(s), contract terms to be decided upon award of contract. Supplier(s) will be responsible for furnishing all labor and materials necessary to provide Custodial Services of the quality herein specified. The UNIVERSITY minimum standard of cleanliness is to maintain on a sustained and consistent basis, a UNIVERSITY always ranking of 88% or higher. By this standard the UNIVERSITY will be assisted in meeting internal quality standards and complying with federal, state and local regulatory agencies.

Services are to include, but not limited to the following special conditions:

Respondent shall furnish as part of this RFP the following:

Summary

The successful bidder(s) shall provide, furnish and deliver custodial services to STLPR, in accordance with applicable law and UNIVERSITY Policy. The UNIVERSITY may accept the lowest qualifying proposal. The proposal shall cover but not be limited to the attached list of requirements.

Prices, Hourly Rates, and Overtime Charges

All prices, hourly rates, and overtime charges established under this contract shall remain firm through the duration of the contract terms.

Price increases shall not exceed the Supplier(s) guaranteed maximum annual increases.

Price adjustments and increases more than the guaranteed maximum allowable increase as proposed by Supplier(s) will be considered only on an annual basis; and will be permitted only when substantiated by changes in the Federal or State straight time hourly labor rate governed by the United States Department of Labor and State of Missouri applicable laws and paid to Supplier(s)'s employees.

Additional Costs

Price adjustments and increases for additional costs more than the guaranteed maximum allowable increase as proposed by Supplier(s) will be considered only on an annual basis; and will be permitted only when substantiated by supporting justification documentation.

Price Adjustments Request

Requests for price adjustments, accompanied by the required supporting justification documentation, must be received by the University in writing no less a minimum of ninety (90) days prior to effective renewal date of the contract terms. Price adjustments shall be based upon the annual Supplement to Employment and Earnings, published by the U.S. Department of Labor, Bureau of Labor Statistics, as listed under Service SIC 734

– Service to Buildings, Non-Supervisory Worker Average Hourly Earnings – Dollars (using appropriate supplements). The same percentage base increase shall be applicable in the adjustment of annual square footage cost factors. This price adjustment shall not exceed three (3) percent per annum.

The University reserves the right to reject all price increases.

Delivery

All orders shall be shipped FOB Destination. Each order shall be shipped on a separate bill of lading with packing list enclosed.

Proposal must detail the shipping (freight costs) as a separate line item on the proposal and invoices if awarded the University Contract.

If Supplier(s) includes shipping cost in the product unit cost, Supplier(s) is required to deduct the amount for shipping and detail the cost for shipping in a separate line item in the proposal and invoices if awarded the University Contract.

References

Proposal must include three (3) references who can attest to professional experience with Supplier(s) and services.

Required Services and Scope of Work

Prior Experience of Respondent

The Respondent/Supplier should copy and complete this form for each reference (Required: Three (3) projects within the last five years) being submitted as demonstration of the Respondent/Suppliers prior experience. In addition, the Respondent/Supplier is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Respondent/Supplier Name:	
Reference Information (Prior Services Performed For)	
Name of Reference Company:	
Address of Reference Company:	
Reference Contact Person Name:	
Contact Person Phone #	
Contact Person e-mail address:	
Dates of Prior Services:	
Dollar Value of Prior Services	
Description of Prior Services Performed	

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by the University of Missouri – UMSL Procurement Services and/or from St. Louis Public Radio Facilities Management for additional discussions regarding my company’s association with the Respondent referenced above:

Signature of Reference Contact Person

Date of Signature

Performance

Performance History

It is critically important that the supplier(s) understand and mitigate the risks of failure under this agreement. Supplier(s) will have to articulate and be evaluated for selection based upon a full understanding of the scope of work and proven track record of performance. Supplier(s) will always manage the performance and quality under the contract. It will not be acceptable for supplier(s) to expect UNIVERSITY and STLPR management to follow and report supplier(s) performance.

The standard Request for Bid "RFB" process the UNIVERSITY has used in the past has not supported the mission and goals for our organization. It has become necessary to change the process, narrow the field to a group of finalists and then make our careful selection.

General description

Supplier(s) shall furnish as part of this RFP a complete general description of capabilities in custodial services in corporate office and/or in media environment.

Supplier(s) Performance

- Supplier performance of work is in no way to interfere or disrupt the dignity or schedule of St. Louis Public Radio Programming and Operations.

Operating Schedule

STLPR normal building cleaning schedule will be between the hours of 6:00 a.m. and 9:00 p.m., Monday through Friday unless otherwise agreed upon.

The Supplier(s) shall recognize official University holidays and shall not schedule services for these days:

- New Year's Day, January 1st
- Martin Luther King Day, 3rd Monday in January Memorial Day, Last Monday in May
- Juneteenth National Independence Day - June 19th or should the date fall on a Saturday or Sunday, the Monday or Friday closest to the Saturday or Sunday on which the date falls.
- Independence Day, July 4th
- Labor Day, First Monday in September
- Thanksgiving Day
- The Friday following Christmas Day, December 25th
- Other days as may be designated by UNIVERSITY Administration

Licensing

Supplier(s) shall obtain and maintain in full force and affect all required licenses, permits and authorizations necessary to perform the Detailed Specifications and Special Conditions and Required Services and Scope of work outlined in this RFP and under the subsequent awarded University Contract.

Proof of licensing, certifications and authorizations must be submitted to the UNIVERSITY and STLPR at contract execution. Failure to provide appropriate documentation is cause for immediate termination of contract.

All costs associated with required licensing, certifications, and authorizations are the sole responsible of the Supplier(s) and paid at Supplier(s) expense.

Reporting

Supplier(s) shall provide a written report, titled "*Task Schedule Report*," to STLPR notifying STLPR in advance on Friday of each week detailing the monthly, quarterly, semi-annual, and annual tasks to be completed each week as outlined by Article IV. Detailed Specifications and Special Conditions and all subsequent subsections; including but not limited to Section 4.14. Special Conditions and Section 4.15 Required Services and Scope of Work of RFP.

Supplier(s) shall provide in the weekly "*Task Schedule Report*" written report outlined in Reporting 1). to STLPR notifying STLPR in advance on Friday of each week detailing the monthly, quarterly, semi-annual, and annual tasks of the tasks satisfactorily completed the prior week.

Storage Requirements

All storage spaces shall be kept neat, orderly clean and sanitary always.

Deliveries

All deliveries are the responsibility of the Supplier(s) and are to be received at the North entrance of the building, only.

Equipment Requirements

All electrical equipment is to be "Underwriters Laboratory Listed."

All durable equipment necessary to perform the duties defined in this document, shall be furnished, and maintained in clean, sanitary condition and in good repair by the Supplier(s).

Equipment may, at the Supplier(s)'s own expense and discretion, be purchased, leased or rented.

All equipment must be designated by manufacturers as designed for commercial use.

Equipment for specified service shall be furnished by Supplier(s), at Supplier(s)s own expense and includes but is not limited to items in Table 1. "Service Equipment."

Payment and Invoice Requirements

Supplier(s) shall be paid the firm, fixed per square foot, per month price specified on the pricing page of this document for custodial services performed.

Damages

Supplier(s) is responsible for damages to UNIVERSITY and STLPR facility and/or equipment and supplies that occur because of performance by Supplier(s) and/or Supplier(s)'s representatives, supervisors and all other employees.

Supplier(s) is responsible for payment to UNIVERSITY and STLPR to reimburse the cost of repair or renovation because of any and all damages incurred.

Table 1. Service Equipment

DESCRIPTION	NOTES	QUANTITY
Brooms: "Lobby" broom and dust pan with upright handle		3
Brooms: Non-electric mechanical carpet sweepers (rubber blade type)		3
Brooms: Push broom -- dense/fine bristle	For indoor use when Vacuum is not appropriate	1
Brooms: Swing broom -- straw or synthetic bristle	Full sized	1
Brooms: Push broom -- coarse bristle	For balcony & outdoor use	1
Brushes: Dense/fine dusting brushes	For detail cleaning and/or when Vacuum is not an option	3 to 6
Brushes: Scrub brushes	Sizes and types as needed for various cleaning tasks	3 to 6
Brushes: Toilet bowl scrub brushes		3
Brushes: Toilet bowl swab/mops	May be used only IN COMBINATION with regular use of toilet scrub brushes	3
Cart, Janitor's	For restrooms ONLY	1
Cart, Janitor's	For all areas EXCLUDING restrooms	1
Dust Pan, large/outdoor	For coarse pick-up	1
Dust Pans, indoor, with rubber lip	For fine dust pick-up	3
Machines: Floor buffers	One full-sized for general use, one small for stair treads	2
Machines: Hard floor automatic scrubber	Dual tank type with dirty water pick-up, NOT for use in restrooms	1
Machines: Heavy duty, 100 ft. grounded extension cord	For use in stairwells	1
Machines: Vacuum cleaner; canister/tank or back-pack type; Bagged; High grade filtration; Low noise; Premium tool set	For hard floors, stairs, upholstery and other above floor cleaning; NOT to be used in restrooms	1
Machines: Vacuum cleaner; canister/tank or back-pack type; Bagged; High grade filtration; Low noise; Basic tool set	For use in restrooms ONLY	1
Machines: Vacuum cleaner; upright, bagged (disposable paper); High grade filtration; Low noise	Sanitaire SC889A, Hoover CH50020 or BETTER	1
Machines: Vacuum cleaner; Wet/dry "utility"; 12 gallon capacity, min.; Full set of attachments	For coarse clean-ups/emergencies	1
Mops & Buckets: Wet mop, mop handle bucket & wringer assemblies - fitted EACH DAY of use with a freshly laundered and sanitized mop head	For spill pick-up and cleaning areas inaccessible by automatic scrubber in all areas EXCEPT restrooms	1 to 3
Mops & Buckets: Wet mop, mop handle, bucket & wringer assemblies fitted EACH DAY of use with a freshly laundered and sanitized mop head	For restrooms ONLY	3

Consumable Supplies Requirements

- The Supplier(s) shall maintain a paper file at the Property containing up-to-date Materials Safety Data (MSD) sheets for all products used in the performance of the contracted services.
- The Supplier(s) shall not use any products, supplies or equipment which may cause damage to the surface upon which they are applied.
- The Supplier(s) shall use unscented and/or low-odor products whenever possible.
- The Supplier(s) shall use environmentally sensitive products, unless a written exception to this requirement is obtained from STLPR for the use of specific products.
- The UNIVERSITY and STLPR reserve the right, at their sole discretion, to prohibit the use of any given product and/or to recommend substitutions.
- The Supplier(s) shall be responsible for the procurement and management of all consumable products and supplies necessary to perform the contracted duties; including those as provided by The UNIVERSITY and STLPR, marked in Table 2, Acceptable Consumable Products and Supplies.
 - 1) Responsibilities of procurement and management include the monitoring of inventory/supply levels, including stock on hand; and the receiving, organizing, distributing and storage of all deliveries
 - 2) Exception for consumable supplies provided by STLPR, marked in Table 2, Acceptable Consumable Products and Supplies
 - Itemized requisitions shall be submitted by the Supplier(s) to STLPR once per week for those supplies to be provided directly by STLPR as marked in Table 2.

Table 2. Acceptable Consumable Products and Supplies

DESCRIPTION	CATEGORY	SUPPLIED BY STLPR	NOTES
Carpet extraction detergents	Carpets		
Disinfectant cleaning solutions	Disinfectants/Cleansers		
Disinfectant scouring powders/cleansers	Disinfectants/Cleansers		
Disinfecting aerosol sprays	Disinfectants/Cleansers		
Disinfecting disposable wipes	Disinfectants/Cleansers		
Vacuum cleaner belts	Equipment Supplies		
Vacuum cleaner disposable filter bags	Equipment Supplies		
Buffable synthetic floor finish	Floors		for vinyl tile floors ONLY -- NOT for slate; NOT for rubber
Floor finish stripping solution	Floors		
Heavy-duty floor detergent	Floors		for non-slate floors
pH neutral DISINFECTANT floor detergent	Floors		for slate floors in restrooms and shower room
pH neutral floor detergent	Floors		for slate floors other than in restrooms and shower room
Glass cleaning solution	Glass		
Finished surface cleaners and polishes/dressings	Polishing Cleaners		Stainless steel, wood, plastic laminate, painted metal, painted doors, trim, walls
Feminine hygiene disposal receptacle liners	Restroom Supplies	X	* There are 8 receptacles. Rubbermaid 3-gallon Sanitary Liners RCP750443 or equivalent
Foaming hand soap	Restroom Supplies	X	* There are 6 dispensers. Hillyard HIL0039006 "Green Select" Foaming Hand Soap or equivalent
Paper towels 2 in. core, white, 7.87in x 800 ft.	Restroom Supplies	X	* There are 6 dispensers. Georgia Pacific <i>Acclaim</i> 26602 or equivalent
Sanitary napkins and tampons	Restroom Supplies	X	for 1st floor restroom dispenser
Toilet paper 2-ply, 9 in. diameter "Jumbo" rolls	Restroom Supplies	X	* There are 12 stalls. Each dispenser holds 2 rolls Georgia Pacific <i>Acclaim</i> 13728, or equivalent
12 to 16 gallon HDPE waste paper and small recycling basket liners	Waste Receptacle Liners	X	* There are over 100 baskets. Hillyard LHV2433-8N coreless roll liners or equivalent

60 gallon trash can and large recycling container liners	Waste Receptacle Liners	X	* There are about 12 large receptacles. Hillyard LH3860-14N "Stellar" coreless roll liners or equivalent
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(a) Recycling and Conservation

The Supplier(s) will be expected to cooperate and comply with the UNIVERSITY's Recycling Program.

- 1) In accordance with the UNIVERSITY's recycling program, the Supplier(s) must separate or keep separate, recycling trash and transport it to the facility's recycling dumpster located behind the building.

The UNIVERSITY supports the State of Missouri's effort to conserve energy. The Supplier(s) will instruct personnel to conserve electricity when appropriate.

(b) Cleaning requirements

All equipment and supplies used to clean restroom facilities shall be clearly identifiable.

- 1) Labeling and identification of equipment and supplies shall be used to discern the separation of equipment, products, and supplies for cleaning sanitary and unsanitary restroom facilities.
- 2) Equipment used to clean unsanitary facilities shall only be used for this purpose and may not be used outside of the restrooms.

Schedule of work is Monday through Friday, five (5) day per week, six (6) worker-hours per day regular schedule.

- 3) Special and/or seasonal tasks may be scheduled on a case-by-case basis on weekend days and outside of the regularly scheduled dailyvisits.
- 4) All scheduling of work shall be at the sole discretion and approval ofSTLPR.

As stated in Section 4.15 Scope of Work and Required Services,

- 5) Performance: Performance of work is in no way to interfere or disrupt

the dignity or schedule of St. Louis Public Radio Programming and Operations; including but not limited to the following:

- a) Special consideration and accommodations are required for STLPR 3rd Floor Studio Area
 - b) Custodial staff is not allowed to enter the 3rd Floor studio or clean broadcasting equipment without prior authorization from a designated STLPR contact and a Custodial onsite supervisor.
- 6) Specific cleaning requirements are included but not limited to items outlined in Table 3. Cleaning Requirements.

Table 3. Cleaning Requirements

TASK	LOCATION	CATEGORY	NOTES	FREQUENCY
Vacuum "walk-off" mats	Entrance, Lobby, Elevator & Stairs	Carpets - Vacuuming		daily
Clean all entrance door glass and metal and remove any cob webs and keep corners free of debris; Clean window frames and sills adjacent to the front door.	Entrance, Lobby, Elevator & Stairs	Fixtures, Furniture & Trim - Wet Cleaning		daily
Clean and disinfect all commodes, urinals, sinks, wash basins and counters, toilet seats, faucets, handles, knobs and partitions.	Restrooms	Fixtures, Furniture & Trim - Wet Cleaning		daily
Monitor exterior areas within a ten ft. perimeter around the building.	Exterior	Groundskeeping	Remove litter, report vandalism or other damage to STLPR	daily
Remove all trash and recycling to designated dumpsters/receptacles.	Exterior	Trash Collection		daily
Empty all trash and feminine hygiene disposal containers; Wipe down interior and exterior surfaces, replace liners.	Restrooms	Trash Collection		daily
Vacuum clean all carpeted areas.	All Areas	Carpets - Vacuuming		three times a week
Clean, disinfect and polish all drinking fountains.	All Areas	Fixtures, Furniture & Trim - Wet Cleaning		three times a week

Vacuum then damp mop floors with disinfectant solution.	Restrooms	Hard Floors - Vacuum & Wet Cleaning	Only pH neutral disinfectant cleaners may be used on slate	three times a week
Collect and dispose of recyclable materials.	All Areas	Trash Collection		three times a week
Empty all trash containers, wipe down interior and exterior surfaces, replace liners.	All Areas - Excluding Restrooms	Trash Collection		three times a week
Clean elevator ceiling and wall panels and metal trim to remove dust, dirt, stains, smudges and fingerprints	Entrance, Lobby, Elevator & Stairs	Fixtures, Furniture & Trim - Wet Cleaning		twice weekly
Clean all mirrors and ledges to remove dust, dirt, smudges and fingerprints.	Restrooms	Fixtures, Furniture & Trim - Wet Cleaning		twice weekly
Clean and disinfect 2nd fl. Shower stall and fixtures.	Restrooms	Fixtures, Furniture & Trim - Wet Cleaning		twice monthly
Vacuum then wash all hard floors with auto scrubber where practicable; mop or scrub-brush and bucket elsewhere.	All Areas - Excluding Restrooms	Hard Floors - Regular Maintenance	Use only ph-neutral cleaners on slate floors	twice weekly
Clean and disinfect all doorknobs to remove dust, dirt, smudges and fingerprints.	All Areas	Fixtures, Furniture & Trim - Wet Cleaning		weekly
Clean and disinfect all furniture, counter tops, tabletops and equipment (including desks, file cabinets, and other furniture and equipment) to remove dust, dirt, smudges, stains and spots.	All Areas	Fixtures, Furniture & Trim - Wet Cleaning		weekly
Clean and disinfect all telephones and telephone handsets.	All Areas	Fixtures, Furniture & Trim - Wet Cleaning		weekly
Clean and disinfect handrails, gates and banisters.	Entrance, Lobby, Elevator & Stairs	Fixtures, Furniture & Trim - Wet Cleaning		monthly
Clean and dress/polish the black wall panels at reception area and front stairs.	Entrance, Lobby, Elevator & Stairs	Fixtures, Furniture & Trim - Wet Cleaning		weekly
Sweep pavements within 10 ft. perimeter around entire building, including 2nd fl. Balcony.	Exterior	Groundskeeping		weekly
Buff vinyl and rubberized floors; touch up finish coats as needed	All areas	Hard Floors - Regular Maintenance		weekly

Refill hand soap dispensers, toilet tissue holders paper towel dispensers and sanitary napkin machines.	Restrooms	Supplies		weekly/as needed
Clean and disinfect interior side of restroom doors.	Restrooms	Walls & Doors - Wet Cleaning		weekly
Spot clean and disinfect all polished chrome, aluminum, stainless steel to remove dirt, fingerprints and smudges and scuffs.	All Areas	Fixtures, Furniture & Trim - Wet Cleaning	Includes metal kick plates on doors	twice monthly
Spot clean all glass walls, partitions and doors to remove dust, dirt, smudges, stains and fingerprints.	All Areas - Excluding: Entrance, Lobby, Elevator, Stairs & Restrooms	Fixtures, Furniture & Trim - Wet Cleaning		twice monthly
Spot clean all doors, door frames, door tracks, door closers/hinges, light switch and receptacle covers, walls and partitions to remove dust, dirt, smudges, stains and fingerprints.	All Areas - Excluding Entrance and Restrooms	Walls & Doors - Wet Cleaning		twice monthly
Spot clean carpets to remove spills, spots and stains.	All Areas - Excluding: Entrance, Lobby, Elevator, Stairs & Restrooms	Carpets - Hand and/or Extraction Cleaning		monthly and as needed
Vacuum clean all carpet edges and corners and under baseboard heaters.	All Areas	Carpets - Vacuuming		monthly
"High/low" Vacuum clean all chair rungs, legs, sides of desks and tables, other surfaces.	All Areas	Fixtures, Furniture & Trim - Vacuuming		monthly
Vacuum clean picture frames, ledges, bulletin boards, exit signs and other exposed flat surfaces .	All Areas	Fixtures, Furniture & Trim - Vacuuming		monthly
Vacuum clean upholstered furnishings.	All Areas	Fixtures, Furniture & Trim - Vacuuming		monthly
Flush and disinfect floor drains and traps.	Restrooms	Fixtures, Furniture & Trim - Wet Cleaning		monthly
Clean 2nd fl. balcony tables and chairs.	Exterior	Groundskeeping	weather permitting	monthly
Clean baseboards to remove dirt, dust, stains, scuffs and heel marks.	All Areas	Walls & Doors - Wet Cleaning		monthly
Remove any graffiti.	All Areas	Walls & Doors - Wet Cleaning		as needed

Vacuum clean mini-blinds and roll-down shades.	All Areas	Fixtures, Furniture & Trim - Vacuuming	Mini-blinds are dismounted and ultrasonically washed by an outside Supplier(s) every 18 to 24 months	bi-monthly
Vacuum clean HVAC system's return air registers	All Areas	Fixtures, Furniture & Trim – Vacuuming		bi-monthly
Strip and refinish vinyl floors	All Areas	Hard Floors - Deep Cleaning & Refinishing		twice yearly

(a) Security

- **Unauthorized Guests**

The Supplier(s) representatives, supervisors or all other employees of the Supplier(s) are prohibited from bringing unauthorized guests to STLPR without the expressed written consent of an approved and designated STLPR representative and shall not allow unauthorized guests or visitors on STLPR premises or grounds adjacent to STLPR Property or Public Media Commons (PMC).

- **Arrival and Departure Logs**

1) The Supplier(s) representatives and supervisors and all other employees are required to sign-in on the log sheet immediately upon arrival and entry to STLPR, and prior to any services provided.

2) Upon completion of duties and services performed each day the Supplier(s) representatives, supervisors and all other employees are required to sign-out on the log sheet prior to leaving the building.

3) The Supplier(s) shall submit copies of the sign-in/sign-out sheets to STLPR, weekly on Monday following the prior week that detail the previous week's logs. Active sign-in sheets shall be placed in a location, in the building, to be determined by STLPR.

- **Building Access**

- 1) The Supplier(s) supervisor and select representatives shall be issued keys and/or electronic key cards by an approved and designated STLPR representative to areas where custodial services shall be performed.
- 2) The Supplier(s) supervisor and representatives shall be responsible for the security and safekeeping of all building access keys and/or electronic key cards.
- 3) Duplication of building access keys and/or electronic key cards is strictly prohibited. If the Supplier(s) representatives, supervisors or all other employees duplicate building access keys and/or electronic key cards STLPR shall have the right to immediately replace the locks and all keys and/or electronic key cards at the Supplier(s) expense. Duplication of building access is cause for immediate termination of the contract.
- 4) When Supplier(s) representative, supervisor or all other employees lose a building access key(s) and/or electronic key card(s), the Supplier(s) is required to notify STLPR within 24 hours of the date the loss is discovered. Supplier(s) shall reimburse the UNIVERSITY System and STLPR for all costs and labor associated and incurred to replace all building locks and access keys and/or electronic key cards, including building access keys and/or electronic key cards held by the building tenants, UNIVERSITY and STLPR employees.
- 5) Supplier(s) will surrender all building access keys and/or electronic key cards originally issued to the Supplier(s) by STLPR and the UNIVERSITY at the expiration and/or termination of contract.
 - a) Remaining payments due Supplier(s) shall be withheld until Supplier(s) has surrendered all building access keys and/or electronic key cards issued.
 - b) If all building access keys and/or electronic key cards are not returned, Supplier(s) shall reimburse the UNIVERSITY and STLPR for all costs and labor associated and incurred to replace all building locks and access keys and/or electronic key cards, including building access keys and/or electronic key cards held by the building tenants, UNIVERSITY System and STLPR employees.
- 6) Supplier(s) shall be responsible for keeping the building locked while the Supplier(s) representative, supervisor and all other employees are on the premises.

- a) Supplier(s) shall be responsible for locking all doors, closing all windows, and turning lights off upon completion of the janitorial services.
- b) No exterior doors may be left propped open and unattended at any time.

Confidentiality

Supplier(s) and/or the Supplier(s)'s employees may become aware of information required by law to be kept confidential while performing required specifications and special conditions of this contract. Supplier(s) and/or the Supplier(s)'s employees must not at any time disclose, directly or indirectly, any information obtained during the performance of the services required by the contract.

Property

Under no circumstances should UNIVERSITY or STLPR property be removed from STLPR premises without the expressed written consent of UNIVERSITY or STLPR designated management personnel.

Safety

Supplier(s) shall comply with UNIVERSITY and STLPR fire safety and security procedures, in addition to federal, state and local laws.

Personnel

Appearance and Identification

- Supplier(s) representatives, supervisors and all other employees shall be neat in appearance and exhibit excellent personal hygiene.
- Professional uniforms with company name a required.
- Photo ID badges including company name, employee name and title shall be worn in plain sight, always, while on location at STLPR.

Supervision

- 1) Supplier(s) shall be responsible for supervision of all employees required to satisfactorily perform the required detailed specifications and special conditions and required to perform the scope of work of this contract.

- 2) Supplier(s)'s supervisory staff shall be reachable from 6:00 a.m. to 8:00 p.m. weekday, Monday through Friday.

Upon execution of awarded contract Supplier(s) shall provide an up-to-date phone and email list which shall include information for a primary and alternate contact person; including but not limited to an Account Manager for said contract.

All phone number and email address updates shall be promptly supplied to STLPR within 24 hours of changes.

- All supervisory personnel must carry a working cell phone for ease of contact/communication purposes.
- Such Supplier(s) contact person must have the express authority to speak on behalf of the Supplier(s) and make decisions on behalf of the Supplier(s).
- Supplier(s) shall provide an on-site working supervisor who shall be always held responsible for the conduct of the Supplier(s)s representatives, supervisors, and all other employees.
- Lead crew members are not considered supervisory personnel.
- On-site working supervisor is responsible for overseeing and managing the following:
 - (i) Supplier(s)'s representatives, supervisors, and all other employees.
 - (ii) Services performed by Supplier(s)s representatives, supervisors and all other employees as required to satisfactory fulfill the requirements of the contract.
 - (iii) Performance of daily inspections
 - (iv) Reporting daily inspection, findings, and maintenance problems to the designated STLPR contract person.
 - (v) Submitting required reports outlined in Detailed Specifications and Special Conditions and Required Services and Scope of Work of RFP.

Conduct

- 6) On January 1, 2012, University of Missouri – St. Louis and its facilities including STLPR is tobacco-free on all campus property, both indoors and outdoors.

“The term “tobacco-free” means that the smoking or other use of any tobacco or tobacco-type product, including, but not limited to, cigarettes, cigars, smokeless tobacco, and pipes is prohibited. This does not include e-cigarettes. Campus property includes all owned or leased buildings, parking garages and parking lots; owned or leased vehicles; and owned or leased outdoor grounds and sidewalks. This policy applies to faculty, staff, students, Supplier(s) and consultant employees, performers, visitors and the public.”

Violation of University of Missouri tobacco-free policy is cause for immediate contract termination.

- 7) Supplier(s) shall not use, nor allow Supplier(s) representatives, supervisors, and all other employees to use UNIVERSITY and/or STLPR telecommunication and/or office equipment and devices including but not limited to telephones, computers, printers, copiers or fax machines and supplies, unless specifically permitted, on a case-by-case basis by STLPR.
- 8) Supplier(s) shall be held responsible for any breakage, damage and/or loss of UNIVERSITY and/or STLPR equipment or supplies through negligence and/or other inappropriate actions of the Supplier(s) and/or Supplier(s) representative, supervisors and all other employees while performing duties outlined in the Detailed Specifications and Special Conditions and Required Services and Scope of Work at UNIVERSITY and STLPR.

Parking

- 9) STLPR will arrange parking for the Supplier(s) and Supplier(s) representatives, supervisors, and all other employees.
- 10) STLPR parking guidelines and policies must be always adhered to.
- 11) Parking charges accrued outside of STLPR arranged parking is the

responsibility of Supplier(s) and/or Supplier(s) representatives, supervisors, and all other employees.

6. CONTRACT PERIOD

The contract period shall be from the date of award for one (1) year with the option to renew for four (4) one-year periods.

Each respondent is required to state their maximum percent increase for items awarded for the successive annual renewal periods, if applicable. The percent increase shall be a percentage change in the unit prices and shall not exceed that percent. The percent increase will be considered when evaluating the financial proposals.

The Curators of the University of Missouri is a public corporation and, as such, cannot create an indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in Section 172.250 RS MO. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with thirty (30) days' notice.

7. INSTRUCTIONS FOR PROPOSAL RESPONSE

Responses should be enumerated in the same order and fashion of the Mandatory and Desirable Specifications outlined within. Respondents are required to **fully** respond with compliance statements to each of the mandatory specifications. Respondents are required to fully respond with description of ability and how to meet the evaluation questions.

Respondents must be clear and concise in responses in order to be fully credited in the evaluation. Attach and reference any relevant documentation that would ensure the evaluating committee both Mandatory and Desirable specifications are met. If "no response" or insufficient response to substantiate compliance is provided, the University reserves the sole right to reject supplier's proposal from further consideration. Do not include responses that are superfluous or irrelevant to the specific question asked and do not include large graphics. These are not valuable in the volume of information the various evaluating teams must review.

Please limit your proposal responses to no more than ten (10) pages in response to the criteria. Proposals must be submitted in the number and manner as specified below:

Volume I – Functional section **MUST** be submitted in a sealed envelope with two (2) paper copies and one (1) electronic copy via a non-password protected flash drive in PDF format and must contain **in this order**:

- Response to Information for Respondents and General Conditions,
- Mandatory Specifications and supplier responses,
- Desirable Specifications and supplier responses,
- If there is a supplier related contract that must be signed as part of doing business, it should also be included in this section.

Volume II – Financial Section **MUST** be submitted in a separately sealed envelope with one (1) paper copy and one (1) electronic copy via a non-password protected flash drive in PDF format and contain **in this order**:

- Request for Proposal Form with any supplemental pricing schedules, if applicable.
- Authorized Respondent Representation.
- Financial Summary including additional costs, if any, for Desirable Specification Compliance, functional or technical.
- Attachment A - Supplier Diversity Participation Form.
- Attachment B – Supplier Registration Information.
- Financial statements, if required.

Respondent must complete and return the University Proposal Form with proposal response. Supplier quote sheets are not acceptable forms of bidding and could cause rejection of response. **All proposals must be plainly marked: Request for Proposal #21118 for CUSTODIAL SERVICES, mailed and/or hand delivered to University of Missouri Procurement, 1201 North State Street – Suite G5C, Rolla, MO 65409, Attn: Wade A. Jadwin. Please allow transmittal time to ensure your response is received no later than the time stated on the RFP cover page.**

Note: Any Respondent’s Request for Proposal that makes material modifications to the University’s Terms and Conditions may be found non-responsive, as solely determined by the University.

Confidentiality of Information:

All records received from a Supplier will be deemed public records and presumed to be open. If the supplier submits with the Request for Proposal any information claimed to be exempt under the Revised Statutes of Missouri, Chapter 610, this information must be placed in a separate envelope and marked with:

"This data shall not be disclosed outside the University or be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the Request for Proposal; however, if a contract is awarded to this Supplier as a result of or in connection with the submission of such information, the University shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the University's right to use information contained herein if it is obtained from another source."

8. EVALUATION AND CRITERIA FOR AWARD OF PROPOSAL

Respondents must meet the mandatory/limiting criteria to be “qualified” for scoring. If requirements are not met, the respondents are disqualified from further evaluation/award. Qualified remaining respondents will be scored on their ability to meet scored desirable criteria, which includes qualitatively, how specifications are met. A team of University individuals will evaluate and assign points to suppliers’ responses to the evaluation questions. At the sole option of the University, the functional/technical review team may decide to go on a site visit, at their expense, or request suppliers to perform a presentation/demonstration to confirm specifications are met as provided in responses. The University could elect to not award to a potential respondent if site visits/presentations revealed compliance inconsistency.

The University may request suppliers selected as finalists to come onsite to the University, at the supplier’s expense, for presentations as part of the RFP selection.

Proposals will be awarded based upon the functional and financial evaluation.

9. INSURANCE REQUIREMENTS

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the University’s review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under any resulting contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.

Commercial General Liability Contractor agrees to maintain Commercial General Liability at a limit of not less than \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest “Each Occurrence” limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse The Curators of the University of Missouri, its officers, employees, and agents as Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

Business Auto Liability (If required in service performance) Contractor agrees to maintain Business Automobile Liability at a limit not less than \$1,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for

Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation & Employers Liability Contractor agrees to maintain Workers' Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: \$500,000 each accident, disease each employee and disease policy limit. Data Breach Refer to Risk & Insurance Management for review, but at a minimum for low-risk contracts only: If capturing, transmitting or access to PII, PHI or PCI then coverage must also include Data Breach coverage of \$1,000,000 per occurrence.

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. Contractor/Party is required to maintain coverages as stated and required to provide written notice of cancellation according to the policy provisions. The University reserves the right to request a copy of 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.

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.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, 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 Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.

10. LIMITING CRITERIA

Respondents must meet all mandatory requirements in this section to continue with a response to this RFP. Any Respondent that does not meet all the following requirements will be removed from further consideration. Respondents must provide a written, affirmative response to each of the criteria stated below and provide substantiating information to support your answer.

Proposal Form and Documents Completed

Authorized Respondent Representation Completed

Proposal Submission Checklist Completed

Pricing Table Completed

11. DESIRABLE CRITERIA

It is the Respondent's responsibility to supply sufficient and complete information for a full evaluation of all items in this section, including detailed explanations.

Employee Compensation – Please describe how your company compares to other service providers as it regards an hourly rate of pay. How has your company dealt with workers calling in or not showing up for work? Are you able to still able to get the work completed?

Environmental Sustainability Practices – Please describe in detail how your company has implemented or manages these practices.

Demonstrated Experiences of the Provider – Please outline the history of your company. This should include how you handle the smallest of accounts to a large like the one described in this RFP.

References – Please complete the Reference portion of this RFP.

Diverse Supplier – Please ensure that ALL certified Diverse Supplier is included in your response.

REQUEST FOR PROPOSAL FORM

**REQUEST FOR PROPOSALS
FOR
FURNISHING AND DELIVERY
OF
CUSTODIAL SERVICES
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
ON BEHALF OF
ST. LOUIS CAMPUS/ UMSL PUBLIC RADIO
RFP # 21118
DUE DATE: SEPTEMBER 17, 2021
TIME: 2:00 P.M. CT**

The undersigned proposes to furnish the following items and/or services in accordance with all requirements and specifications contained within this Request for Proposal issued by the University of Missouri.

The undersigned proposes to furnish the following items and/or services at the prices quoted in the following tables, and agrees to perform in accordance with all requirements and specifications contained within this Request For Proposal issued by the University of Missouri.

Custodial Services: The Respondent shall provide a firm, fixed per square foot, per month price for the original contract period and a maximum per square foot, per month price for each potential renewal period for providing all services in compliance with the requirements of this Request for Proposal.

All costs such as cleaning supplies, labor, etc. associated with providing the required services shall be included in the stated price(s).

Item #001 – UMSL at Grand Center	Description C/S Code: 91039 – Janitorial Services	Original Contract Period -- <i>firm, fixed price</i>	1st Renewal Period -- <i>max. price</i>	2nd Renewal Period -- <i>max. price</i>	3rd Renewal Period -- <i>max. price</i>	4th Renewal Period -- <i>max. price</i>
3651 Olive St. St. Louis, MO 63108	Per ft. ² , excluding UMSL supplied materials	\$_____	\$_____	\$_____	\$_____	\$_____
		per ft. ² / month	per ft. ² / month	per ft. ² / month	per ft. ² / month	per ft. ² / month
		\$_____	\$_____	\$_____	\$_____	\$_____
		per year	per year	per year	per year	per year

Total Original (Year 1) Contract Annual Cost for UMSL at Grand Center \$_____

**Proposal Form Page 2
PRICE PAGE**

Supplemental Service: The Respondent shall state a firm, fixed price for the original contract period and a maximum price for each potential renewal period for each of the following supplemental services provided pursuant to the requirements stated herein. All cost associated with providing the required services shall be included in the stated price(s).

Item	Description C/S Code: 91039	Original Contract Period -- <i>firm, fixed</i> <i>price</i>	1 st Renewal Period -- <i>max.</i> <i>price</i>	2 nd Renewal Period -- <i>max.</i> <i>price</i>	3 rd Renewal Period -- <i>max.</i> <i>price</i>	4 th Renewal Period -- <i>max.</i> <i>price</i>
#002 For initial period of remedial intensive services						
	Perform all <i>monthly</i> to <i>annually</i> sched. tasks over 1 to 2 weeks	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²
#003 For cleaning carpets:						
	Deep clean carpet/ hot water extraction	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²
#004 For cleaning hard flooring in addition to that required herein:						
	Strip and refinish hard flooring	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²
#005 For exterior power washing:						
	Power wash 2nd Fl. Balcony and/or	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²
#006 For deep cleaning of upholstered furnishings:						
	For each desk chair cleaned	\$ _____ per desk chair	\$ _____ per desk chair	\$ _____ per desk chair	\$ _____ per desk chair	\$ _____ per desk chair
	For each club chair cleaned	\$ _____ per club chair	\$ _____ per club chair	\$ _____ per club chair	\$ _____ per club chair	\$ _____ per club chair
	For each side chair cleaned	\$ _____ per side chair	\$ _____ per side chair	\$ _____ per side chair	\$ _____ per side chair	\$ _____ per side chair
	Upholstered wall panels	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²	\$ _____ per ft. ²
#007 For post-event clean-up:						
	Per occurrence	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
#008 For Additional Per Hour General Janitorial Services:						
	Additional Janitorial Personnel	\$ _____ _ per man-hour	\$ _____ _ per man-hour	\$ _____ _ per man-hour	\$ _____ _ per man-hour	\$ _____ _ per man-hour

Please provide the estimated percentage increase the University could anticipate in the following years.

2nd year: _____

3rd year: _____

4th year: _____

5th year: _____

AUTHORIZED RESPONDENT REPRESENTATION

Authorized Signature		Date	
Printed Name		Title	
Company Name			
Mailing Address			
City, State, Zip			
Phone No.		Federal Employer ID No.	
Fax No.		E-Mail Address	
Number of calendar days delivery after receipt of order: _____		Payment Terms: _____ Note: Net 30 is default. Early pay discounts encouraged.	
Select Payment Method: SUA ACH Check			
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			
Maintain a regular place of business in the State of Missouri? ___yes ___no			

This signature sheet must be returned with your proposal.

**ATTACHMENT A
SUPPLIER DIVERSITY PARTICIPATION FORM**

The University of Missouri System is committed to and supports supplier diversity as an essential part of the University’s mission and core values. The University’s Supplier Diversity efforts reflect this mission.

Tier 2 Supplier Diversity Information - The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. Tier 2 Spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to, or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers will be asked to submit Tier 2 information with Women and Diverse Owned companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms of the contract: Direct and Indirect. Awarded suppliers may be asked to utilize CVM Solutions for reporting Tier 2 spend.

- Direct dollars - those dollars directly spent with Women and Diverse Owned suppliers in the fulfillment of the contract.

- Indirect dollars - based on a percentage of revenue the University represents to the supplier.

An example is as follows:

- Supplier's Total Revenues: \$10,000,000
- Revenues from University \$: \$ 4,000,000
- University % of Total Revenues: 40% (#2 divided by #1)
- Total MBE Dollars \$: \$ 150,000
- Total WBE Dollars \$: \$ 150,000
- Total University Attributable MBE \$: \$ 60,000 (#3 multiplied by #4)
- Total University Attributable WBE \$: \$ 60,000 (#3 multiplied by #5)
- Total University Attributable MWBE \$: \$ 120,000 (Sum of #6 and #7)
- University % Attributable Revenue: 3% (#8 divided by #2)

1. Does your company have a Supplier Diversity Program? If so, describe efforts your company has made to increase business with Women and Diverse Owned businesses (i.e. does your company have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, etc.?) Please provide examples (use additional pages if needed): _____

2. If you are a non-diverse owned company, what percentage of your company's total contracting and procurement spend for the prior year was with Women and Diverse Owned businesses? Are you able to provide this information specific to University of Missouri business?
-
-

3. If you are a non-diverse owned company, complete the following table indicating the percentage your company will subcontract with certified Women and Diverse Owned businesses should your company be the successful bidder. Note: If your company does not plan to use Women and Diverse Owned businesses to fulfill your contract obligations, please explain why not.

Supplier Name	% of Contract	Specify Direct or Indirect

If there are questions regarding supplier diversity at the University, contact Teresa Vest, vestt@umsystem.edu.

-----THIS FORM MUST BE SUBMITTED WITH THE RESPONSE-----

**ATTACHMENT B
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)

