



CLAY COUNTY

DEPARTMENT OF PURCHASING AND CONTRACT SERVICES INVITATION FOR BID (IFB)

IFB NO.: 36-16
TITLE: Custodial Services
ISSUE DATE: 10/28/2016

PURCHASING SPECIALIST II: ETHEL KITCHELL
PHONE NO.: 816-407-3633
E-MAIL: ekitchell@claycountymo.gov

BID RESPONSES MUST BE RECEIVED BY NO LATER THAN (“CLOSE/RETURN DATE and TIME”):

NOVEMBER 23, 2016 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print the SEALED BID LABEL found in Attachment 1 or type **IFB Number, IFB Title** and **Return Due Date** on the lower left hand corner of the envelope or package. Delivered sealed bids **must** be in Clay County Purchasing office prior to the return date and time.

RETURN BID TO: **CLAY COUNTY ~ PURCHASING DEPARTMENT**
ADMINISTRATION BUILDING
ATTN: ETHEL KITCHELL
1 COURTHOUSE SQUARE, 3RD FLOOR,
COMMISSION FRONT DESK
LIBERTY, MO 64068

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE YEAR

DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

FACILITIES MANAGEMENT
115 S. MAIN STREET
LIBERTY, MO 64068

By signing this IFB cover page, the bidder shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The bidder shall further agree that the language of this IFB shall govern in the event of a conflict with his/her bid. In addition, the bidder shall further agree that upon receipt of an authorized purchase order from Clay County or when a Contract Resolution is signed and issued by an authorized official of Clay County, a binding contract shall exist between the bidder and Clay County.

SIGNATURE REQUIRED

Company Name		Authorized Representative (Print)	
		Title	
Street Address		Authorized Signature	
City/State/Zip	County	Date	Company Tax ID No.
Telephone No.	Facsimile No.	E-Mail	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt			
Vendor Tax Filing Type With IRS (Check One)			

1. INTRODUCTION AND GENERAL INFORMATION

This section of the IFB includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.

Submittal instructions and Determination of Award information can be found on our website by clicking the following link <https://www.claycountymo.gov/bids/current>

1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed bids from prospective bidders for Custodial Services for Clay County government Office Buildings in accordance with the requirements and provisions stated herein.

1.1.2 IFB Document Contents: This document, referred to as an Invitation For Bid (IFB), is divided into the following parts:

Section 1:	Introduction and General Information
Section 2:	Scope of Work
Section 3:	Contractual Terms and Conditions Acknowledgement Form
Exhibit A:	Pricing
Exhibit B:	Experience and Expertise
Exhibit C:	Domestic Product Certification (Buy American)
Exhibit D:	Miscellaneous Information

Attachment 1: SEALED BID LABEL

1.2 IFB Questions:

1.2.1 Questions and issues relating to the IFB must be directed to the Purchasing Specialist II, Ethel Kitchell. It is preferred that questions be e-mailed to ekitchell@claycountymo.gov

1.2.2 **All questions and issues should be submitted no later than November 16, 2016** If not received prior to the aforementioned date, the Clay County Purchasing Specialist may not be able to fully research and consider the respective questions or issues.

1.2.3 Bids which are not received in the Purchasing Department office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. **All bids must be time stamped in at the Commission Front Desk Reception area located at: 1 Courthouse Square, 3rd Floor, Liberty, MO 64068.** Late bids may only be opened under extraordinary circumstances as indicated on our website.

1.3 Background Information:

1.3.1 The County currently has a contract with City Wide Maintenance Co. The current contract will expire December 2016.

1.3.2 Although an attempt has been made to provide accurate and up-to-date information, Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Invitation For Bid.

Vendor's Initials: _____

1.4 Estimated Quantities:

- 1.4.1 The quantities indicated in this Invitation For Bid are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated contract period. The estimates do not indicate single order amounts unless otherwise stated. Clay County shall not make guarantees about single order quantities or total aggregate order quantities.
- 1.4.2 The County shall not guarantee any minimum or maximum amount of the contractor's products/services that may be required under the contract. The contractor shall provide products/services on an as needed, if needed basis. The County shall not guarantee any usage of the contract whatsoever.

2. SCOPE OF WORK

This section of the IFB includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of the Clay County Entity. The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The bidder is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The bidder's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Clay County. The bidder must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the bidder (if any) in the appropriate sections of Exhibit A, Pricing Pages.

2.1 Specific Requirements:

- Work is to be done after normal business hours. Monday through Friday, exclusive of designated holidays. Clay County will supply the Contractor with a Holiday Closing list. Clay County's business hours are 8:00 a.m. to 5:00 p.m. Work to start no earlier than 5:30 p.m. Work at the Midwest National Air Center must begin by 6:30 PM each night to accommodate cleaning of restricted areas. No weekend work will be conducted without prior approval from the Assistant County Administrator-Facilities or the Facilities Management Supervisor.
- There is one small room at the Midwest National Air Center that must be cleaned by 6:15 pm because it is a secured area that is locked at 6:30 pm.
- Clay County reserves the right to screen personnel files on request, and reject for appropriate cause
- Misconduct or inappropriate behavior of any kind will not be tolerated and may be cause for contract jeopardy.
- Personnel used in supervising or performing housekeeping functions shall adhere to the following criteria:
 - Shall be screened for prior police records
 - Shall have prior acceptable work experience or trained for specific cleaning functions
 - Shall be properly attired in specified uniform
 - Shall display identifying badge in full view while on Clay County premises.
 - Shall not be under the influence of, or bring upon Clay County premises, alcohol, or illegal or harmful drugs.
 - Shall not let any unauthorized person into the building.
 - Shall not prop open any doors.
 - Shall not sleep while working on County property.
 - All County Buildings are Non-smoking
- Contractor shall furnish an adequately trained supervisor and staff on site to ensure the following:
 - Quality Control
 - Appropriate Staffing Levels
 - Inspection of work
 - Documentation of scheduled work
 - Maintain records of cleaning work completed including floor finishing, buffing, stripping, carpet cleaning, and etc.
 - Facility security
 - Notification of maintenance problems.

Vendor's Initials: _____

- Response to emergency requests or complaints.
- Continuity of work through trained staff
- Provide records of staff training to Clay County
- Present all new employees to custodial supervisor.
- Provide name, photo I.D., a signed confidentiality agreement, and copy of background records check of staff to the Assistant County Administrator-Facilities prior to employee starting work. This information will be kept secured and maintained in a confidential manner by the County
- Contractor staff entry, exit, and vehicular parking shall be that designated by Assistant County Administrator-Facilities.
- Contractor shall provide a customer service representative to meet with County personnel to perform weekly inspection tours and monthly quality inspections as to completion and quality of work. Any infraction will be noted and scheduled for correction. Repeated infractions may be cause for contract termination.
- Clay County will provide Holiday Closing list.
- While work is in progress, security measures shall be maintained in the facility in a reasonable manner. Locked areas will be monitored, not left unattended, or left open at any time.
- Contractor personnel shall comply with all Federal, State and Local code requirements, specifically safe work conduct and procedures as set forth in OSHA regulations. Noncompliance with safety regulations may be cause for contract termination by Clay County.
- Changes in space utilization may occur during the contract term requiring an increase or decrease in housekeeping effort required for a specific area. Should this occur; costs would be negotiated between Clay County and contractor.
- Contractor will be required to return all building keys & badges issued to them during the course of the contract clearly labeled as to the proper room number or door that it corresponds to. Final payment will be withheld until all keys are clearly labeled and door entry badges are returned.
- All badges and keys will be kept in their corresponding buildings, locked in the provided lockbox. Any lost badges and/or keys needing replacement will incur an additional fee charged to the Contractor.
- Contractor will make note of any building maintenance issues and report such to the Clay County Facilities Management Supervisor as soon as possible. Building maintenance issues include but are not limited to the following:
 - Burned out light bulbs
 - Water leaks
 - Continuously running toilets
- County provides all paper products and will coordinate with the awarded Contractor tracking of inventory of such items.
- Custodial closets are available in each building.
- There is no trash dumpster available at each of the Liberty offices Rooney Justice Center, Administration or Shrader; all trash will need to be taken to the compactor in the parking lot at the Facilities Management building.
- Awarded Contractor is not responsible for emptying the recycling receptacles we have a separate service for that.
- With regards to the carpet extraction 2 times per year, Truck mounted extraction is not required.
- A 2nd person to monitor the door for security purposes will be required if a truck mounted extractor is used to monitor the door.
- The lobby area of the Rooney Justice building is part of the annual Strip & Wax

Although an attempt has been made to provide accurate and up-to-date information, Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Invitation For Bid.

Vendor's Initials: _____

2.2 SPECIFICATIONS:

2.2.1 The contractor must provide Custodial Services, which meets or exceeds the specifications contained in this document.

All specifications as detailed Herein shall be acceptable minimums unless specifically otherwise stated.

Custodial Services shall be provided in the following buildings:

Location	Square Footage	Grand Total # of Bathrooms	Sinks	Toilets	Urinals	Showers
James S. Rooney Justice Center 11 S. Water Street Liberty, MO 64068	118,000	26	34	36	9	0
Administration Building, 1 Courthouse Square Liberty, MO 64068	25,384	6	12	12	4	0
Shrader Building 234 W. Shrader Liberty, MO 64068	12,328	4	5	5	2	0
Department of Highways and Transportation 16616 NE 116 th Street, Kearney, MO 64060	2,361	2	2	2	1	0
Midwest National Air Center 13106 Rhodus Road Excelsior Springs, MO 64024	2,940	2	2	2	1	0
Clay County West Side Annex 1901 NE. 48 th Street KC, MO 64118	7,100	3	5	5	1	0
Department of Parks, Historic and Recreation Sites Office 17201 Paradesian Smithville, Mo 64089	4,500	2	2	2	1	0

*Numbers listed for sinks, toilets, urinals, and showers is an average some may be more or less.

1. Janitorial services to be rendered Monday through Friday in the Clay County Buildings. No weekend work shall be conducted without prior notification and approval from the Assistant County Administrator-Facilities or Facilities Management Custodial Supervisor.
2. Scope and frequencies of services are specified below. All carpet is to receive at least two deep cleanings (meaning steam/cleaned or extracted method) annually. Conference Rooms, Entryways, Stairways and Elevator carpets are to be cleaned as needed to maintain appearance. Carpet cleaning shall also be performed when room occupant changes occur and are to be considered as part of the as needed work duties. (Note: room changes occur minimally). Hard surface floors and hallways are to be stripped and re-finished annually with a minimum of two coats of finish applied.

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3. Spot cleaning (meaning spillage spots) and cleaning as needed is included in the service to be provided (unless specifically noted otherwise).

ACCESS

1. Work shall be conducted between the hours of 5:30 p.m. and 6:00 a.m., Monday through Friday unless specifically noted. Work at the Midwest National Air Center must begin by 6:30 PM each night to accommodate cleaning of restricted areas. The County will supply the Contractor with a Holiday Closing List. There is one small room at the Midwest National Air Center that must be cleaned by 6:15 pm because it is a secured area that is locked at 6:30 pm.

SUPERVISION AND QUALITY CONTROL

1. Quality is a part of the “performance” of the contract. Quality will be measured at least quarterly and as often as monthly. Three consecutive months of unsatisfactory performance in any 12-month period, will be cause for termination of this Agreement.
2. New custodial staff assigned to Clay County will have all forms completed and sent to the Assistant County Administrator-Facilities for approval. New staff members will be introduced to the Clay County Custodial Supervisor when hired. Any of the awarded Contractor’s staff may be removed from duties immediately for any reason (by Clay County or Contractor). Both parties agree to this condition. Lead and/or supervisory staff representing Contractor at Clay County shall be approved by Clay County before assignment.
3. An assigned Site Supervisor who can act as a single point of contact to Clay County will be on site at all times when Contractor staff are scheduled. The Site Supervisor shall be a direct employee of the Contractor. The Site Supervisor will arrive on site prior to assigned cleaning staff’s arrival. The Site Supervisor will organize supplies, equipment, and special cleaning requests. The Site Supervisor’s responsibilities will include on the job supervision, evaluation of work quality, reprimands, training, completion of shift reports and building maintenance issues, oversight and compliancy of County building security for individual offices and buildings as a whole. Site Supervisor will maintain employee rosters and assigned badge’s and keys for the Contractor personnel. These records will be updated and a copy submitted to the Facilities Management Director as needed to maintain an accurate accountability.
4. Quality Control Supervisor – This person would visit the site at least once per week to assess quality of cleaning and notation of any deficiencies. A follow-up report detailing date of and completion of any noted deficiencies shall be turned into the Facilities Management Supervisor weekly. A report copy will be left for Assistant County Administrator-Facilities.
5. The Contractor and Assistant County Administrator-Facilities will develop the specific details and organization of these visits to meet Clay County Security guidelines. During the first week of Contractor’s employee’s assignment at Clay County, Contractor will supply additional supervision to assist in initial training. There will be no additional cost to Clay County for this training.
6. Prior to being assigned to Clay County, Contractor’s employees will be adequately trained at the Contractor’s expense.

RULES AND REGULATIONS

1. Rules and Regulations – All Contractors’ employees will be required to abide by the set of rules and regulations developed by Contractor and Clay County. Contractor’s supervisory staff shall enforce these rules and regulations through a progressive disciplinary system of reprimands, suspensions, and termination.
2. Call-in Replacements – Call-in employees shall be available to replace sick, vacationing, or absent employees. They shall meet all the requirements of regularly scheduled employees. Absence of the Site Supervisor due to illness or vacations must be reported to the Clay County Facilities Management Supervisor as soon as possible for substitute contact information. Absence of other personnel and substitute personnel should be reported to the Clay County Facilities Management Supervisor at the earliest possible convenience.
3. Identification – Contractor will supply each employee with an I.D. badge which must be worn and visible by Contractor’s employees at all times while in the building and an identifying uniform shirt.

Vendor’s Initials: _____

EQUIPMENT, PRODUCTS, AND SUPPLIES

1. No products, supplies, or equipment shall be used by Contractor, which will result in damage or injury to the surface to which they are applied. Contractor shall be liable for restoring, repairing, or replacing any equipment or surfaces so damaged.
2. No experimentation with products, supplies, or equipment shall be performed at Clay County without prior written approval of Clay County. This approval shall in no way limit the liability defined supra.
3. Clay County shall provide appropriate paper commodities for daily usage. Contractor shall be responsible for replenishing these items daily to ensure user needs are continually met. Sign-out of the products is mandatory and must be accurate in order to maintain adequate inventories.
4. Contractor shall furnish and provide adequate cleaning materials and equipment necessary for job performance. These items shall be UL-approved for quality, efficiency, and safety. Copies of Material Safety Data Sheets shall be kept on site with a duplicate copy on file with the Facilities Management Department. Clay County will approve all items before usage.
5. Clay County shall designate specific areas for storage or cleaning materials, equipment, and supplies. The organization, cleaning, and maintenance of this space shall be the contractor's responsibility and must meet industry standards.

CLEANING SCHEDULES AND REQUIREMENTS**A. OFFICE AREAS**

1. Daily
 - a. Empty all waste containers. Replace soiled or torn basket liners as required and clean waste basket as required to remove spillage from torn or missing liners.
 - b. Remove all trash to disposal areas.
 - c. Dust all tops of furniture, window ledges, telephones, partitions, desks, file cabinets, and other horizontal surfaces with treated dust cloth. Any specific furniture (i.e. glass top or metal) shall be cleaned with the appropriate cleaner.
 - d. Spot clean all interior partition glass.
 - e. Clean both sides of glass doors
 - f. Remove fingerprints and buildup from around doors and light switches
 - g. Power vacuum all carpeted areas and spot clean as necessary.
 - h. Dust mop all floors. Damp mop to remove spillage.
 - i. Secure all suite doors and lights.

1. Weekly
 - a. Detail dust all lower areas of chairs, all office furniture, file cabinets, desks, etc, with treated dust cloth
 - b. Detail dust tops of picture frames and high ledges with treated dust cloth.
 - c. General high dust partitions and other vertical surfaces
 - d. Sanitize telephone instruments by damp wiping.
 - e. Clean all corners and edges of floor areas.
 - f. Damp mop, spray buff tile floors (spray buff more often, if needed).
 - g. Edge vacuum carpet areas
 - h. Machine scrub all resilient tile and hard surface floors/Spray buff if needed

2. Monthly
 - a. Clean all baseboards and doorjambs.
 - b. Power vacuum applicable areas of upholstered furniture
 - c. Damp wipe or clean accessible areas of desks, credenzas, and file cabinets
 - d. Dust all wood walls and other vertical surfaces with a treated cloth
 - e. Clean lower areas of chairs with appropriate cleaner
 - f. Dust blinds & air vents and diffusers

Vendor's Initials: _____

3. Yearly

- a. Strip and refinish all floors that require a wax finish with a minimum of two coats. Buff to a shine. *Note-All waxed floors are to be maintained to a high resilient shine at all times through a process of spray buffing, damp mopping, and dusting. This spray buffing, damp mopping, and dusting must be of sufficient frequency and quality to maintain these surfaces to a high resilient shine. If this high resilient shine is not maintained at all times, stripping, refinishing, and buffing to shine will be required at a greater frequency than once a year at no additional charge to Clay County.

B. RESTROOMS

1. Daily

- a. Empty and clean waste receptacles. Replace soiled or torn basket liners as required and clean waste basket as required to remove spillage from torn or missing liners.
- b. Replenish all paper towel, toilet tissue, hand soap, room deodorizers and ladies sanitary dispensers
- c. Dust or damp wipe all furnishing, including all ledges, dispensers, partitions, and lockers
- d. Clean top, bottom, and side surfaces, inside and out of all stools and urinals using a disinfectant cleaner.
- e. Clean both sides of stool seats using a disinfectant cleaner
- f. Clean and polish all bright work
- g. Clean wash basins inside and out.
- h. Use appropriate products to remove coffee stains from sinks and counter tops.
- i. Clean mirrors and countertops.
- j. Mop all floors using disinfectant cleaner to include wiping of baseboards and corners
- k. Clean both sides of privacy or stall doors.
- l. Report malfunctioning of equipment to Clay County.

2. Weekly

- a. Wipe down all partitions, doors, and walls using a disinfectant cleaner.
- b. Clean stools and urinals with nonacid bowl cleaner.
- c. Machine scrub restroom floors (more often if needed).
- d. Scrub tile walls using a disinfectant.
- e. Pour water into floor drains to avoid dry traps and odors.

3. Monthly

- a. High dust all walls and air diffusers.
- b. Clean all baseboards and doorjambes.
- c. Strip, wax, or spray buff as needed.

C. LOBBY/ENTRY AREA

1. Daily

- a. Empty all waste containers. Replace soiled or torn basket liners as required and clean waste basket as required to remove spillage from torn or missing liners.
- b. Wipe furnishings with treated dust cloth.
- c. Clean both sides of entrance doors and glass and maintain metal around doors.
- d. Dust all ledges and walls
- e. Maintain glass wall partition and polish trim.
- f. Damp mop, spray buff as needed
- g. Power vacuum carpets, spot clean spillage, as needed
- h. Clean, sweep and remove any debris outside within 12 ft. of exterior doors.

Vendor's Initials: _____

2. Weekly

- a. Vacuum and clean all furniture and furniture cushions.
- b. Edge vacuum all carpeted areas
- c. Machine scrub tile floors twice weekly or as needed

3. Monthly

- a. High dust all wall areas and air vents
- b. Detail clean all areas, ledges, corners, and peaks.
- c. Wash vestibule rubber mats and clean underneath
- d. Clean interior windows
- e. Damp wipe all baseboards
- f. Spray buff to maintain shine (refinish as needed)

C. JAMES S. ROONEY CENTER LOBBY STAIRCASE

1. Daily

- a. Sweep edges to remove all debris
- b. Dust mop and damp mop
- c. Damp wipe hand and support rails using appropriate cleaner
- d. Clean glass along staircase

D. CORRIDORS

1. Daily

- a. Empty and remove trash to disposal areas.
- b. Replace soiled or torn basket liners as required and clean waste basket as required to remove spillage from torn or missing liners.
- c. Clean drinking fountains including recessed wall around same.
- d. Remove fingerprints or unsightly marks from walls, doors, button controls, glass areas, and etc.
- e. Dust tile floors with treated mop and damp mop
- f. Vacuum all carpeted areas and spot clean as needed.

2. Weekly

- a. Dust all ledge areas, high and low.
- b. Clean corners and edges to remove dirt and debris
- c. Dust fire extinguishers
- d. Auto scrub tile floors twice weekly or as needed
- e. Edge Vacuum carpeted areas.

3. Monthly

- a. Detail clean all baseboards, doors, doorframes, and doorjambs.
- b. Wipe clean all air vents
- c. Spray buff tile floors to maintain shine

4. Yearly

- a. Strip and refinish all floors that require a wax finish with a minimum of two coats of finish applied. Buff to a shine. *Note-All waxed floors are to be maintained to a high resilient shine at all times through a process of spray buffing, damp mopping, and dusting. This spray buffing, damp mopping, and dusting must be of sufficient frequency and quality to maintain these surfaces to a high resilient shine. If the high resilient shine is not maintained at all times, stripping, refinishing, and buffing to shine will be required at a greater frequency than once a year at no additional charge to Clay County.

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E. LIBRARY AND CONFERENCE ROOMS

1. Daily

- a. Empty all waste containers. Replace soiled or torn basket liners as required and clean waste basket as required to remove spillage from torn or missing liners.
- b. Remove fingerprints and smudges from doors and light switches.
- c. Thoroughly wipe down all tables
- d. Dust all tops of furniture, window ledges, telephones, partitions, desk and file cabinets, and other horizontal surfaces with treated dust cloth. Any specific furniture (i.e. glass top or metal) shall be cleaned with the appropriate product.
- e. Vacuum upholstered furniture as needed and keep free of spots and stains at all times.
- f. Damp wipe vinyl furniture as needed
- g. Straighten and organize chairs and tables.
- h. Wipe down sinks and sink area
- i. Clean and polish all bright work
- j. Carpets are to be power vacuumed daily and spot cleaned as spotting occurs
- k. Spot clean all interior glass

2. Weekly

- a. Detail dust all lower areas of chairs, tables, and etc.
- b. Detail dust tops of picture frames and high ledges.
- c. General high dust partitions and other vertical surfaces
- d. Clean corners and edges for dirt and debris.

3. Monthly

- a. Clean all baseboards and doorjamb.
- b. Power vacuum upholstered furniture.
- c. Dust blinds
- d. Dust all wood walls and other vertical surfaces with treated cloth.
- e. Clean all inside window glass.
- f. Wipe clean all air vents

F. ELEVATORS

1. Daily

- a. Sweep and damp mop or vacuum elevator floors
- b. Clean door channels.
- c. Dust all walls and ledges.
- d. Damp wipe fingerprints and smudges from all surfaces and control buttons using the appropriate cleaner.
- e. Spot clean carpet as needed
- f. Use appropriate cleaner to polish all metal surfaces

2. Weekly

- a. Clean wall surfaces.
- b. Clean ceiling air de-fusers

H. STAIRWELLS

1. Daily

- a. Dust mop or power vacuum stairs
- b. Damp wipe hand and support rails using an appropriate cleaner
- c. Damp mop stairs

Vendor's Initials: _____

- d. Vacuum entry rugs
- e. Clean glass in entry doors (both sides)

2. Weekly

- a. Dust high walls and light fixture area

I. BREAK AREAS

1. Daily

- a. Damp wipe tables, chairs, microwaves, and recyclable containers
- b. Wipe down sinks and sink area
- c. Wipe fronts of all machines and appliances.
- d. Clean and polish all bright work
- e. Clean and polish water fountain.
- f. Empty, clean, and replace liners in all waste containers and clean waste basket as required to remove spillage from torn or missing liners.
- g. Align all tables and chairs
- h. Dust mop and damp mop tile floor
- j. Vacuum carpet areas and spot clean as needed

2. Weekly

- a. Detail dust table and chair legs.
- b. Detail dust tops of all machines, pictures, and ledges.
- c. Clean corners and edges for dirt and debris.

3. Monthly

- a. Wipe clean all air vents
- b. Spray buff tile floors to maintain shine

J. OTHER

- 1. Remove all trash to dumpster prior to the end of work.
- 2. Secure doors and lights as required throughout work shift.
- 3. Advise proper personnel of any unusual conditions.
- 4. Keep closets clean, neat, and organized
- 5. In Rooney Justice Atrium, the upper slanted windows need to be dusted weekly inside and out.

Vendor's Initials: _____

3. CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located:

[HTTPS://WWW.CLAYCOUNTYMO.GOV/TERMSANDCONDITIONS](https://www.claycountymo.gov/termsandconditions)

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name

Vendor's Initials: _____

**EXHIBIT A
PRICING PAGES**

PRICING TABLE 1: REQUIRED PRICING

The bidder shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the IFB.

Cleaning supplies shall be included in the Monthly Cost

ITEM #	DESCRIPTION	MONTHLY COST
1	James S. Rooney Justice Center	\$
2	Administration Building	\$
3	Annex	\$
4	Shrader Building	\$
5	Highway Administration Building	\$
6	Midwest National Air Center	\$
7	Parks Administration Office	\$
GRAND MONTHLY TOTAL		\$

Vendor's Initials: _____

PRICING TABLE 2: OTHER REQUIRED PRICING

The bidder must state below all other applicable costs necessary to satisfy the mandatory requirements of the IFB. Unless stated in Exhibit A, the County shall assume that absolutely no other fees or charges, including upgrade fees, will be assessed to the County whatsoever in connection with Custodial Services herein and to satisfy the IFB requirements.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

PRICING TABLE 3: OPTIONAL PRICING

The bidder may provide firm, fixed pricing for optional features, expansion options and/or enhancements for the proposed Custodial Services solution. Also list any pricing discounts.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

Vendor's Initials: _____

**EXHIBIT B
Experience and Expertise**

The evaluation of the bidder's experience and expertise shall be subjective based on the requirements stated herein. Therefore, the bidder should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

B.1 EXPERIENCE:

A MINIMUM of one (1) years' experience is required of the successful bidder, in similar services, as described in the scope. Experience and references provided by bidders shall be verified and will be a significant factor in the evaluation. Bidders should provide the information below.

How many years has your company been in the Custodial Services business?

List a minimum of three (3) references showing contracts held by your company providing the same or similar services for other public entities, local governments or private companies.

Reference # 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	

Reference # 2 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	

Reference # 3 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	

EXHIBIT B ~ Continued

Vendor's Initials: _____

EXHIBIT C

DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN) PREFERENCE

In accordance with County Ordinance 37.08, the offeror is instructed to provide information regarding the point of manufacture for each of the products being proposed so that the product’s eligibility for the Domestic Products Procurement Act (Buy American) Preference can be determined. This information is requested for the finished product only, not for components of the finished product. The offeror may be required to provide supporting documentation indicating proof of compliance.

Qualifying for the Domestic Products Preference:

A product qualifies for the preference if one of the following circumstances exist:

- if manufactured or produced in the U.S.; or
- if the product is imported into the U.S. but is covered by an existing international trade treaty that affords the specific product the same status as a product manufactured or produced in the U.S.; or
- if only one line of products is manufactured or produced in the U.S.

Non-Domestic Product:

If the product is not manufactured or produced in the U.S. and does not otherwise qualify as domestic, then it will be considered non-domestic and not eligible for the preference.

THE OFFEROR MUST COMPLETE THE FOLLOWING APPLICABLE TABLES TO CERTIFY WHETHER:

(Table 1) ALL products proposed are manufactured or produced in the U.S. and qualify for the Domestic Products Procurement Act Preference;
OR

(Table 2) ALL products proposed are manufactured or produced outside the U.S. and do not otherwise qualify for the Domestic Products Procurement Act Preference;
OR

(Tables 3-6) Not all products proposed fall into the prior two categories so an item-by-item certification is necessary.

The offeror is responsible for certifying the information provided on the exhibit is accurate by signing where indicated at the end of the exhibit.

TABLE 1 – ALL PRODUCTS MANUFACTURED OR PRODUCED IN U.S. (eligible for preference)

Check the box to the right if ALL products proposed are MANUFACTURED OR PRODUCED IN THE U.S.:	<input type="checkbox"/>
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TABLE 2 – ALL PRODUCTS MANUFACTURED OR PRODUCED OUTSIDE U.S. AND DON’T QUALIFY FOR PREFERENCE (ineligible for preference)

Check the box to the right if ALL products proposed are MANUFACTURED OR PRODUCED OUTSIDE THE U.S. and DO NOT OTHERWISE QUALIFY for the Domestic Products Procurement Act Preference:	<input type="checkbox"/>
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TABLES 3 THROUGH 6 – ITEM BY ITEM CERTIFICATION (NOT ALL PRODUCTS PROPOSED FALL INTO PRIOR TWO TABLES)

- For those line items for which a U.S.-manufactured or produced product is proposed, complete **Table 3**.
- For those line items which are manufactured or produced outside the U.S. that do not qualify for the Domestic Products Procurement Act Preference, complete **Table 4**.
- For those line items which are not manufactured or produced in the U.S., but for which there is a U.S. trade treaty, law, agreement, or regulation in compliance with section 34.359, RSMo, complete **Table 5**.
- For those line items which are not manufactured or produced in the U.S., but for which there is only one U.S. Manufacturer of that product or line of products, complete **Table 6**.

TABLE 3 – U.S.-MANUFACTURED OR PRODUCED PRODUCTS (Eligible for Preference)

- List item numbers of products proposed that are U.S.-manufactured or produced and therefore qualify for the Domestic Products Procurement Act Preference.
- List U.S. city and state where products proposed are manufactured or produced.

Item #	U.S. City/State Where Manufactured/Produced	Item #	U.S. City/State Where Manufactured/Produced

TABLE 4 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS (Not Eligible for Preference)

- List item numbers of products proposed that are foreign manufactured or produced and do not otherwise qualify for the Domestic Products Procurement Act Preference.
- List country where product proposed is manufactured or produced.

Item #	Country Where Manufactured/Produced	Item #	Country Where Manufactured/Produced

Vendor’s Initials: _____

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EXHIBIT D, continued

TABLE 5 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT U.S. TRADE TREATY, LAW, AGREEMENT, OR REGULATION APPLIES (Eligible for Preference)

- List item numbers of products proposed that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because a U.S. Trade Treaty, Law, Agreement, or Regulation applies.
- Identify country where proposed foreign-made product is manufactured or produced.
- Identify name of applicable U.S. Trade Treaty, Law, Agreement, or Regulation that allows product to be brought into the U.S. duty/tariff-free.
- Identify website URL for the U.S. Trade Treaty, Law, Agreement, or Regulation.
- NOTE: As an imported product, if an import tariff is applied to the item, it does not qualify for the preference. In addition, “Most Favored Nation” status does not allow application of the preference unless the product enters the U.S. duty/tariff-free.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Name of Applicable U.S. Trade Treaty, Law, Agreement, or Regulation	Official Website URL for the U.S. Treaty, Law, Agreement, or Regulation

TABLE 6 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT ONLY ONE US MANUFACTURER PRODUCES PRODUCT OR LINE OF PARTICULAR GOOD (Eligible for Preference)

- List item numbers of products proposed that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because only one US Manufacturer produces the product or line of a particular good.
- Identify country where proposed foreign-made product is manufactured or produced.
- Identify sole US manufacturer name.
- Identify name of sole US manufactured product/line of particular good.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Sole US Manufacturer Name	Name of Sole U.S. Manufactured Product or Line of Particular Good

The offeror shall be responsible for certifying the information provided on this exhibit is accurate by signing below:

I hereby certify that the information provided herein is true and correct, and complies with all provisions of Clay County Ordinance 37.08. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting proposal electronically, scanned or typed signature is acceptable)

COMPANY NAME

Vendor’s Initials: _____

**EXHIBIT D
Miscellaneous Information**

D.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):

1) This section is optional, it will not affect bid award. If the County awarded you the proposed contract, would you sell under the prices and terms of this Contract to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Contract).

YES_____ NO_____

INITIALS: _____

2) Sales will be made in accordance with the prices, terms, and conditions of the Invitation For Bid and any subsequent term contract.

3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the bid or contract unless they are specifically named in the Invitation For Bid as a joint participating entity.

4) All sales to other jurisdictions shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other contract administration shall be the responsibility of the ordering jurisdiction.

5) The Purchasing Agent shall be responsible to handle the solicitation and award the contract. The Purchasing Agent shall have the sole authority to modify the contract and handle disputes regarding the substance of the contract. The Purchasing Agent shall be the Buyer of Record, Clay County, Missouri.

6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

D.2 WEBSITE INFORMATION:

1) Does your company have a website? YES_____ NO _____

2) If yes please provide the website address:
www. _____

3) Can product(s) be ordered from that website? YES_____ NO _____

4) Can we receive the pricing you have quoted us, when ordering from the website?
YES_____ NO _____

Vendor's Initials:_____

EXHIBIT D, continued

D.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:

Bidders who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the bidder or any owner of the bidder's organization is currently an elected or appointed official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of Clay County or any political subdivision thereof:

If employee of Clay County or political subdivision thereof, provide name of Clay County entity or political subdivision where employed:

Percentage of ownership interest in bidder's organization held by elected or appointed official or employee of Clay County or political subdivision thereof:

_____ %

Vendor's Initials: _____

**ATTACHMENT 1
SEALED BID LABEL**

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
1 Courthouse Square, 3rd Floor,
Commission Front Desk
Liberty, MO 64068

BID # 36-16 DATE: November 23, 2016

BIDS MUST BE RECEIVED BEFORE 2:00 P.M. CENTRAL TIME

DESCRIPTION: CUSTODIAL SERVICES

ATTN: ETHEL KITCHELL

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

Vendor's Initials: _____