

Missouri Department of Transportation
Kevin Keith, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

ADDENDUM 006 Request for Proposal Rest Area Maintenance and Sponsorship Services RFP 6-120912LK

Offerors should acknowledge receipt of Addendum 006 (SIX) by signing and including it with the original proposal. The due date for receipt of proposal **has changed** by this Addendum. The due date for receipt of proposals is changed to **September 19, 2012, 2:00 pm**. Accordingly, the following clarifications, and or additional information, are believed to be of general interest to all potential Offerors. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority Leann Kottwitz Senior General Services Specialist
Contractor/Offeror Signature <hr/>	Department of Transportation <i>Leann Kottwitz</i> <hr/>
(Signature of person authorized to sign)	(Authorizing Signature)
Date Signed:	Date Signed:08/27/12

Please revise Attachment B: Current List of Contractors for Janitorial Services – Group #3 with the following changes made to Fruitland:

I-55 NB	20	Hayti	WC	Pemiscot	Southeast	Pemiscot Progressive Industries
I-55 SB	41	Marston	WC	New Madrid	Southeast	Community Sheltered Workshop
I-55 NB	108	Fruitland	RA	Cape Girardeau	Southeast	Cape Girardeau Community Sheltered Workshop
I-55 SB	108	Fruitland	RA	Cape Girardeau	Southeast	Cape Girardeau Community Sheltered Workshop
I-55 NB	160	Bloomsdale	RA	Ste. Genevieve	Southeast	Missouri Community Improvement Industries



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

Page 40, Section (4) A, Submission of Proposals add an additional paragraph number 4.

Offeror Subcontractor Selection Criteria: Offeror must document that the selection of the Sheltered Workshop subcontractors was based on a minimum of the following criteria; Cost; Performance Plan; Experience and References; Distance; and Personnel & Equipment. The distance from the workshop to the facility must be given a minimum of 15% of the evaluation factor or criteria.

Question:

How can the RFP be changed to ensure that sheltered workshops don't have to plow snow in the winter and mow during the summer months?

Answer:

Generally, the sheltered workshops do not have the equipment and personnel to mow the non-pedestrian areas and remove snow from the driveways and parking lots in the rest areas. Sheltered workshops cannot be required to perform these functions. They may perform these functions only if they agree to take on these extra responsibilities.

Currently, the sheltered workshops mow what are considered pedestrian areas. They remove snow only from sidewalks. **Attached to this Addendum 006** is a copy of the current Request for Proposal that the sheltered workshops are working under.

Question:

What happens if a private sponsor is not selected to maintain a rest area/location? Will an RFP go out to the sheltered workshops again under the normal practice?

Answer:

MoDOT values our relationship with the sheltered workshops and it has been beneficial to the State of Missouri. We expect the relationship between MoDOT and the workshops to continue well into the future either through this RFP process or another method.

Missouri
Department
of Transportation



Pete K. Rahn, Director

105 West Capitol Avenue
P.O. Box 270
Jefferson City, MO 65102
(573) 751-2551
Fax (573) 751-6555
www.modot.org

CCO Form: GS14
Approved: 02/06 (AR)
Revised: 01/09 (BDG)
Modified:

REQUEST FOR PROPOSALS

REST AREA CLEANING SERVICES RFP 6-091230 TABLE OF CONTENTS

INTRODUCTION.....	3
PROPOSAL.....	3
SECTION (1): GENERAL DESCRIPTION AND BACKGROUND	
(A) Request for Proposal.....	5
(B) Background	5
(C) Mandatory Tour Of Building and Grounds.....	8
(D) Contract Period.....	10
(E) Fiscal Year.....	10
(F) Clarification Of Requirements.....	10
SECTION (2): SCOPE OF WORK	
(A) Services.....	11
(B) General Requirements.....	11
(C) Equipment and Supply Requirements.....	11
(D) Specific Service Requirements.....	12
(E) Daily Requirements.....	12
(F) Twice Weekly Requirements.....	14
(G) As-Needed Requirements.....	14
(H) Seasonal Requirements.....	14
(I) Restroom Requirements.....	15
(J) Daily Restroom Requirements.....	15
(K) Weekly Restroom Requirements.....	15
(L) Personnel and Security Requirements.....	16
(M) Security Requirements.....	17
(N) Supplemental Service Requirements.....	17
(O) Reporting Requirements.....	18
(P) Payment and Invoicing Requirements.....	18
(Q) Damage Requirements.....	18
(R) Fuel Adjustment.....	19
(S) Minimum Wage Increase.....	20
(T) Truck Parking Only Requirements.....	20
(U) Administration of Program.....	20

SECTION (3): AGREEMENT REQUIREMENTS

(A) MHTC's Representative.....21
(B) Release to Public21
(C) Assignment.....21
(D) Status as Independent Contractor.....21
(E) Components of Agreement.....21
(F) Amendments.....22
(G) DBE/WBE Participation Encouraged.....22
(H) Nondiscrimination.....22
(I) Executive Order22
(J) Incorporation of Provision Regarding Executive Order.....23
(K) Prohibition of Employment of Unauthorized Aliens.....23
(L) Bankruptcy23
(M) Law of Missouri to Govern23
(N) Cancellation23
(O) Venue.....23
(P) Ownership of Reports.....24
(Q) Confidentiality.....24
(R) Nonsolicitation.....24
(S) Conflict of Interest24
(T) Maintain Papers24
(U) Indemnification.....24
(V) Insurance.....25

SECTION (4): PROPOSAL SUBMISSION INFORMATION

(A) SUBMISSION OF PROPOSALS
(1) Pricing and Signature.....26
(2) Submission of All Data Required26
(3) Public Inspection.....26
(B) REQUIRED ELEMENTS OF PROPOSAL
(1) Price.....26
(2) Plan.....26
(3) Experience and References26
(4) Distance.....26
(5) Personnel and Equipment.....27
(C) EVALUATION CRITERIA AND PROCESS.....27
(1) Evaluation Factor.....27
(2) Historic Information.....30
(3) Responsibility to Submit Information.....30
(D) PRICING
(1) Fee Schedule30
EXHIBIT A – Pricing Page.....31
EXHIBIT B – Plan Of Performance.....32
EXHIBIT C – Offeror's Prior Experience.....33
EXHIBIT D – Average Daily Mileage.....34

EXHIBIT E – Personnel and Equipment.....	35
EXHIBIT F – Average Daily Mileage.....	36
EXHIBIT G – Hours Of Service and Billing Information.....	37
Work Schedule 1- Eagleville, Lathrop, Joplin.....	38
Work Schedule 2 – Mound City, St. Clair.....	39
Work Schedule 3 – Rock Port.....	40
Work Schedule 4 – Mineola, Wright City, Concordia, Dearborn.....	41
Work Schedule 5 – Boonville.....	42
Work Schedule 6 – Chain Of Rocks.....	43
Work Schedule 7 – Halltown.....	44
Work Schedule 8 – Bloomdale, Fruitland.....	45
Annual Worker Eligibility Verification Affidavit.....	46

LIST OF ACRONYMS

MHTC	Missouri Highways and Transportation Commission
MoDOT	Missouri Department of Transportation
RFP	Request for Proposals

INTRODUCTION

This Request For Proposals (**RFP**) seeks proposals from qualified organizations (**Offeror**) to furnish the described services to the Missouri Highways and Transportation Commission (**MHTC**). One (1) original and five (5) copies of each proposal must be mailed in a sealed envelope to Ms. Leann Kottwitz, Missouri Department of Transportation, Post Office Box 270, Jefferson City, Missouri 65102, or hand-delivered in a sealed envelope to the General Services Procurement Office in the Highway and Transportation Building at 1320 Creek Trail Drive, Jefferson City, Missouri 65109. Proposals must be returned to the offices of General Services Procurement no later than 2:00 p.m., December 30, 2009.

MHTC reserves the right to reject any and all bids for any reason whatsoever. Time is of the essence for responding to the RFP within the submission deadlines.

PROPOSAL

- (1) The Offeror shall provide a fee proposal to MHTC on the **PRICE PAGE** in accordance with the terms of this RFP.

- (2) The Offeror agrees to provide the services at the fees quoted, under the terms of this RFP.

Authorized Signature of Offeror: _____

Date of Proposal: _____

Printed or Typed Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Electronic Mail Address: _____

**SECTION (1):
GENERAL DESCRIPTION AND BACKGROUND**

(A) Request for Proposal: This document constitutes a RFP from qualified organizations to Cleaning Services to MHTC and the Missouri Department of Transportation (**MoDOT**).

(B) Background: A contract currently exists for the services described in this document. That contract expires March 31, 2010. Offerors are advised, however, that the contractual requirements within this RFP may differ from the contractual requirements of interim contract. The buildings and grounds located on the Interstate Highway System at the following mile markers (MM) consist of restrooms, picnic areas and parking lots and rest area services of Missouri travelers under the authority of the Missouri Department of Transportation in Jefferson City:

Interstate 29

Rock Port Welcome Center – mm 109 – Southbound only – District 1
Mound City Rest Area – mm 83 – Southbound and Northbound – District 1
Dearborn Rest Area – mm 27 – Southbound and Northbound – District 4

Interstate 35

Eagleville Welcome Center – mm112 – Southbound only and Coffey truck parking area – mm 81 – District 1
Lathrop Rest Area – mm 34 - Southbound and Northbound – District 1

Interstate 70

Concordia Rest Area – mm 57 – Eastbound and Westbound – District 4
Boonville Rest Area – mm 104 - Eastbound and Westbound – District 5
Mineola Rest Area – mm 172 - Eastbound and Westbound – District 3
Wright City Rest Area – mm 198 - Eastbound and Westbound – District 3

Interstate 270

Chain of Rocks Welcome Center – mm 1 – One building only – District 6

Interstate 44

St. Clair Rest Area – mm 235 – Eastbound and Westbound – District 6

Halltown Rest Area – mm 51 - Eastbound and Westbound – District 7

Joplin Welcome Center – mm 2 - Eastbound and Westbound (limited services) – District 7

Interstate 55

Bloomsdale Rest Area – mm 159 - Southbound and Northbound – District 10

Fruitland Rest Area – mm 108 - Southbound and Northbound – District 10

The approximate building size and acreage varies between each site. A mandatory site visit will be scheduled for prospective bidders to visit the site. Restroom facilities at each site consist of men's and women's facilities consisting of the following fixtures:

Interstate 29

Rock Port Welcome Center – mm 109 – Southbound only – District 1

Men's – 1 toilet, 2 urinals and 1 sink

Women's – 3 toilets and 1 sink

Mound City Rest Area – mm 83 – Southbound and Northbound – District 1

Men's – 2 toilets, 6 urinals and 2 sinks

Women's – 6 toilets and 2 sinks

Dearborn Rest Area – mm 27 – Southbound and Northbound – District 4

Men's – 8 toilets, 6 urinals and 12 sinks

Women's – 12 toilets and 12 sinks

Interstate 35

Eagleville Welcome Center – mm 112 - Southbound only – District 1

Men's – 6 toilets, 4 urinals, and two sinks

Women's – 10 toilets and two sinks

Family assist restroom

Coffey Rest Area – mm 81 - Southbound and Northbound – District 1

Vault toilets

Lathrop Rest Area – mm 34 - Southbound and Northbound – District 1

Men's – 8 toilets, 6 urinals and 12 sinks

Women's – 12 toilets and 12 sinks

Interstate 70

Concordia Rest Area – mm 57 – Eastbound and Westbound – District 4

Men's – 4 toilets, 8 urinals and 6 sinks

Women's – 10 toilets and 6 sinks

Boonville Rest Area – mm 104 - Eastbound and Westbound – District 5

Men's – 4 toilets, 6 urinals and 6 sinks

Women's – 10 toilets and 4 sinks

Mineola Rest Area – mm 172 - Eastbound and Westbound – District 3

Men's – 4 toilets, 2 urinals and 4 sinks

Women's – 6 toilets and 4 sinks

Wright City Rest Area – mm 198 - Eastbound and Westbound – District 3

Men's – 4 toilets, 6 urinals and 6 sinks

Women's – 10 toilets and 6 sinks

Interstate 270

Chain of Rocks Welcome Center – mm 1 – One building only – District 6

Men's – 2 toilets, 1 urinals and 2 sinks

Women's – 3 toilets and 2 sinks

Interstate 44

St. Clair Rest Area – mm 235 – Eastbound and Westbound – District 6

Men's – 4 toilets, 6 urinals and 6 sinks

Women's – 10 toilets and 6 sinks

Halltown Rest Area – mm 51 - Eastbound and Westbound – District 7

Men's – 6 toilets, 10 urinals and 6 sinks

Women's – 14 toilets and 6 sinks

Joplin Welcome Center – mm 2 - Eastbound and Westbound – District 7

Men's – 6 toilets, 4 urinals and 2 sinks

Women's – 10 toilets and 2 sinks

Vault toilets on Westbound side

Interstate 55

Bloomsdale Rest Area – mm 159 - Southbound and Northbound – District 10

Men's – 4 toilets, 8 urinals and 8 sinks

Women's – 12 toilets and 8 sinks

Fruitland Rest Area – mm 108 - Southbound and Northbound – District 10

Men's – 4 toilets, 6 urinals and 4 sinks

Women's – 10 toilets and 4 sinks

Restroom supplies and cleaning products for all buildings will be supplied by MoDOT. Cleaning supplies such as gloves and PPEs (Personal Protection Equipment) to maintain the interior and exterior of the restrooms will be the responsibility of the Contractor.

Although an attempt has been made to provide accurate and up-to-date information, MoDOT does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

(C) Mandatory Tour Of Buildings and Grounds:

Potential Offerors are required to attend one of the two scheduled tours of the buildings for which a proposal is submitted. The tour for each location is scheduled for the following dates, time and addresses:

Interstate 29

Rock Port Welcome Center – mm 109 – Southbound

- November 16, 2009, 2:00 p.m.
- November 17, 2009 9:00 a.m.

Mound City Rest Area – mm 83 – Northbound

- November 16, 2009, 12:00 p.m.
- November 17, 2009 11:00 a.m.

Dearborn Rest Area – mm 27 – Northbound

- November 16, 2006, 9:00 a.m.
- November 17, 2:00 p.m.

Interstate 35

Eagleville Welcome Center – mm 112 - Southbound

- November 18, 2009, 1:00 p.m.
- November 19, 2009, 8:00 a.m.

Lathrop Rest Area – mm 34 - Southbound

- November 18, 2009, 9:00 a.m.
- November 19, 2009, 10:00 a.m.

Interstate 70

Concordia Rest Area – mm 57 – Westbound

- November 19, 2009, 12:00 p.m.
- November 20, 2009, 9:00 a.m.

Boonville Rest Area – mm 104 - Eastbound

- November 19, 2009, 2:00 p.m.
- November 20, 2009, 12:00 p.m.

Mineola Rest Area – mm 172 - Eastbound

- November 23, 2009, 8:00 a.m.
- November 24, 2009, 3:00 p.m.

Wright City Rest Area – mm 198 - Eastbound

- November 23, 2006, 10:00 a.m.
- November 24, 2009, 1:00 p.m.

Interstate 270

Chain of Rocks Welcome Center – mm 1

- November 23, 2009, 1:00 p.m.
- November 24, 2009, 11:00 a.m.

Interstate 44

St. Clair Rest Area – mm 235 – Eastbound

- November 23 2009, 4:00 p.m.
- November 24, 2009, 8:00 a.m.

Halltown Rest Area – mm 51 - Westbound

- November 10, 2009, 9:00 a.m.
- November 12, 2009, 9:00 a.m.

Joplin Welcome Center – mm 2 – Eastbound

- November 10, 2009, 1:00 p.m.
- November 12, 2009, 12:00 p.m.

Interstate 55

Bloomsdale Rest Area – mm 159 - Southbound

- November 30, 2009, 11:00 a.m.
- December 1, 2009 9:00 a.m.

Fruitland Rest Area – mm 108 - Southbound

- November 30, 2009, 2:00 p.m.
- December 1, 2009, 11:00 a.m.

The purpose of the tour is to allow potential Offerors an opportunity to inspect the buildings and grounds, understand the cleaning and landscape requirements including the parameters of the mowing and address questions prior to submitting a proposal. **POTENTIAL OFFERORS**

SHALL NOT BE PERMITTED TO SCHEDULE A TOUR AT A DIFFERENT TIME OR DATE. An attendance record will be available and questions documented.

Each Offeror is solely responsible for a prudent and complete personal inspection, examination, and assessment of the work site(s) condition, facilities, and/or any other existing condition, factor, or item that may affect or impact the performance of service described and required by the Contractual Requirements. The Offeror shall not be relieved of responsibility for performance under the contract for any reason whatsoever, including, but not limited to, (1) the Offeror's failure to observe existing conditions, etc., (2) the Offeror's failure to understand the high-traffic time during holiday periods.

(D) Contract Period: The contract period runs from **April 1, 2010 - March 31, 2013.**

(E) Fiscal Year: The fiscal year runs from July 1-June 30.

(F) Clarification of Requirements: Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to Leann Kottwitz, Missouri Department of Transportation, P. O. Box 270, Jefferson City, Missouri, 65102, (573) 751-3685 (phone) or Leann.Kottwitz@modot.mo.gov (Email.) All written questions must be addressed to Leann Kottwitz no later than **10:00 a.m., Local Time, December 10, 2009.** Once all the questions are gathered, MoDOT will issue an addendum and post the responses to all questions on-line for vendors to retrieve. Responses to the questions will be posted on MoDOT's website at: http://www.modot.mo.gov/business/contractor_resources/gs_bidding/Cocommodities.htm in the form of a written addendum. **It is anticipated this addendum will be issued on December 17, 2009.** It is the sole responsibility for all Offerors to check the website for any and all addendums throughout the procurement process.

**SECTION (2):
SCOPE OF WORK**

- (A) **Services:** The Offeror shall provide the following non-professional services:
- (B) **General Requirements:** The Offeror will provide to the General Services Procurement Unit one (1) original and five (5) copies of a program proposal which will include the following:

The contractor shall provide janitorial services, minor repairs and landscape services including mowing, trimming and snow removal for the locations listed in Section 1(B) for the Missouri Department of Transportation (hereinafter referred to as "*MoDOT*"), in accordance with the requirements set forth herein.

The contractor must perform all janitorial and ground maintenance services as required herein in a manner satisfactory to and acceptable by MoDOT in order to provide a clean and sanitary environment for the buildings, the buildings' content, and the buildings' visitors.

The contractor shall provide services for all areas of the buildings specified by MoDOT. Such areas shall be all occupied areas, unless otherwise specified by MoDOT during the tour of the buildings described in the Introduction and General Information of this document. However, at any time during the effective period of the contract, MoDOT reserves the right to change, add to, or delete areas of the buildings for which the contractor shall provide services. MoDOT also reserves the right to add additional buildings or remove existing buildings from the contract. In such event, payment to the contractor shall be adjusted as specified in the Payment and Invoicing Requirements of this document.

The contractor shall provide landscape services for all areas of the grounds specified by MoDOT. Such areas shall be all turf areas, landscape beds, sidewalks and open space picnic shelters and tables unless otherwise specified by MoDOT during the tour of the grounds described in the Introduction and General Information of this document. However, at any time during the effective period of the contract, MoDOT reserves the right to change, add to, or delete areas of the buildings for which the contractor shall provide services. MoDOT also reserves the right to add additional areas or remove existing areas from the contract. In such event, payment to the contractor shall be adjusted as specified in the Payment and Invoicing Requirements of this document.

- (C) **Equipment and Supply Requirements:**

Equipment - The contractor must furnish and maintain, in good repair, all equipment, including, but not limited to gloves, small hand tools, lawn mowers, line trimmers etc., and any other equipment necessary to perform the requirements of the contract.

The contractor may either own or rent, at the contractor's expense, equipment for performing the requirements of the contract.

Cleaning Products, Supplies, and Materials (hereinafter also referred to as "*products*") – MoDOT will provide products used by the contractor to clean the rest area such as but not limited to mops, brooms, buffers, vacuums, toilet bowl cleaner, liquid soap or disinfectant for mopping, glass cleaner and stainless steel polish.

MoDOT will provide products used by the visitors to the rest area such as toilet tissue, liquid hand soap, paper towels, disposable liners for sanitary napkin cans, light bulbs and trash can liners.

The contractor may be assigned an area in each building and or adjoining building(s) (hereinafter referred to as the "*janitorial closet*") for storage of all equipment, materials, and supplies necessary for the building. MoDOT assumes no responsibility for the security of supplies and/or equipment stored in a janitorial closet; therefore, the contractor has the option of removing their equipment and supplies from the premise daily. Janitorial closets or storage areas do have exterior locks. Therefore, assignments are at the option of the successful vendor.

The contractor shall not use any products, supplies or equipment, which may be injurious or damaging to the surfaces upon which they shall be applied.

The contractor must maintain a file of the Material Safety Data Sheets in the janitorial closet in the building where the product/chemical is to be stored. The Material Safety Data Sheets shall remain the property of MoDOT.

(D) Specific Service Requirements:

The contractor shall perform the following requirements in all buildings in order to keep all surfaces clean and free of dust, cobwebs, spots, spills, scuffs, and other debris, etc.

(E) Daily Requirements:

The number of visitors at each rest area varies on an hourly, daily and seasonal basis. The level of service, i.e. cleanliness of the restrooms, remains a top priority for the traveling public. As a result, it is important the restroom facilities are checked and cleaned frequently.

The contractor shall perform the following daily tasks once every **ninety (90) minutes**, seven days each week, Monday through Sunday, including state holidays, between the hours of 6 a.m. and 10 p.m., **for each building**, unless otherwise specified in Exhibit G. The time clock and cards as provided by the contractor will monitor this as outlined in section (L). Between the hours of 8 a.m. and 5 p.m., the restrooms shall not be closed to the general public for cleaning

purposes except in the event of an emergency. This will require both genders be on the full crew (supervisor and two attendants) and on site to clean their respective restrooms during these times. **The cleaning attendants must be certified workshop employees.** During the remaining times, it is the intention of MoDOT to not limit access to the restrooms but realize a supervisor of either gender may need to conduct the cleaning activities with the restrooms closed. All efforts should be made to keep the restrooms open all the time. Refer to Exhibit D for cleaning times for secured areas of affected buildings:

Thoroughly inspect the restrooms for supplies, including all toilet tissue, paper towels, hand soap, etc.

Clean all restrooms as outlined below.

Thoroughly sweep all hard surface floors, including entranceways, using brooms or dust mops.

Using a damp treated cloth, wipe all flat, horizontal, surfaces including, but not limited to, windowsills, diaper changing units, etc. Clean and disinfect all telephones.

Wet mop all hard surface floors to give a clean and satisfactory appearance.

Remove cobwebs from all ceilings, doors, ceiling fans, and corners within each building.

Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass.

Clean and disinfect drinking fountains.

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

Empty all wastebaskets, trash, and disposal containers, as needed. Place trash and recycled paper in appropriate secured containers. Wash wastebaskets and replace plastic liners, as needed.

Remove all trash and sweep sidewalks for twenty feet (20') from all entrances/exits to each building.

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

Spot clean all walls, doors and frames.

Report all damage and/or vandalism. Conduct minor repairs as needed to secure fixtures associated with the rest area.

Also on a daily basis, the contractor shall perform any and all other related and contingent miscellaneous janitorial cleaning duties that may arise from time to time as a result of accidental spilling of any materials or supplies on picnic tables and chairs or other fixtures of the rest area.

(F) Twice-Weekly Requirements:

The contractor shall perform the following tasks at least two (2) times every week, with at least two days between tasks. The contractor shall perform the listed tasks between the hours of 6:00 a.m. and 10:00 p.m., on any day, Monday through Sunday, including state holidays, unless MoDOT otherwise approves other day(s) or times.

Remove scuffs and black marks from floor and baseboards.

Clean/dust all Venetian/mini-blinds and exterior windows.

Clean all baseboards.

Clean the fronts and sides of all vending machines.

Dust all horizontal and vertical surfaces of all interior doorframes. Dust all horizontal and vertical surfaces of all interior doors.

Clean/vacuum all ceiling, door and wall vents and light fixtures and screens.

Clean all wall surfaces, taking care not to use any liquid or product that will mar or scratch the wall coverings.

Clean all exterior surfaces of all buildings, as needed removing bird nest and insect nest.

(G) As-Needed Requirements:

Thoroughly wash, clean, and disinfect all trash receptacles.

Thoroughly wash, clean, and disinfect all picnic tables and benches.

(H) Seasonal Requirements:

The contractor shall provide the following seasonal tasks. The contractor must perform the listed tasks between the hours of 6 a.m. and 10 p.m., on any day, Monday through Sunday, including state holidays, unless MoDOT otherwise approves other day(s) or times.

Mow and trim designated areas of the rest area to maintain a well-manicured appearance with vegetation in turf areas to be between 2.5 and 5 inches in height. Trimming of the grounds must be completed at the same time as the mowing. All mowing operations should be scheduled for completion in a continuous operation so areas do not result in an uneven appearance. It is strongly encouraged the mowing activities to be performed by personnel other than those assigned to cleaning duties of that day. Sweeping and cleaning of all sidewalks, picnic shelters and all wall surfaces to remove any clippings as a result of the mowing operation. Care must be used to eliminate the risk of thrown objects from mowers. For the purpose of grass and weed control in sidewalk joints and cracks, MoDOT shall furnish as an option, the appropriate herbicide(s) and the necessary equipment for a safe and proper application.

The Contractor shall furnish and maintain the necessary snow removal equipment for cleaning snow from the walk areas. MoDOT shall be responsible for cleaning snow from the drive areas and providing ice melt material for sidewalk areas. The snow and ice

operations of the contractor shall have first priority and shall be completed within 4 working hours following a winter storm of any size.

The Contractor may need additional personnel for mowing or other grounds maintenance. It is the Contractor's responsibility to provide all additional personnel necessary to maintain the rest area in a neat and orderly fashion and to meet the quality control requirements as outlined.

(I) Restroom Requirements:

The contractor shall clean and disinfect all of the restrooms located within the buildings. For purposes of restroom requirements, "clean" shall be defined as disinfecting, polishing, and removing all water spots.

(J) Daily Restroom Requirements:

The contractor shall perform the following daily tasks once every 90 minutes, seven days each week, Monday through Sunday, including state holidays, between the hours of 6:00 a.m. and 10:00 p.m. Refer to **EXHIBIT F** for cleaning times for specific rest area locations.

Clean all surfaces for all restrooms located in the building

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

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

Wet mop all restroom floors using a disinfectant.

Clean stall partitions, doors, and doorframes, push plates (all sides).

Dust or wipe all horizontal surfaces.

Empty and clean (inside and out) all trash containers and disposals, change liners daily or as needed.

Restock dispensers to normal limits (soap, toilet tissue, paper towels).

Remove spots, stains, scuff marks, finger and handprints.

Report all damage.

(K) Weekly Restroom Requirements:

The contractor shall perform the following weekly tasks twice (2) time per week. The contractor shall perform the listed tasks between the hours of 6:00 a.m. and 10:00 p.m., on any day, Monday through Sunday, including state holidays, unless MoDOT otherwise approves other day(s) or times.

Clean air diffusers in all restrooms.

Spot clean exposed pipes.

Clean and disinfect all walls.

Disinfect and scrub all restroom floors.

(L) Personnel and Security Requirements:

Working or Lead Supervisor - The contractor shall provide a working supervisor who shall be located on-site at times prescribed by MoDOT. **At no time will attendants be on site without a supervisor.** The contractor's working supervisor shall, at a minimum, be responsible for:

Supervision of all the contractor's employees and the services provided by such employees as required to satisfactorily perform the requirements of the contract. Supervision must be on-site during all cleaning hours.

Inspecting services performed each day and assuring that all requirements are completed satisfactorily and acceptable to MoDOT standards.

Train and assign duties for the contractor's employees as necessary.

Working with and maintaining a positive working relationship with MoDOT's staff, the visitors to the building, and the general public.

Insuring that the required reports are submitted as required or as needed.

Coordinate with MoDOT's contact person on a daily basis regarding problems and/or other directions.

Meeting when requested with MoDOT contact person during normal business hours (7:30 a.m. to 4 p.m.) to discuss janitorial service. Such meetings may be requested by either party and should occur as needed.

MoDOT reserves the right to approve or disapprove appointment of any of the contractor's employees to provide services required by the contract. MoDOT also reserves the right to request replacement of any employee. Unless the situation regarding the contractor's employee(s) requires immediate replacement, MoDOT will attempt to give the contractor a minimum of fourteen (14) calendar days after notification to replace unsatisfactory employee(s).

The contractor shall be responsible for supervision of all the contractor's employees and the services provided by such employees as required to satisfactorily perform the requirements of the contract.

The contractor or an employee of the contractor designated as a representative of the contractor (hereinafter referred to as the "*contractor contact person*"), must be available during normal business hours (7:30 a.m. to 4:00 p.m.) for telephone conversations and/or meetings with personnel from MoDOT regarding the janitorial services. The workshop

manager, i.e. contractor, must be available to meet on-site within one hour of notification with personnel from MoDOT regarding the janitorial services.

Such contractor contact person must have the express authority to speak on behalf of the contractor and make decisions on behalf of the contractor.

By no later than ten (10) calendar days after the award of the contract, the contractor shall provide MoDOT with the name, address and telephone number for the contractor contact person.

The contractor's personnel shall only be allowed in work areas to which they are assigned. The contractor's personnel shall only take rest breaks in pre-assigned areas.

The contractor must ensure that each of the contractor's employees are appropriately dressed and groomed while on site and is wearing a vest red in color identifying the contractor and have a visible picture ID tag at all times. The red vest must be waist length, split breast, identifying the wearer as a "Rest Area Attendant". Listing of the individual or home workshop is at the discretion of the local workshop.

The contractor and/or the contractor's employees must punch-in immediately upon arrival of each side or building and prior to any services being provided and punch-out prior to leaving the building or side of the rest area. The contractor must provide the mechanical time clock and time cards. In addition, the time cards must remain at a location designated by MoDOT.

The contractor's employees shall not loiter in the buildings nor smoke anywhere in the buildings, including in the interior janitorial closet areas.

The contractor shall not use nor allow the contractor's employees to use any MoDOT telephones at the rest area except in the event to conduct official business associated with the maintaining of the rest area. Any telephone calls not authorized or justified to MoDOT's satisfaction will be the responsibility of the Contractor.

The contractor must ensure that each of the contractor's employees are is wearing a safety vest, provided by MoDOT while working in areas where vehicles are located, such as parking lots and drive ways, at all times.

(M) Security Requirements:

In the process of performing the requirements of the contract, the contractor and/or the contractor's employees may become aware of information requiring law enforcement to be contacted. Therefore, the contractor and/or the contractor's employees should have posted or readily accessible applicable telephone contacts in the event of an emergency. The safety and security of visitors and assigned personnel is a first priority.

(N) Supplemental Service Requirements:

Additional Personnel – The contractor shall provide janitorial personnel on an as needed basis at no additional cost to MoDOT. Typically this would occur on high-traffic holiday weekends and special events on a local, regional or national level.

(O) Reporting Requirements:

The contractor shall maintain a daily log, provided by the contractor, of all services performed on that day. This daily log shall also reference any abnormal or unusual conditions affecting the physical and material aspects of the building or its contents, such as unlocked doors; breakage; damage; as well as any mitigating circumstances, which prevented the contractor's employees from performing the contractual service. The daily log shall remain on the premises at the building at a mutually agreed to location accessible to both the contractor and MoDOT. The daily log shall become the property of MoDOT.

The contractor shall be held responsible for and shall pay to replace any breakage, damage, theft, and/or loss of equipment, supplies, materials, and other items in the building through negligence and/or other inappropriate actions of the contractor or the contractor's employees while working on the building's premises.

(P) Payment and Invoicing Requirements:

Invoicing - The contractor shall submit a monthly itemized invoice for providing services to MoDOT at the address stated on Exhibit F. The contractor must include the firm, fixed per month price, contract number, the location, and the dates of service on each monthly invoice.

The contractor shall be paid the firm, fixed month price specified on the pricing page of this document for rest area janitorial services actually provided, subject to any damages that may be charged to the contractor, per the damages requirements stated herein or fuel adjustment. If a partial month of service is provided, the monthly amount due shall be divided by the total number of work days in that particular month to obtain a daily rate, and then multiplied by the number of days in that particular month for which service was provided, rounded to the nearest cent.

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

(Q) Damage Requirements:

The contractor shall agree and understand that performance of services as required herein are considered essential for the successful conduct of business for the visitors in each rest area. Therefore, if the contractor does not perform the requirements as required herein or if service provided by the contractor is substandard, deficient, and/or incomplete and if the contractor does not correct the service within a period of time agreed to between MoDOT and the contractor after notification by MoDOT, the contractor shall pay damages to MoDOT according to the monthly amount due shall be divided by the total number of work

days in that particular month to obtain a daily rate, and then multiplied by the number of days in that particular month for which service was substandard, deficient, and/or incomplete, rounded to the nearest cent.

The contractor shall understand and agree that MoDOT shall be the final judge as to what constitutes a substandard, deficient, and/or incomplete service and what shall be considered as a reasonable amount of time. Any such MoDOT determination shall be final.

Furthermore, the contractor must respond to any contact from MoDOT regarding substandard, deficient and/or incomplete service within twenty-four (24) hours, during the workweek, following notification by MoDOT of such problems. After notification by MoDOT, the contractor must correct the problem within a reasonable period of time agreed to between MoDOT and the contractor. In the event the contractor fails to respond to the contact by MoDOT within twenty-four (24) hours or in the event the contractor fails to correct the problem within the agreed time frame, the contractor shall pay liquidated damages to MoDOT in accordance with one (1) of the following calculations:

If MoDOT hires an outside/private company to correct the substandard, deficient, and/or incomplete service, the contractor shall pay MoDOT the total cost charged by such company to perform the service.

If MoDOT uses State of Missouri personnel or resources to correct the substandard, deficient, and/or incomplete service, the contractor shall pay MoDOT the actual costs incurred by MoDOT. Such actual costs shall be calculated by the per hour price of the state personnel who perform the service and shall include material costs, etc.

If damages are assessed, MoDOT may choose to deduct assessed amounts from current and/or future invoices.

In the event of any breakage, damage, theft, and/or loss of the equipment, supplies, materials, and/or other items in the building through negligence and/or other inappropriate actions of the contractor or the contractor's employees while working on the building's premises, the contractor shall pay damages to MoDOT in the actual amount of such loss.

MoDOT reserves the right to deduct any of the damage charges stated above from the contractor's invoice or shall invoice the contractor for payment.

(R) Fuel Adjustment:

MoDOT will permit a fuel adjustment for the increased or decreased price of gasoline during the term of this contract (agreement). The adjustment will be based on the increased or decrease price of Gasoline – All Grades – Conventional Areas as reported by Platt's Oilgram – Midwest (PADD 2) for the month of **November 2009**.

For each 25.0 cent increase or decrease in the monthly average of the gasoline-all grades, as determined by MoDOT, the department will permit 10 cents/mile per day adjustment to the workshop to address transportation cost associated with this contract (agreement). The

mileage to determine the adjustment will be the average daily miles as listed in Exhibit F – “Average Daily Mileage”.

The 10 cents is based on the following:

Vehicle to average 10 mpg (25.0 cent increase or decrease = 2.5 cents)

Miles to the rest area times four

(2 round trips per day equals 2.5 cents X 4 trips = **10 cents**)

\$.10 X average daily miles X days in the month = FUEL ADJUSTMENT

Fuel adjustments will be included with the monthly payment to the vendor.

(S) Minimum Wage Increase:

In the event there is an increase of the State and/or Federal Minimum Wage, either party reserves the right to renegotiate the increased cost of this increase to the wages involved for the contract period.

(T) Truck Parking Only at old rest area sites : Line Item Pricing

One time daily the contractor and crew will be expected to perform general trash pickup and emptying of trashcans at rest areas, which have been converted to truck parking only located at the following sites:

1. Mile marker 81 on Interstate 35, approximately 30 miles south of the Eagleville location. This will be part of the Eagleville RFP. This site is offering truck parking only and no other services.
2. Mile marker 2 on Interstate 44, directly across from the Joplin Welcome Center. This will be part of the Joplin RFP

Contractor will be expected to perform a once per day cleaning and restocking of this facility as part of the requirement of the primary RFP.

(U) Administration of Program: The Offeror will consult MHTC's representative regarding any problems involved with the administration of the services provided pursuant to this RFP

**SECTION (3):
AGREEMENT REQUIREMENTS**

This RFP shall be governed by the following contract provisions. The award of this RFP is subject to a post-award contract. These same contract provisions will appear in the post-award contract. If the parties are unable to agree to terms in the post-award contract, MHTC shall reserve the right to cancel the award of the RFP and contract and select a different offeror.

- (A) **MHTC's Representative:** MoDOT's Chief Financial Officer is designated as MHTC's representative for the purpose of administering the provisions of the Agreement as defined in Paragraph (E) of this section. MHTC's representative may designate by written notice other persons having the authority to act on behalf of MHTC in furtherance of the performance of the Agreement. The Offeror shall fully coordinate its activities for MHTC with those of the Roadside Maintenance. As the work of the Offeror progresses, advice and information on matters covered by the Agreement shall be made available by the Offeror to the Roadside Maintenance Unit throughout the effective period of the Agreement.
- (B) **Release to Public:** No material or reports prepared by the Offeror shall be released to the public without the prior consent of MHTC's representative.
- (C) **Assignment:** The Offeror shall not assign or delegate any interest, and shall not transfer any interest in the services to be provided (whether by assignment, delegation, or novation) without the prior written consent of MHTC's representative.
- (D) **Status as Independent Contractor:** The Offeror represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be an employee of MHTC or MoDOT. Therefore, the Offeror shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, or other such benefits or obligations.
- (E) **Components of Agreement:** The Agreement between MHTC and the Offeror shall consist of: the RFP and any written amendments thereto, the Standard Solicitation Provisions and General Terms and Conditions that are attached to this RFP, the proposal submitted by the Offeror in the response to the RFP and the post-award contract agreement signed between the parties. However, MHTC reserves the right to clarify any relationship in writing and such written clarification shall govern in case of conflict with

the applicable requirements stated in the RFP or the Offeror's proposal. The Offeror is cautioned that its proposal shall be subject to acceptance by MHTC without further clarification.

- (F) **Amendments:** Any change in the Agreement, whether by modification or supplementation, must be accompanied by a formal contract amendment signed and approved by the duly authorized representative of the Offeror and MHTC.
- (G) **DBE/WBE Participation Encouraged:**
1. Bidders are encouraged to submit copies of existing affirmative action programs, if any. Bidders are also encouraged to directly hire minorities and women as direct employees of the bidder. MHTC reserves the right to consider the use of minority and female employee when making the award of the Agreement.
 2. Regardless of which persons or firms, if any, that the Offeror may use as subcontractors, subofferors, or suppliers of goods or services for the services to be provided, the Offeror ultimately remains responsible and liable to MHTC for the complete, accurate and professional quality/performance of these services.
- (H) **Nondiscrimination:** The Offeror shall comply with all state and federal statutes applicable to the Offeror relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).
- (I) **Executive Order:** The Offeror shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.
1. By signing this Agreement, the Offeror hereby certifies that any employee of the Offeror assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law.
 2. In the event the Offeror fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the Offeror has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.

- (J) **Incorporation of Provisions:** The Offeror shall include the provisions of Section (3), paragraph I of this Agreement in every subcontract. The Offeror shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.
- (K) **Prohibition of Employment Of Unauthorized Aliens:** The Offeror must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by:
- submitting a completed, notarized copy of EXHIBIT H, AFFIDAVIT OF WORK AUTHORIZATION and
 - providing documentation affirming the Offeror's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of **completed** copy of the E-Verify Memorandum of Understanding (MOU). For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is available at http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm.

- (L) **Bankruptcy:** Upon filing for any bankruptcy or insolvency proceeding by or against the Offeror, whether voluntarily, or upon the appointment of a receiver, Offeror, or assignee, for the benefit of creditors, MHTC reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Offeror responsible for damages.
- (M) **Law of Missouri to Govern:** The Agreement shall be construed according to the laws of the state of Missouri. The Offeror shall comply with all local, state and federal laws and regulations relating to the performance of the Agreement.
- (N) **Cancellation:** MHTC may cancel the Agreement at any time by providing the Offeror with written notice of cancellation. Should MHTC exercise its right to cancel the Agreement for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Offeror.
- (O) **Venue:** No action may be brought by either party concerning any matter, thing or dispute arising out of or relating to the terms, performance, nonperformance or otherwise of the Agreement except in the Circuit Court of Cole County, Missouri. The parties agree that the Agreement is entered into at Jefferson City, Missouri, and substantial elements of its performance will take place at or be delivered to Jefferson City, Missouri, by reason of which the Offeror consents to venue of any action against it in Cole County, Missouri.

- (P) **Ownership of Reports:** All documents, reports, exhibits, etc. produced by the Offeror at the direction of MHTC's representative and information supplied by MHTC's representative shall remain the property of MHTC.
- (Q) **Confidentiality:** The Offeror shall not disclose to third parties confidential factual matters provided by MHTC's representative except as may be required by statute, ordinance, or order of court, or as authorized by MHTC's representative. The Offeror shall notify MHTC immediately of any request for such information.
- (R) **Nonsolicitation:** The Offeror warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Offeror, to solicit or secure the Agreement, and that it has not paid or agreed to pay any percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Agreement. For breach or violation of this warranty, MHTC shall have the right to annul the Agreement without liability, or in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.
- (S) **Conflict of Interest:** The Offeror covenants that it presently has no actual conflict of interest or appearance of conflict of interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services under this Agreement. The Offeror further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in this Agreement.
- (T) **Maintain Papers:** The Offeror must maintain all working papers and records relating to the Agreement. These records must be made available at all reasonable times at no charge to MHTC and/or the Missouri State Auditor during the term of the Agreement and any extension thereof, and for three (3) years from the date of final payment made under the Agreement.
1. MHTC's representative shall have the right to reproduce and/or use any products derived from the Offeror's work without payment of any royalties, fees, etc.
 2. MHTC's representative shall at all times have the right to audit any and all records pertaining to the services.
- (U) **Indemnification:** The Offeror shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Offeror's performance of its obligations under this Agreement.

(V) Insurance:

(1) Prior to contract signing, the Offeror may be asked about its ability to provide certificates of insurance which meet, or approach, the following coverages:

- a. General Liability Not less than \$400,000 for any one person in a single accident or occurrence, and not less than \$2,000,000 for all claims arising out of a single occurrence;

- b. Automobile Liability Not less than \$400,000 for any one person in a single accident or occurrence, and not less than \$2,000,000 for all claims arising out of a single occurrence;

- c. Missouri State Workmen's Compensation policy or equivalent in accordance with state law.

**SECTION (4):
PROPOSAL SUBMISSION INFORMATION**

(A) SUBMISSION OF PROPOSALS

1. **Pricing and Signature:** Proposals should be priced, signed and returned (with necessary attachments) to Ms. Leann Kottwitz as provided in this RFP. Specifically, any form containing a signature line in this RFP and any amendments, pricing pages, etc., must be manually signed and returned as part of the proposal.
2. **Submission of All Data Required:** The Offeror must respond to this RFP by submitting all data required in paragraph (B) below for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration.
3. **Public Inspection:** The Offeror is hereby advised that all proposals and the information contained in or related thereto shall be open to public inspection and that MHTC does not guarantee nor assume any responsibility whatsoever in the event that such information is used or copied by individual person(s) or organization. Therefore, the Offeror must submit its proposal based on such conditions without reservations.

(B) REQUIRED ELEMENTS OF PROPOSAL (in the order the proposal should be presented)

1. **Price:** Proposals must indicate the price for the duration of the contract period.
2. **Plan:** Proposed method of performance of the scope of work as outlined in the agreement as a minimum with the opportunity to outline special services you would offer.
3. **Experience and References:** The proposal must clearly identify the Offeror's experience in offering the services requested in this RFP during the past three (3) years. The description should include a list of the agencies, which your institution has served or currently serves. Information presented in this section should highlight the previous Offeror experience, as well as any work with other state agencies or local governments in Missouri. Proposals should indicate the name, title and telephone number of at least three clients within the past three years.
4. **Distance:** Proposal should indicate the distance the primary office of the sheltered workshop is from the rest area.

5. **Personnel and Equipment:** Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the Offeror. **Please indicate the potential number, male and female, of certified workshop available to work at the rest area.** Offeror must furnish a complete listing of each sub consultant, if any, and complete contact information for that sub-consultant. Please indicate the grounds maintenance equipment that is available for meeting the proposed plan.

(C) EVALUATION CRITERIA AND PROCESS

1. **Evaluation Factors:** Any agreement for services resulting from this RFP shall be awarded to the Offeror providing the best proposal to MHTC. After determining responsiveness, proposals will be evaluated in accordance with the following criteria:

Cost:	40%	40 points	Attachment A – Pricing Page
Performance plan:	20%	20 points	to be submitted with Proposal
Experience and References:	10%	10 points	see ATTACHMENT B
Distance:	15%	15 points	to be submitted with Proposal
Personnel and Equipment:	<u>15%</u>	<u>15 points</u>	see ATTACHMENT B
	100%	100 points	

COST (40 points): Price - Low Proposal Determination: The objective evaluation of cost will be conducted using a scale of 40 possible points based upon a total annual amount for all services for the original contract period.

Cost points shall be calculated based on the sum from the above calculation using the following formula:

$$\frac{\text{Lowest Responsive Price}}{\text{Compared Price}} \times 40 = \text{Cost score points extended to 2 decimal places – 40.00 possible}$$

PERFORMANCE PLAN (20 points): Proposals will be evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Since the evaluators have already read the Scope of Work as described in the RFP, it is not necessary for the Offeror to repeat the exact RFP Language, or to present a paraphrased version, as an original idea for a technical approach. For example, the Offeror should detail the plan to delivery attendants to the rest area. A plan where the rest area is unattended for an extended period will not score as many points as a rest area with a supervisor on site the entire time and the attendants delivered by another driver.

The Offeror should present a written narrative that demonstrates the method or manner in which the Offeror proposes to satisfy the requirements of the Scope of Work. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of proposed action.

The method by which the proposed method of performance is written is left to the discretion of the Offeror. However, the following method is recommended:

On plain white paper, identify each specific paragraph and subparagraph of the Scope of Work (see Article II) by paragraph and page number as an item for discussion. Immediately below these numbers, write a description of how, when, by whom, with what, to what degree, why, where, etc. the requirements will be satisfied. The description should include the number of employee hours to be devoted to each area.

AS AN EXAMPLE:

Discussion Item: Paragraph _____, Page _____

In this space, provide a specific description of how this requirement will be met, who will do it, criteria for it, the goals and objectives of it, etc.

EXPERIENCE AND REFERENCE (10 points) Determination: This subjective determination will be conducted using a scale of 15 points. After determining the low proposal, the low proposal will be reviewed to: (1) determine the responsibility and reliability of the offeror, (2) confirm that the proposal complies with the mandatory requirements stated in the Request for Proposal, and (3) confirm the offeror's familiarity of building.

Experience and References of Offeror - The offeror should provide, on Exhibit B or in any other format, the information listed below related to previous and current services/contracts performed by the offeror's organization and any proposed subcontractors which are similar to the requirements of this document, in particular to those requiring the frequent cleaning requires for long periods of time. If the contact person listed on Exhibit B is not available or is otherwise unable to be reached during the evaluation, the listed experience may not be considered.

Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;

Dates of the service/contract; and

Provide a brief, written description of the specific prior services performed and requirements thereof.

Familiarity of Building – Offerors are advised that participation in a tour of the building is considered essential to obtain a clear and complete understanding of the requirements of this document. Therefore, the offeror needs to document a thorough knowledge of the building based on the offeror's attendance at a tour of the rest area. The offeror should provide any relevant information regarding their familiarity with the physical layout, condition, etc. of the buildings including the grounds maintenance requirements.

DISTANCE FROM REST AREA (15 points): A total of 10 proposal points will be awarded based on the following criteria.

Distance points shall be calculated based on the sum from the above calculation using the following formula:

$$\frac{\text{Lowest Responsive Distance}}{\text{Compared Distance}} \times 15 = \text{Distance score points extended to 2 decimal places - 15.00 possible}$$

PERSONNEL AND EQUIPMENT (15 points): Proposals will be evaluated on the Offeror's listing of employee pool outlining each potential employees experience. The Offeror should provide an organizational chart describing proposed staffing information and lines of authority for the key personnel to be used and contact information for the primary person of contact for the sheltered workshop. Proposal will also be evaluated on the Offeror's listing of turf maintenance.

type equipment to their disposal for the grounds maintenance of the rest area.

2. **Historic Information:** MHTC reserves the right to consider historic information and facts, whether gained from the Offeror's proposal, question and answer conferences, references, or other sources, in the evaluation process.
3. **Responsibility to Submit Information:** The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories and that MHTC's representative is under no obligation to solicit such information if it is not included with the Offeror's proposal. Failure of the Offeror to submit such information may cause an adverse impact on the evaluation of the Offeror's proposal.

(D) PRICING

1. **Fee Schedule:** The Offeror must submit a proposed fee for all services defined in the Scope of Work. This fee must be shown on the following Price Pages, of this proposal, which must be completed, signed and returned with the Offeror's proposal.

EXHIBIT A

PRICING PAGE

LOCATION:

_____ Rest Area/Welcome Center
 Interstate _____
 Mile Marker ____
 District _____

Rest Area Janitorial and Grounds Maintenance Services - **The Offeror shall provide a firm, fixed price for the original contract period and a per month price for billing purposes for providing all services in compliance with the requirements of this Request for Proposal. All costs associated with providing the required services shall be included in the stated price(s).**

Item #	Description C/S Code: 91039	Original Contract Period April 1, 2010 – March 31, 2013 <i>firm, fixed price</i>	Original Contract Period <i>firm, fixed price</i>
001	Janitorial and Grounds Maintenance Services - per RFP	\$ _____	\$ _____ <i>per month</i>

Signed: _____

Title: _____

EXHIBIT B

PLAN OF PERFORMANCE

(Additional pages as needed)

EXHIBIT C

OFFEROR'S PRIOR EXPERIENCE

PRIOR SERVICES PERFORMED FOR:

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERSON FAMILIAR WITH PERFORMANCE _____

TITLE _____ TELEPHONE _____

DESCRIPTION OF PRIOR SERVICES PERFORMED:

CONTRACT PERIOD: FROM _____ TO _____

Email Address _____

SUMMARY OF SERVICES PERFORMED:

OFFEROR'S PRIOR EXPERIENCE

PRIOR SERVICES PERFORMED FOR:

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERSON FAMILIAR WITH PERFORMANCE _____

TITLE _____ TELEPHONE _____

DESCRIPTION OF PRIOR SERVICES PERFORMED:

CONTRACT PERIOD: FROM _____ TO _____

Email Address _____

SUMMARY OF SERVICES PERFORMED:

(Additional pages as needed)

EXHIBIT D

DISTANCE FROM THE REST AREA

The _____ (sheltered workshop) is
located _____ miles from the _____ rest area.

Signed: _____

Title: _____

EXHIBIT E

PERSONNEL AND EQUIPMENT

Provide an organizational chart describing proposed staffing information and lines of authority for the key personnel to be used and contact information for the primary person of contact for the sheltered workshop. Proposal will also be evaluated on the Offeror's listing of turf maintenance type equipment to their disposal for the grounds maintenance of the rest area.

(additional pages as needed)

EXHIBIT F

AVERAGE DAILY MILEAGE

The _____ (sheltered workshop) will travel an average of _____ miles each day to meet the requirements of this contract at the _____ rest area. It is understood this mileage will be the factor used for any fuel adjustment as outlined in Section 2(I).

Signed: _____

Title: _____

EXHIBIT G

HOURS OF SERVICE AND BILLING AND INVOICE ADDRESS

Billing and Invoice Addresses:

District 1 3602 North Belt Highway, P.O. Box 287, St. Joseph, MO 54502
 District 3 S. Route 61, P.O. Box 1067 Hannibal, MO 63401
 District 4 600 NE Colbern Road, Lee's Summit, MO 64086
 District 5 1511 Missouri Blvd. Jefferson City, MO 65109
 District 6 1590 Woodlake Drive, Chesterfield, MO 63017
 District 7 3901 East 32nd Street, P.O. Box 1445, Joplin, MO 64802
 District 8 3025 East Kearney Street, P.O. Box 868, Springfield, MO 65801
 District 9 910 Springfield Road, Willow Springs, MO 65793
 District 10 2675 North Main Street, P.O. Box 160, Sikeston MO 63801

WORK SCHEDULES

APRIL 1, 2010 – March 31, 2013

Rest Area	District	Route	1	2	3	4	5	6	7	8	8
Eagleville	1	I-35	X								
Lathrop	1	I-35	X								
Mound City	1	I-29		X							
Rock Port	1	I-29			X						
Mineola	3	I-70				X					
Wright City	3	I-70				X					
Concordia	4	I-70				X					
Dearborn	4	I-29				X					
Boonville	5	I-70					X				
Chain of Rocks	6	I-270						X			
St. Clair	6	I-44		X							
Halltown	7	I-44							X		
Joplin	7	I-44	X								
Conway*	8	I-44								X	
Bloomsdale	10	I-55									X
Fruitland	10	I-55									X
Marston*	10	I-55									X
Steele*	10	I-55									X

* Not scheduled at this time

Work Schedule 1

HOURS OF WORK FOR ALL CALENDAR DAYS
INCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS

MINIMUM CLEANING STAFF FOR THE REST AREA

APRIL 1, 2010 through MARCH 31, 2013

6:00 A.M. - 8:00 A.M.	1 SUPERVISOR
*8:00 A.M. - 5:00 P.M.	1 FULL CREW (1 Supervisor and a Male and Female Certified Workshop employee)
5:00 P.M. - 10:00 P.M.	1 SUPERVISOR

* Full Crew staffing may be scheduled 7 a.m. – 4 p.m. to facilitate more convenient scheduling of staff to cover core hours.

This schedule includes: **Eagleville, Lathrop, Joplin**

Work Schedule 2

HOURS OF WORK FOR ALL CALENDAR DAYS
INCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS

MINIMUM CLEANING STAFF FOR THE REST AREA

APRIL 1 –through- (Thursday prior to) Memorial Day

6:00 A.M. - 8:00 A.M.	1 SUPERVISOR
*8:00 A.M. - 5:00 P.M.	1 FULL CREW (1 Supervisor and a Male and Female Certified Workshop employee)
5:00 P.M. - 10:00 P.M.	1 SUPERVISOR

MINIMUM CLEANING STAFF FOR THE REST AREA

(Friday prior to) Memorial Day – through- Labor Day

6:00 A.M. - 8:00 A.M.	1 SUPERVISOR
*8:00 A.M. - 5:00 P.M.	2 FULL CREWS (1 Supervisor and a Male and Female Certified Workshop employee per side)
5:00 P.M. - 10:00 P.M.	1 SUPERVISOR

MINIMUM CLEANING STAFF FOR THE REST AREA

(Tuesday after) Labor Day – through- MARCH 31

6:00 A.M. - 8:00 A.M.	1 SUPERVISOR
*8:00 A.M. - 5:00 P.M.	1 FULL CREW (1 Supervisor and a Male and Female Certified Workshop employee)
5:00 P.M. - 10:00 P.M.	1 SUPERVISOR

* Full Crew staffing may be scheduled 7 a.m. – 4 p.m. to facilitate more convenient scheduling of staff to cover core hours.

This schedule includes: **MOUND CITY, ST. CLAIR**

Work Schedule 3

HOURS OF WORK FOR ALL CALENDAR DAYS
INCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS
MINIMUM CLEANING STAFF FOR THE REST AREA
APRIL 1 –through- (Thursday prior to) Memorial Day

6:00 A.M. - 8:00 A.M. 1 SUPERVISOR

*8:00 A.M. - 5:00 P.M. 1 FULL CREW
(1 Supervisor and a Male and Female
Certified Workshop employee)

5:00 P.M. - 7:00 P.M. 1 SUPERVISOR

(Friday prior to) Memorial Day – through- Labor Day

6:00 A.M. - 8:00 A.M. 1 SUPERVISOR

*8:00 A.M. - 5:00 P.M. 1 FULL CREW
(1 Supervisor and a Male and Female
Certified Workshop employee)

5:00 P.M. - 9:00 P.M. 1 SUPERVISOR

(Tuesday after) Labor Day – through- OCTOBER 31

6:00 A.M. - 8:00 A.M. 1 SUPERVISOR

*8:00 A.M. - 5:00 P.M. 1 FULL CREW
(1 Supervisor and a Male and Female
Certified Workshop employee)

NOVEMBER 1 – through- MARCH 31

6:00 A.M. - 8:00 A.M. 1 SUPERVISOR

*8:00 A.M. - 5:00 P.M. 1 FULL CREW
(1 Supervisor and a Male and Female
Certified Workshop employee)

* Full Crew staffing may be scheduled 7 a.m. – 4 p.m. to facilitate more convenient scheduling of staff to cover core hours.

This schedule includes: **ROCK PORT**

Work Schedule 4

HOURS OF WORK

ALL CALENDAR DAYS INCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS

MINIMUM CLEANING STAFF FOR THE REST AREA

APRIL 1 – Thursday prior to Memorial Day

7:00 A.M. - 4:00 P.M.	1 FULL CREW (1 Supervisor and a Male and Female Certified Workshop employee)
4:00 P.M. - 9:00 P.M.	1 SUPERVISOR

MINIMUM CLEANING STAFF FOR THE REST AREA

Friday prior to Memorial Day – Labor Day

7:00 A.M. - 4:00 P.M.	2 FULL CREWS (1 Supervisor and a Male and Female Certified Workshop employee per side)
4:00 P.M. - 9:00 P.M.	1 SUPERVISOR

MINIMUM CLEANING STAFF FOR THE REST AREA

Tuesday after Labor Day – MARCH 31

7:00 A.M. - 4:00 P.M.	1 FULL CREW (1 Supervisor and a Male and Female Certified Workshop employee)
4:00 P.M. - 9:00 P.M.	1 SUPERVISOR

This schedule includes: MINEOLA, WRIGHT CITY, CONCORDIA, DEARBORN

Work Schedule 5

HOURS OF WORK
ALL CALENDAR DAYS INCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS

MINIMUM CLEANING STAFF FOR THE REST AREA
APRIL 1, 2010 – MARCH 31, 2013

6:00 A.M. - 8:00 A.M.	1 SUPERVISOR
*8:00 A.M. - 5:00 P.M.	1 FULL CREW (1 Supervisor and a Male and Female Certified Workshop employee)
5:00 P.M. - 10:00 P.M.	1 SUPERVISOR

- Full Crew staffing may be scheduled 7 a.m. – 4 p.m. or 8 a.m. – 5 p.m. to facilitate more convenient scheduling of staff.

This schedule includes: **BOONVILLE**

Work Schedule 6

HOURS OF WORK
ALL CALENDAR DAYS INCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS

MINIMUM CLEANING STAFF FOR THE REST AREA
APRIL 1, 2010 – MARCH 31, 2013

8:00 A.M. - 5:00 P.M.

1 FULL CREW
(1 Supervisor and a Male and Female
Certified Workshop employee)

This schedule includes the following requirement:

1. The Contractor shall be responsible for opening and closing both the building and the parking area each day. The Contractor needs to insure that all customers have left the building before locking the doors and all vehicles must be removed from the parking area prior to locking the gates in the evening.

This schedule includes: **CHAIN OF ROCKS**

Work Schedule 8

HOURS OF WORK
ALL CALENDAR DAYS INCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS

MINIMUM CLEANING STAFF FOR THE REST AREA

APRIL 1 – Thursday prior to Memorial Day

6:00 A.M. - 8:00 A.M. 1 SUPERVISOR
*8:00 A.M. - 5:00 P.M. 1 FULL CREW
(1 Supervisor and a Male and Female Certified
Workshop employee)
5:00 P.M. - 10:00 P.M. 1 SUPERVISOR

Friday prior to Memorial Day – Labor Day

6:00 A.M. - 8:00 A.M. 1 SUPERVISOR
*8:00 A.M. - 5:00 P.M. 2 FULL CREWS
(1 Supervisor and a Male and Female Certified
Workshop employee per side)
5:00 P.M. - 10:00 P.M. 1 SUPERVISOR

Tuesday after Labor Day – OCTOBER 31

6:00 A.M. - 8:00 A.M. 1 SUPERVISOR
*8:00 A.M. - 5:00 P.M. 1 FULL CREW
(1 Supervisor and a Male and Female Certified
Workshop employee)
5:00 P.M. - 10:00 P.M. 1 SUPERVISOR

NOVEMBER 1 – MARCH 31

6:00 A.M. - 8:00 A.M. 1 SUPERVISOR
*8:00 A.M. - 5:00 P.M. 1 FULL CREW
(1 Supervisor and a Male and Female Certified
Workshop employee)
5:00 P.M. – 8:00 P.M. 1 SUPERVISOR

* Full Crew staffing may be scheduled 7 a.m. – 4 p.m. to facilitate more convenient scheduling of staff.

This schedule includes: **BLOOMSDALE, FRUITLAND**

