

**MISSOURI DEPARTMENT OF TRANSPORTATION  
GENERAL SERVICES  
JOPLIN, MISSOURI**

**JANITORIAL SERVICES  
RFB-D7-09-031**

The Missouri Highways and Transportation Commission (Missouri Department of Transportation – MoDOT) is requesting bids from vendors for the purpose of cleaning the Neosho Construction Office and/or the Carthage Construction Office. Each location on the attached sheets is to be considered a separate bid. It is not necessary to bid both locations. Award will be made on an **“Individual Location”** basis.

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

- 1. Request for Bid:** This document constitutes a RFB from qualified organizations to provide Janitorial Services to MHTC and the Missouri Department of Transportation (MoDOT).
- 2. Fiscal Year:** This fiscal year runs from July 1, 2008 to June 30, 2009.
- 3. Contract Period:** February 1, 2009 to January 31, 2010.
- 4. Renewals:** The MHTC shall have the right, at its sole option, to renew the contract for Two (2) additional one-year periods, or any portion thereof. In the event the MHTC exercises such right, all terms and conditions, requirements and specifications of the contract, including all prices, shall remain the same and apply during the renewal period.
- 5. Touring of Buildings:** Potential Bidders shall attend the tour(s) of the building(s) at the following locations. See Event Schedule (page 2) for time of day.

**Neosho Construction Offices: 1501 Malcomb Mosby Dr., Neosho, MO 64850  
Carthage Construction Offices: 16619 Inca Rd., Carthage MO, 64836**

The purpose of the tour is to allow potential Bidders and Opportunity to inspect the buildings prior to submitting a bid. **POTENTIAL BIDDERS SHALL NOT BE PERMITTED TO SCHEDULE A TOUR AT A DIFFERENT TIME OR DATE.** An attendance record will be kept.

Each Bidder is solely responsible for the 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 on the performance of service described and required by the contractual requirements. The Bidder shall not be relieved of responsibility for performance under the contract for any reason whatsoever, including, but not limited to, (1) the Bidders failure to observe existing conditions, etc.

**6. Pre-Bid Conference:** A pre-bid conference regarding this Request for Bid will be held prior to the building tours at each facility. January 12 & 13th, at 1:00 p.m., at District 7 General Service Building, 3901 E. 32<sup>nd</sup> Street, Joplin, MO 64804. All potential Bidders are strongly encouraged to attend this conference, since information relating to this RFB will be discussed in detail. Bidders should bring a copy of the RFB since it will be used as the agenda for the pre-bid conference.

**7. RFB Schedule of Events:** The following RFB schedule of Events represents MoDOT's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 7:30 a.m. and 4:00 p.m. Central Daylight Time.

MoDOT reserves the right at its sole discretion to expand this schedule, as it deems necessary, without any notification except for the deadline date for submitting bids.

EVENT	DATE	TIME
MoDOT Issues RFB	January 2, 2009	4:00 PM CDT
Pre-Bid Conference – Neosho	January 12, 2009	1:00 PM CDT
Pre-Bid Conference – Carthage	January 13, 2009	1:00 PM CDT
Building Tour – Neosho	<u>January 12, 2009</u>	<u>1:30 PM CDT</u>
Building Tour – Carthage	<u>January 13, 2009</u>	<u>1:30 PM CDT</u>
Deadline for written Comments	January 14, 2009	1:00 PM CDT
Deadline for MoDOT's Issuing Responses to Written comments	January 16, 2009	1:00 PM CDT
Deadline for Submitting Bid	January 21, 2009	1:00 PM CDT
<u>Recommendation of Award</u>	January 23, 2009	1:00 PM CDT
Contractual Effective Date	First business day of the month after award of Contract	

**8. Clarification of Requirements:** Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to Chris Stephens, Missouri Department of Transportation, 3901 E. 32<sup>nd</sup> Street, Joplin MO 64804, (417) 629-3404 (phone) or [Christina.Stephens@modot.mo.gov](mailto:Christina.Stephens@modot.mo.gov). (Email). All written questions must be addressed to Chris Stephens no later than 1:00 p.m. CDT, January 14, 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. [http://www.modot.mo.gov/business/contractor\\_resources/g\\_s\\_bidding/GeneralServices.htm](http://www.modot.mo.gov/business/contractor_resources/g_s_bidding/GeneralServices.htm)

**9. All bids must be received no later than 1:00 p.m., CST, January 21, 2009** at the General Services Building located at 3901 E. 32<sup>nd</sup> Street, Joplin MO, 64804.

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

**1. Specific Requirements**

- A. **Weekly:** The contractor shall perform the following task one night each week according to the schedule below..

**Neosho Construction office** Mondays (4:00 p.m. – 10:00 p.m.)

**Carthage Construction office** – Fridays (4:00 p.m. – 10:00 p.m.)

Janitorial workers will not be on the job during normal work hours (7:30 a.m. until 4:00 p.m.). No Janitorial personnel shall be on MoDOT premises other than the scheduled times as stated in this contract or if approved by D7 Construction Offices Resident Engineers or designated personnel. Any schedule changes must have a minimum of forty-eight (48) hours prior notice and approval by the Agency's designated personnel.

**Floors**

2. Damp mop all hard surface floors with detergent disinfectant removing all spots and stains, including all chair pads.
3. Vacuum carpets, moving side chairs and removing all spots.

**Receptacles**

1. All waste receptacles emptied weekly and new plastic liners installed as needed.
2. All trash taken to designated areas
3. Receptacles washed as needed

**Entrance**

1. All entrance door handles wiped with disinfectant
2. Clean door glass and frame, both interior and exterior
3. Sweep front porch and steps

**Other Office Cleaning**

1. Desks, filing cabinets, bookcases, chairs and tables (including legs) – dusted, cleaned
2. Other office furniture – all wiped clean
3. Windowsills, ledges, moldings, picture frames, etc. – all wiped clean
4. Spot clean all walls and partitions as needed

**Restrooms**

1. All door handles and fixtures wiped with disinfectant
2. Floors swept and mopped with detergent disinfected mop..
- 3 All fixtures cleaned and sanitized. 4. Mirrors cleaned.
5. Walls cleaned as needed
6. Waste receptacles emptied designated areas.
7. Hand soap, paper towels, toilet paper refilled/ changed out.

## Break Room Cleaning

1. Clean sink with stainless steel cleaner
2. Clean countertop and tables with appropriate cleaner
3. Wipe out microwaves and clean top of refrigerator
4. Spot clean walls
5. Clean switch plates with disinfectant cloth or wipes
6. Sweep and damp mop floors with detergent disinfected mop

## Lab Area – Carthage only

1. Clean all stainless steel areas, counters, tables, sinks, with stainless steel cleaners
2. Sweep and damp mop floors
3. Empty trash in designated areas

## Miscellaneous

1. Replace any burned out light bulbs (MoDOT supplied) as required.

- B. **Monthly:** The contractor shall perform the following tasks on a monthly basis. **All work completed within (30) calendar days. D7 Construction Offices Resident Engineers or designated personnel to be notified of all work in progress.**

## Miscellaneous

1. Vacuum and spot clean all upholstered furniture.
2. Spot clean panels removing all spots
3. Sweep storage areas
4. Window blinds vacuumed – all cobwebs removed

- C. **Quarterly:** The contractor shall perform the following tasks on a quarterly basis.

## Floors

Shampoo carpets removing all spots.

## Miscellaneous

Wash and clean all windows both interior and exterior including windowsills. 3. Clean all tops of lighting fixtures, ceiling fans for removal of dust and cobwebs

4. Brush scrub lab and break room floors.

1.

- D. **Annually:** The contractor shall perform the following tasks on an annual basis beginning the first active month of this contract and yearly thereafter, **notify D7 Construction Offices Resident Engineers or designated personnel when cleaning is done.**

## Miscellaneous

1. Thoroughly clean all wall and partition panels.
2. Thoroughly wash and clean all light fixtures.

**2. Personnel Requirements:**

- a. The contractor shall be responsible for all supervision required to satisfactorily perform the requirements of the contract.
- b. The successful bidder shall keep on the job at all times, when work is in progress, a competent supervisor shall be appointed that is satisfactory to MoDOT to ensure compliance.
- c. No supervisory changes shall be made without notification and shall be subject to approval by MoDOT.
- d. The supervisor shall represent the Contractor in his absence and all instructions given to him shall be binding on the Contractor.
- e. Work shall be by employees **skilled** in their trade and shall be in accordance with the Bid Information and Specifications set forth in this Bid Invitation for Janitorial Services.
- f. **Attach list** of personnel, including supervisor to perform contract. Updates must be provided as changes occur.
- g. In the event problems with personnel should occur, MoDOT shall have the right to request and be granted immediate personnel revisions by the vendor.

**3. Equipment and Supply Requirements:**

- a. The contractor must furnish maintain, in good repair, including, but not limited to mops, brooms, shampooers, buffers, sweepers, vacuums, etc., and any other janitorial services.
- b. The contractor may own or rent, at the contractor's expense equipment for performing the requirements of the contract.
- c. The Commission will furnish toilet tissue, paper towels, liquid hand soap, light bulbs and sanitary liners. The contractor will place these items in their respective receptacles.
- d. The contractor shall furnish all chemicals/cleaning supplies including but not limited to stripper, wax, shampoo, and glass cleaner, etc.
- e. The Contractor shall not use any products, supplies or equipment, which may be injurious or damaging to the surface upon which they are applied.

**4. Security Requirements:**

- a. The contractor shall be responsible for keeping the Commission's areas of the building locked while the contractor or the contractor's employees are on the premises. Only authorized persons shall be permitted on the premises. The Contractor shall be responsible for locking all doors and turning lights off upon completion of the janitorial services.
- b. The contractor shall be held responsible for any breakage, damage, and/or loss of the Commission's equipment or supplies through negligence and or other inappropriate action of the contractor or the contractor's employees while working on the Commission's premises.
- c. The Contractor shall not use nor allow the contractor's employees to use any Commission equipment, supplies and/or telephones, without prior approval by the Commission.
- d. All employees must wear, at all times, an ID tag with employee name and company name.
- e. All employees of the successful bidder shall under go a complete criminal background check, which **shall be submitted to and approved by D7 MoDOT before employees will be allowed on the premises to perform work for the contractor. These will be due no later than January 27, 2009.** The successful bidder shall pay for any expenses for background checks. This applies to all new employees hired after the start and during the period the contract is in force.

**5. Insurance:**

Prior to the beginning of work the contractor shall furnish the Commission with the following insurance coverage and such coverage shall be kept in effect during the agreement period. The Contractor shall purchase and maintain such insurance as will protect him from claims under workmen's compensation acts and other employee benefit acts, from claims for damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from the Contractor's operations under this Contract, whether such operations be by himself or by any Subcontractor or anyone directly or indirectly employed by any of them.

This insurance shall be written for not less than any limits of liability specified as part of this contract or required by law, whichever is the greater, and shall include contractual liability insurance as applicable to the Contractor's obligations under this contract. Unless otherwise specified, insurance limits shall be as follows:

- 1) Workmen's Compensation: Workers Compensation Insurance, including "Occupational Disease Act" requirements, must be maintained **if** required by law.
- 2) Public Liability (includes property damage and personal injury):
  - i. Not less than \$400,000 for any one person in a single accident or occurrence.
  - ii. Not less than \$1,000,000 for all claims arising out of a single occurrence.

**The successful vendor must provide a copy of their certificate(s) of insurance within 5 working days of Notice of Award. Notice to Proceed will not be issued until insurance certificate(s) have been received and verified. In the event the bidder cannot or did not submit the insurance certificate(s) in the required time, MoDOT will cancel the Notice of Award and may issue the Notice to Award to the next "lowest and best" bidder.**

**6. Department Responsibility:**

- a. Process payments promptly.
- b. Payment will be made within 30 days of the end of the month or when invoice is received, whichever is later.
- c. Advise the contractor in writing to infractions of the contractor's employee.
- d. Advise the contractors contact person of any unsatisfactory performance verbally within one week. Repeated unsatisfactory performance will be forwarded to the contractor in writing.

**7. General Conditions:**

- a. The various task and schedules for performance of work, as outlined in this contract, are not to be taken as limiting. All work is to be preformed in a manner satisfactory to and acceptable by the Missouri Department of Transportation Commission. The intent of this contract is to provide for the building, office equipment and furniture being kept clean and in first-class condition.

- b. The contractor shall use no product, supplies or equipment, which are injurious or damaging to the surfaces to which they are applied.
- c. The contractor's employees are not to dust desk or table tops that have papers, etc. on them. Any tops to be cleaned shall have all papers removed at the end of each workday.
- d. If special attention is needed a note shall be left in a mutually determined area, and/or a phone call made to the contractor, or contractor's supervisor.
- e. The contractor shall submit a monthly invoice to Chris Stephens-Procurement Agent, 3901 E. 32<sup>nd</sup> Street, Joplin MO. 64804.
- f. The contractor shall fully coordinate his or her activities in the performance of the contract with the commission's designated representative.
- g. The contractor shall not assign any interest in the contract and shall not transfer any interest whatsoever, in the contract without the prior written consent of the commission.
- h. The Commission reserves the right to terminate the contract at any time, for the convenience of the commission, without penalty or recourse, by giving written notice to the contractor at least thirty (30) days prior to the effective date of such termination. The Contractor agrees to continue to provide all herein services up to the effective date of the cancellation of this Agreement
- i. The contractor shall be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract.
- j. Contractor shall comply with all the provisions of Executive Order 94-03 issued by the Honorable Mel Carnahan, Governor of Missouri on January 14, 1994, which prohibits discrimination against recipients of services and employees or applicants or employment of state contractors and subcontractors, on the grounds of race, color, religion, national origin, sex, age, disability, or veteran status.
- k. The Contractor shall also comply with all state and federal statutes applicable to and relating to nondiscrimination, including, but not limited to, Chapter 213, RSMO; Title VII of the Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000e, et seq. © and with any provision of the "Americans With Disabilities Act" (42 U.S.C. Section 1201 et seq.).
  - 1.) Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions for this contract, MoDOT shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
    - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
    - iii. cancellation, termination or suspension of the contract, in whole or in part
- l. The Contractor shall be responsible for injury or damages as a result of any services and/or goods rendered under the terms and conditions of this Agreement. In addition to the liability imposed upon the Contractor on the account of personal injury, bodily injury, including death, or property damage, suffered as a result of the Contractor performance under this Agreement, the Contractor assumes the obligation to save harmless the Commission, including its agents, employees and assigns, and to indemnify the Commission including its agents, employees and assigns, from every expense, liability or payment arising out of such wrongful or negligent act or omission, including legal fees. The Contractor also agrees to hold harmless the Commission, including its agents,

- employees and assigns, from any wrongful or negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Contractor for any purpose under this Agreement, and to indemnify the Commission, including its agents, employees and assigns, from every expense, liability or payment arising out of such wrongful or negligent act or omission.
- m. This Agreement shall be construed according to the laws of the state of Missouri. The Contractor shall comply with all local, state and federal laws and regulations relating to the performance of this Agreement. The Contractor must be registered and maintain good standing with the Secretary of State of Missouri and other regulatory agencies, as may be required by law or regulation.
  - n. The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Contractor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Commission shall have the right to annul this Agreement without liability, or in its discretion, to deduct from this Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
  - o. No service received by MoDOT pursuant to a contract shall be deemed accepted until MoDOT has had reasonable opportunity to inspect said service. All services which do not comply with the specifications and/or requirements or which are otherwise unacceptable may be rejected. All specifications must be met and certified by D7 Resident Engineer or designated personnel on a weekly basis before payment of monthly invoice can proceed. Inspection of work on this contract shall be made on a weekly basis. MoDOT will state any unacceptable work items in writing to Contractor therefore giving contractor 5 days to correct. If work is not corrected a penalty of \$10 per day, per unacceptable work item will be assessed for work not satisfactorily completed on time according to the schedule set forth in the specifications and shall run concurrently until the problem has been corrected. This amount will be deducted from the current invoice due before any payment is made. Contractor may dispute by writing a formal complaint to the District Engineer.
  - p. Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel this Agreement or affirm this Agreement and hold the Contractor responsible for damages.
  - q. The Contractor must maintain all records relating to this Agreement including but not limited to invoices, payrolls, etc. These records must be available at all reasonable times at no charge to the Commission and/or its designees or representatives during the period of this Agreement and any extension thereof, and for three (3) years from the date of final payment made under this Agreement.
  - r. It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the Circuit Court of Cole County, Missouri.
  - s. Any change in this Agreement, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by the duly authorized representatives of the Contractor and the Commission.

- t. Pursuant to RSMo 285.530 (1) no contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the stat of Missouri. In accordance with RSMo 285.525 to 285.550, a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates RSMo 285.530 (1), if the contract binding the contractor and subcontractor affirmatively state that
- a. The direct subcontractor is knowingly in violation of RSMo 285.530 (1) and
  - b. Shall not henceforth be in such violation and
  - c. The contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor’s employees are lawfully present in the United States.

#### **8. Bidding Requirements:**

- a. The contractor shall provide Cleaning services for one or all of the Missouri Department of Transportation District Construction Offices located at the addresses below.

**Neosho Construction Office** – 1501 Malcomb Mosby Dr., Neosho, MO 64850

**Carthage Construction Office** – 16619 Inca Rd., Carthage MO, 64836

Missouri in accordance with the terms and conditions set forth herein. The contractor must perform cleaning services as outlined in the “Scope of Work” and “Specific Requirements” in a manner satisfactory and acceptable to the Missouri Department of Transportation per the attached Performance Checklist.

- b. All interested bidders shall tour the facilities at the scheduled times identified in the Event Schedule (page 2).
- c. A sealed bid must be received no later than Date: January 21, 2009 Time: 1:00 pm at the Missouri Department of Transportation, 3901 East 32<sup>nd</sup> Joplin MO 64804. All bids will be opened at that time. Bids are to be returned in an envelope plainly marked **RFB D7-09-031 Janitorial Services – Construction Offices** sealed bid.
- d. The date specified for the return of bids/quote/proposals is a firm deadline and all bids and latest printed literature and detailed specifications of the equipment offered must be received at the designated office by that time. The Department does not recognize the **U.S. Mail, United Parcel Service, Air Express**, or any other organization, as its agent for purposes of accepting proposals. Any proposals arriving at the designated office after the deadline specified will not be considered.
- e. The Missouri Department of Transportation reserves the right to reject any and all bids. Once the sealed proposals are opened, bidders cannot change, supplement, or withdraw the bids without the written permission of the Highway Commission.
- f. **CERTIFICATE OF GOOD STANDING**  
The Bidder must be in compliance with the laws regarding conducting business in the State of Missouri. The Bidder will need to provide, included with the response to this Request For Bid, a copy of his/her Missouri Secretary of State’s “Certificate

of Good Standing” prior to the issuance of any contract or initial purchase order by the Missouri Department of Transportation (MoDOT). MoDOT reserves the right, at its sole discretion, to extend the date this documentation must be provided. The Bidder’s inability to provide this documentation will result in his/her bid being rejected. In the event you company is registered as a Sole Proprietor or Partnership this document is not required.

1. CONTRACT PERIOD:

The contract begins on the first of the month following the “Notice to Proceed” and ends January 31, 2010.

2. CONTRACT EXTENSION:

The Missouri Department of Transportation shall have the right, if mutually agreed to, to extend the contract period for two (2) one-year extensions.

3. PRICING: ALL PRICING SHOULD BE PROVIDED ON PAGE 11.

4. MBE/WBE Certification:

Executive order 98-21 directs state agencies to increase the participation of certified minority business enterprises (MBE) and women business enterprises (WBE) in state procurement. MBE/WBE certification is required to be considered an eligible MBE/WBE in meeting participation goals. If you qualify as a MBE or a WBE as defined in 37.020 RSMo, please mark the appropriate blank below.

_____	_____	_____
<b>MBE</b>	<b>WBE</b>	<b>BOTH</b>

Vendors who are interested in obtaining information about MBE/WBE certification should contact:

The Office of Equal Opportunity  
1-877-259-2963 (toll-free #)

or visit the following Internet address:

[www.oa.state.mo.us/oeo/Certification\\_Program.html](http://www.oa.state.mo.us/oeo/Certification_Program.html)

**PRICING PAGE**

The bidder shall provide a firm fixed per month price for the original contract period and a maximum per month for each potential contract period for providing all services in compliance with the requirements of this Request For Bid. All costs associated with providing the required services shall be included in the stated price(s). In the event that D7 exercises its options to renew the contract(s) for additional one-year period(s) pursuant to the applicable provisions outline in this document, the bidder shall provide the maximum increase or minimum decrease for each renewal period. The bidder is cautioned that the percentages shall be computed against the **ORIGINAL contract prices during renewal periods.** **Furthermore, the Bidder is advised that D7 does not automatically grant increases at the time of renewing the contract and that if an increase is requested, documentation of need must be provided at the time of renewal.** You may bid on each location or a single location. Bids will be awarded per location.

NEOSHO CONSTRUCTION OFFICES DESCRIPTION	ORIGINAL CONTRACT PERIOD <i>Firm Fixed Price</i>	1 <sup>st</sup> RENEWAL PERIOD <i>Maximum Price</i>	2 <sup>nd</sup> RENEWAL PERIOD <i>Maximum Price</i>
Janitorial Services as described in bid and specifications			
	Price Per Month	Price Per Month	Price Per Month
CARTHAGE CONSTRUCTION OFFICES DESCRIPTION	ORIGINAL CONTRACT PERIOD <i>Firm Fixed Price</i>	1 <sup>st</sup> RENEWAL PERIOD <i>Maximum Price</i>	2 <sup>nd</sup> RENEWAL PERIOD <i>Maximum Price</i>
Janitorial Services as described in bid and specifications			
	Price Per Month	Price Per Month	Price Per Month

**PLEASE COMPLETE BELOW:**

DATE: \_\_\_\_\_ RFB # \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NO: \_\_\_\_\_

BY (Signature) \_\_\_\_\_

TYPE/PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**BIDS MUST BE RETURNED IN A SEALED ENVELOPE CLEARLY MARKED AS**

**“RFB # D7-09-031 (Janitorial Service)” IN THE LOWER LEFT CORNER OF THE ENVELOPE.**

The contract will be awarded to the lowest responsive bidder demonstrating the necessary knowledge, experience, and resources to accomplish the requirements set forth herein. In the event this contract is terminated prematurely, MoDOT reserves the right to offer the remaining contract period to the next lowest bidder provided that vendor meets all criteria set forth in the aforementioned sentence. The Missouri Department of Transportation reserves the right to reject any bid received as unacceptable for reasons which may include but not necessarily limited to: 1.) Receipt of any information, from any source, regarding unsatisfactory performance of similar services by the bidder within the past five (5) years; and/or 2.) failure by the bidder to demonstrate familiarity with the physical layout and condition of the buildings to be cleaned.

**BIDDER'S EXPERIENCE AND RELIABILITY**

1. Experience and reliability of the bidder's organization will be considered in the evaluation for awarding this contract. Therefore, the bidder is advised to submit adequate information to document successful and reliable experience in past performance. Complete the following forms to provide this information. Attach additional pages if necessary.

<b>1</b>	<b>PRIOR SERVICES PERFORMED FOR:</b>
	Company Name
	Street Address
	City, State, Zip
	CONTACT AT COMPANY FAMILIAR WITH YOUR PERFORMANCE:
	Title
	Telephone Number
	Total # of Sq. Feet Cleaned
	Description of Cleaning Services

<b>2</b>	<b>PRIOR SERVICES PERFORMED FOR:</b>
	Company Name
	Street Address
	City, State, Zip
	CONTACT AT COMPANY FAMILIAR WITH YOUR PERFORMANCE:
	Title
	Telephone Number
	Total # of Sq. Feet Cleaned
	Description of Cleaning Services

<b>3</b>	<b>PRIOR SERVICES PERFORMED FOR:</b>	
	Company Name	
	Street Address	
	City, State, Zip	
	CONTACT AT COMPANY FAMILIAR WITH YOUR PERFORMANCE:	
	Title	
	Telephone Number	
	Total # of Sq. Feet Cleaned	
	Description of Cleaning Services	

<b>4</b>	<b>PRIOR SERVICES PERFORMED FOR:</b>	
	Company Name	
	Street Address	
	City, State, Zip	
	CONTACT AT COMPANY FAMILIAR WITH YOUR PERFORMANCE:	
	Title	
	Telephone Number	
	Total # of Sq. Feet Cleaned	
	Description of Cleaning Services	

Bidders Name: \_\_\_\_\_

CONTRACT

This contract by and between the Missouri Department of Transportation and

(hereinafter referred to as "Contractor").

WITNESSETH THAT:

Contractor agrees to perform janitorial service, in accordance with the proposal and specifications, as outlined in the Missouri Department of Transportation's District 7 RFB # D7-09-031 for Neosho OR Carthage Construction Office, furnishing at the Contractor's own expense, all labor, materials (except where otherwise noted) equipment, and insurance as described in the plans and specifications.

The Request For Bid, Requirements, General Conditions, Specifications, Bid, Contract, Notice to Proceed, and any change orders issued in pursuance to this agreement are made a part hereof as though fully set out herein.

Contractor agrees that he is fully informed as to all conditions affecting the work to be done, the labor and materials to be furnished for the completion of this agreement, and the conditions existing at the job site, and that his information was secured by personal investigation and not in reliance of any estimates or statements of representatives of the department.

Contractor agrees to commence the work not later than the date specified in Notice to Proceed and to complete the same within the time specified in the bid or such additional time as may be allowed by MoDOT.

The work shall be done to the satisfaction of MoDOT and its District Engineer.

The Contractor shall receive and accept the compensation provided for in the proposal and in accordance with this contract.

This agreement shall be governed by the laws of the State of Missouri.

Executed by the Contractor on \_\_\_\_\_ 20 \_\_\_\_\_.

and executed by MoDOT on \_\_\_\_\_ 20 \_\_\_\_\_.

MISSOURI DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

Title \_\_\_\_\_

FIRM/COMPANY

By \_\_\_\_\_

Title \_\_\_\_\_

## PREFERENCE IN PURCHASING PRODUCTS

DATE: \_\_\_\_\_

The bidders attention is directed to Section 34.076 RSMo 2000 which gives preference to Missouri corporations, firms, and individuals when letting contracts or purchasing products.

Bids/Quotations received will be evaluated on the basis of this legislation.

**All vendors submitting a bid/quotation must furnish ALL information requested below.**

### FOR CORPORATIONS:

State in which incorporated:

\_\_\_\_\_

### FOR OTHERS:

State of domicile:

\_\_\_\_\_

### FOR ALL VENDORS:

List address of Missouri offices or places of business:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### THIS SECTION MUST BE COMPLETED AND SIGNED:

**FIRM NAME:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**BY (signature required):**

\_\_\_\_\_

**Federal Tax I.D. #: \_\_\_\_\_ if no Federal Tax I.D. # - list Social Security #: \_\_\_\_\_**

NOTE: For bid/quotation to be considered, the "Preference in Purchasing Products" form must be on file in the General Services (Procurement) Division and must be dated in the current calendar year.

**ATTACHMENT #1**

**AUTHORIZATION FOR RELEASE OF INFORMATION**

To Whom It May Concern:

I hereby authorize and request release to the Missouri Department of Transportation, and all records and information, including but not limited to, originals or copies of any records, documents, reports, criminal history record.

I understand that the Missouri Department of Transportation may conduct and/or review a background investigation before rendering a decision regarding eligibility to perform services for the Missouri Department of Transportation and that this authorization is a part of that investigation.

I voluntarily agree to cooperate in such investigation, and release from all liability or responsibility the Missouri Department of Transportation and all other persons, firms, corporations and institutions supply the above requested information.

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Applicant's Social Security Number

**ATTACHMENT #2**

**MISSOURI DEPARTMENT OF TRANSPORTATION**

**CONFIDENTIALITY OATH**

I have been notified that Section 32.057 of the Missouri Revised Statutes, and Section 7213 of the Federal Internal Revenue Code impose criminal penalties for the unauthorized disclosure of tax information received from the federal government or by the State of Missouri . I will not reveal the condition or affairs of any person, firm, or institution in this State, or any facts pertaining to same that may come to my knowledge by virtue of my work, unless required or authorized by law to do so.

\_\_\_\_\_  
Signature of Employee/Agent

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**FOLLOWING “NO QUOTE FORM” TO ASSIST THE PROCUREMENT STAFF IN OUR PROCESS EVALUATIONS.**

**THANK YOU**

**NO QUOTE**

**Date:** \_\_\_\_\_

**TO:** Missouri Department of Transportation – District 7  
General Services (Procurement) Division  
3901 E. 32<sup>nd</sup> Street  
Joplin, MO 64804  
(417) 629-3226-Fax

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our Company is submitting “No Quote” on RFQ# \_\_\_\_\_ for the reason(s) indicated

- Product or service is not available or cannot meet the required specifications
- Other obligations - cannot make required deadline
- The delivery point or work location is outside of our territory or coverage/service area
- Other – Please explain below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

- Please keep our name on the bidder’s list for future opportunities on this product or service.
- Please remove our name for your bidder’s list for this product service

**STANDARD SOLICITATION PROVISIONS**

- a. The Missouri Department of Transportation (MoDOT) reserves the right to reject any or all bids/quotes/proposals, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid/quote/proposal, unit prices will govern.
- b. All bids/quotes/proposals must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
- c. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown, within the State of Missouri.
- d. Time of delivery is a part of the consideration and, if not otherwise stated in the solicitation documents, must be stated in definite terms by the Bidder/Offeror and must be adhered to. If time varies on different items, the Bidder/Offeror shall so state.
- e. If providing bids/quotes/proposals for commodities, the Bidder/Offeror will state brand or make on each item. If bidding or proposing other than the make, model or brand specified, the manufacturer's name, model number or catalog number must be given.
- f. **For bids/proposals of \$25,000 or more**, no bids/proposals by telephone, telegram or telefax will be accepted. If provided, these bids/proposals should be returned in the MoDOT solicitation return envelope.
- g. If a solicitation return envelope is provided by MoDOT, the bid/quote/proposal should be returned in the envelope provided with the Bid/RFQ/RFP Request Number plainly indicated thereon.
- h. The date specified for the returning of bids/quotes/proposals is a firm deadline and all bids/quotes/proposals must be received at the designated office by that time. The Department does not recognize the U.S. Mail, Railway Express Agency, Air Express, or any other organization, as its agent for purposes of accepting proposals. All proposals arriving at the designated office after the deadline specified will be rejected.

**GENERAL TERMS AND CONDITIONS**

**General Performance**

- a. This work is to be performed under the general supervision and direction of the Missouri Department of Transportation (MoDOT) and, if awarded any portion of the work, the Contractor agrees to furnish at his own expense all labor and equipment required to complete the work, it being expressly understood that this solicitation is for completed work based upon the price(s) specified and is not a solicitation for rental of equipment or employment of labor by MoDOT, and MoDOT is to have no direction or control over the employees used by the Contractor in performance of the work.

**Deliveries**

- a. Unless otherwise specified on the solicitation documents or purchase order, suppliers shall give at least 24 hours advance notice of each delivery. Delivery will only be received between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday. Material arriving after 3:00 p.m. will not be unloaded until the following workday. No material will be received on Saturday, Sunday or state holidays.
- b. If the prices bid herein include the delivery cost of the material, the Contractor agrees to pay all transportation charges on the material as FOB - Destination. Freight costs must be included in the unit price bid and not listed as a separate line item.
- c. Any demurrage is to be paid by the Contractor direct to the railroad or carrier.

**Nondiscrimination**

- a. The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- b. All solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of the Contractor's obligations under this contract and the Regulations, will be relative to nondiscrimination on the grounds of race, color, or national origin.
- 1) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MoDOT shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
  - ii. cancellation, termination or suspension of the contract, in whole or in part.

**Contract/Purchase Order**

- a. By submitting a bid/quote/proposal, the Bidder/Offeror agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's proposal and/or submitted pricing, and (3) the MHTC's acceptance of the proposal and/or bid by purchase order or post-award contract.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized purchase order and/or notice to proceed.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the Contractor and the duly authorized representative of the MHTC, by a modified purchase order prior to the effective date of such modification. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

**Subcontracting**

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

**Invoicing and Payment**

- a. MoDOT is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. However, the Contractor may themselves be responsible for the payment of taxes on materials they purchase to fulfill the contract. A Federal Excise Tax Exemption Certificate will be furnished to the successful Bidder/Offeror upon request.
- b. Each invoice should be itemized in accordance with items listed on the purchase order and/or contract. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The Missouri Highways and Transportation Commission (MHTC) shall not make any advance deposits.
- d. The MHTC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any authorized quantity is subject to the MHTC's rejection and shall be returned at the Contractor's expense.
- e. The MHTC reserves the right to purchase goods and services using the state-purchasing card.

**Applicable Laws and Regulations**

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MoDOT a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.
- 1) Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MoDOT a copy of their current Transient Employer Certificate from the Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.
- c. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.
- d. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.

**Preferences**

- a. In the evaluation of bids/quotes/proposals, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, RSMo. 34.076 and 34.350 to 34.359, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- 1) If attached, the document entitled "**PREFERENCE IN PURCHASING PRODUCTS**" should be completed and returned with the solicitation documents.
- 2) If attached, the document entitled "**MISSOURI DOMESTIC PRODUCTS PROCUREMENT ACT**" should be completed and returned with the solicitation documents. **Applies if bid is Twenty-Five Thousand Dollars (\$25,000.00) or more.**
- c. In the event of a tie of low bids, the MHTC reserves the right to establish the method to be used in determining the award

**Remedies and Rights**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the MHTC of any existing or future right and/or remedy available by law in the event of any claim by the MHTC of the Contractor's default or breach of contract.
- b. The Contractor agrees and understands that the contract shall constitute an assignment by the Contractor to the MHTC of all rights, title and interest in and to all causes of action that the Contractor may have under the antitrust laws of the United States or State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or produced by the Contractor in the fulfillment of the contract with the MHTC.
- c. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request MoDOT to enter into such litigation to protect the interests of the MHTC, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

**Cancellation of Contract**

- a. The MHTC may cancel the contract at any time for a material breach of contractual obligations or for convenience by providing the Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.
- b. If the MHTC cancels the contract for breach, the MHTC reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the MHTC deems appropriate and charge the Contractor for any additional costs incurred thereby.

**Bankruptcy or Insolvency**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assigned the benefit or creditors, the Contractor must notify MoDOT immediately. Upon learning of any such actions, the MHTC reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the Contractor responsible for damages.

**Inventions, Patents, and Copyrights**

- a. The Contractor shall defend, protect, and hold harmless the MHTC, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the Contractor's performance or products produced under the terms of the contract.

**Inspection and Acceptance**

- a. No equipment, supplies, and/or services received by MoDOT pursuant to a contract shall be deemed accepted until MoDOT has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the 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.
- c. The MHTC reserves the right to return any such rejected shipment at the Contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The MHTC's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the MHTC may have.

**Warranty**

- a. The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by MoDOT, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the MHTC's acceptance of or payment for said equipment, supplies, and/or services.

**Status of Independent Contractor**

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

**Indemnification**

- a. 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.

**SPECIAL TERMS AND CONDITIONS**

**Insurance**

- a. The Contractor shall purchase and maintain such insurance as will protect him from claims under workmen's compensation acts and other employee benefit acts, from claims for damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from the Contractor's operations under this Contract, whether such operations be by himself or by any Subcontractor or anyone directly or indirectly employed by any of them.
- b. This insurance shall be written for not less than any limits of liability specified as part of this contract, or required by law, whichever is the greater, and shall include contractual liability insurance as applicable to the Contractor's obligations under this contract. Unless otherwise specified, insurance limits shall be as follows:
- 3) Workmen's Compensation: Workers Compensation Insurance, including "Occupational Disease Act" requirements, must be maintained **if** required by law.
  - 4) Public Liability (includes property damage and personal injury):
    - iv. Not less than \$400,000 for any one person in a single accident or occurrence.
    - v. Not less than \$2,500,000 for all claims arising out of a single occurrence.
  - 3) Special Hazard Insurance: As required.
  - 4) Builder's Risk: Not less than the full Contract amount.

**Award**

a. Award of this bid/quote/proposal will be made on an "Item by Item" basis using the "lowest and best" principle of award.

**Cancellation of Contract**

a. If the Contractor/supplier fails to carry out the performance of the work with sufficient workmen and equipment to insure the completion of the delivery within the time specified or becomes insolvent or is adjudicated a bankrupt or commits any act of bankruptcy or insolvency or allows any final judgment to stand against him for a period of ten (10) days, the Missouri Department of Transportation may give notice in writing by registered mail to the Contractor/supplier and the surety of such delay, neglect or default.