



LEGAL NOTICE

**REQUEST FOR BID
SEALED BID 13-120**

For

Housekeeping Services

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Housekeeping Services**. The vendor must guarantee the quoted prices for a period of one year. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

BID INSTRUCTIONS

One[1] signed original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked “**Sealed Bid 13-120 Housekeeping Services**” with the date and time of the bid opening in the lower left corner of the envelope.

The County strongly recommends that the Vendor tour the applicable County facilities before submitting a bid in response to this “Request for Proposal”. **A Pre-bid meeting will be held at the St. Charles County Health Building-Upper Level located at 1650 Boones Lick Road in St. Charles at 1 pm on Thursday, July 11, 2013.**

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

Bid opening will be on 7/19/2013 at 10:00 AM , in **Room 523** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Manager at purchasing@sccmo.org, **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

All questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-7589
purchasing@sccmo.org

Technical inquiries concerning the specifications should be made to:

Jim Irlander, Assistant Director
Facilities Management Department
St Charles County Government
300 North Second St, Room 101
St. Charles, Missouri 63301
Fax: (636)949-3014
jirlander@sccmo.org

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **7/15/2013**. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled "Bid [or Proposal] Inquiries", concerning this request is prohibited PRIOR TO BID [OR PROPOSAL] OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.

Any Offeror engaging in such prohibited communications prior to Bid [or Proposal] Opening may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any

outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.

- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit will remain current for **one year** from the date of the notarized affidavit.

**** PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division

The online address to enroll in the E-verify program is:

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

OPEN RECORDS

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

Insurance

Worker's Compensation and Employer's Liability: The successful contractor and each subcontractor shall maintain a policy of Worker's Compensation insurance, or be a qualified self-insurer, providing Statutory limits and Employer's Liability coverage with limits of no less than \$500,000 during the life of the contract.

Automobile, General Liability (including products and completed operations) and Property Damage: Minimum coverage to be maintained by Contractor and each subcontractor in the amount of \$1,000,000 for bodily injury or death to any one person and \$3,000,000 per occurrence. Coverage for completed operations shall also be included. Property damage coverage of at least \$1,000,000 shall be maintained. In the alternative, a Combined Single Limit Policy in the amount of \$3,000,000 shall be maintained. Automobile coverage must include non-owned vehicles.

All such insurance shall be written through an insurance company licensed to do business in the State of Missouri and acceptable to Saint Charles County. The policy must specifically state that the coverage, as it pertains to the County, shall be primary; that any or all insurance carried by an additional insured is strictly excess and secondary, and will not contribute to the Contractor's policy.

The Contractor and each subcontractor agree to furnish Saint Charles County with a Certificate of Insurance naming them as an Additional Insured on each of their respective policies and include a provision for at least 30 days written notice of any material change or cancellation.

Reliance

Seller acknowledges that it is and that buyer relies upon seller as an expert, fully competent in all phases involved in producing, testing and developing, installing, modifying, altering,

reconditioning, stocking, servicing and integrating the equipment and/or systems furnished hereunder, and in training of buyer personnel.

In this context, seller agrees that it will not deny any responsibility or obligation to buyer on the ground that any such phase was originated or accomplished by buyer. Seller shall be responsible for the equipment and/or systems furnished hereunder as though said phases as set forth above were originated and accomplished by it.

More specifically, and without limiting the above, buyer in originating, furnishing or approving any specification, drawing, plan, change, schedule or other document or part thereof, or any test report, or in accepting any systems, neither accepts responsibility for, nor relieves seller from the performance of all terms and conditions of the Request For Proposal, and any contract that may be awarded. Any such acts by buyer shall not modify, impair or abrogate any rights of buyer under this Request for Proposal and any subsequent contract.

BID SPECIFICATIONS

The Facilities Management Department of St. Charles County Government is seeking bids for Housekeeping Services for the following St. Charles County Government facilities:

- Community Health Building located at 1650 Boones Lick Road in St. Charles
- Pet Adoption Center located at 4850 Mid Rivers Mall Drive in St. Peters
- Elections Building located at 397 Turner Boulevard in St. Peters
- St. Charles County Municipal Court located at 399 Turner Boulevard in St. Peters
- Sheriff's Training Center located at 1835 South Highway 94 in Defiance

The Vendor must guarantee the quoted prices for a one-year period. The County, with the consent of the Vendor, shall have the option for two one-year extensions under the same terms and conditions. St. Charles County reserves the right to terminate the agreement for reasons of violations of any term or condition of the agreement by giving (30) thirty days written notice stating the reasons therefore and giving the Vendor ample time to correct the deficiencies.

General Conditions

- The Vendor must possess the appropriate business licenses as required to perform the proposed services.
- The Vendor must comply with all Federal and State Employment / Labor regulations including those from the U.S. "Occupational Safety and Health Administration".
- The Vendor must provide all applicable Insurance Certificates to the County with St. Charles County Government named as the additionally insured.
- Employees of the Vendor must sign a confidentiality agreement before they will be authorized to work at any County facility under contract with the Vendor
- Only authorized employees of the Vendor are allowed to service the County facilities unless expressed written permission has been granted by the Facilities Management Department. The County will maintain an active list of the Vendor's employees that are authorized to work at the County facilities.
- The Vendor must obtain a Fidelity Bond providing a minimum of \$10,000 coverage per incident of dishonesty for each authorized employee of the Vendor. The Fidelity Bond must be based on a "position schedule" and shall not be based upon a "name schedule". The Vendor must provide the County with all appropriate documentation of the Fidelity Bond issued by an appropriate agency that is currently licensed in the state of Missouri.
- The Vendor and its authorized employees are responsible for the security of each facility while they are servicing the facility and County employees are not present. The Vendor and its authorized employees are responsible for securing the premises during and after completion of the contracted work.
- The Vendor must accept custody of the required keys, security pass codes, and building documentation for each facility as it applies to the contract. As custodian, the Vendor must insure that these items are secured and accounted for at all times.
- The Vendor must not reassign this agreement to another business entity without the expressed written consent of the County.

- The Vendor must submit customer references with their bid. The references provided should be current customers of the Vendor with facilities similar to the subject County facilities.
- The County, with the consent of the Vendor, reserves the right to modify the terms of this agreement without voiding the agreement.

Supplies

- The Vendor must supply all hand soap, paper towels, toilet tissue, and plastic trash can liners as required to meet the operational needs of each County facility.
- The Vendor must supply all cleaning chemicals, and other supplies as required for the Vendor to adequately perform the contracted work and meet all terms of the agreement with the County.
- The Vendor must provide the County with a list of all cleaning chemicals / products that are utilized by the Vendor during the execution of this agreement. The Vendor must provide a "Manufacturer's Safety Data Sheet (MSDS)" for every cleaning chemical / product on this list. Both the list of cleaning chemicals / products and the MSDS's shall be kept current by the Vendor during the term of the agreement.
- The Vendor must supply plastic trash can liners of sufficient thickness to maintain the cleanliness of trash receptacles located throughout the County's Facilities. The Vendor will be responsible for cleaning trash receptacles as required when trash can liners fail to perform adequately.
- The Vendor must supply the following consumable products:
 - Toilet Tissue – Single Ply Economy Grade Standard Roll, Georgia-Pacific Envision # 14580/01 or equivalent
 - Toilet Tissue – Two Ply Economy Grade Jumbo Jr. Roll, Georgia-Pacific Envision # 12798 or equivalent
 - Multi-Fold Paper Towels – Single Ply White Paper Hand Towels, Georgia-Pacific Envision # 24590 or equivalent
 - Hardwound Roll Towels – Single Ply Natural Roll Paper Towels, Georgia-Pacific Envision # 26301 or equivalent
 - Hand Soap – Pink Lotion Hand Soap, Kimberly-Clark # 92053 or equivalent
 - Hand Wash – Pink Luxury Foaming Handwash, GOJO # 5261-02 or equivalent
 - Hand Wash – Pearlux Lite'N Foamy Handwash, Spartan # 3151 or equivalent

Equipment

- The Vendor must provide all of the equipment required for the Vendor to adequately perform the contracted work and meet all terms of the service agreement.
- The County will provide a secured storage area within each County facility as required for the Vendor's equipment.

On-Site Records

- The Vendor's employees must record daily entries in a legible manner in the log book provided by the County. The Vendor's employees shall record the facility entry time, the facility exit time, and provide the initials of every employee that worked at the facility on that date.
- The log book must be kept current and remain at the County facility so that it is available for inspection by the County at any time during conventional business hours.
- The Vendor must maintain a current copy of the Manufacturer's Data Sheet (MSDS) on-site for every chemical used by the Vendor at that facility. The MSDS's must remain at the County facility such that they are available for review at any time during conventional business hours.

Office / Contract Administration

- The Vendor must provide the County with a means to contact the Vendor to report cleaning deficiencies during conventional business hours. A representative of the Vendor must be capable of reporting to the facility to correct said reported deficiencies within two hours of the County's notification.

"General Cleaning" Definition

Maintain the general appearance of the finished interior spaces as per standard accepted practices including but not necessarily limited to the following:

- Remove conventional trash and debris from the Building and place it in the applicable trash dumpster(s) located at each facility. For clarity, the Vendor is not responsible for handling any Special waste or Bio-Medical waste generated at any County facility.
- Sweep and mop applicable hard flooring areas
- Move office furniture as required for cleaning purposes
- Vacuum applicable areas of carpeted flooring
- Remove, clean, and reposition applicable floor mats during other floor care operations
- Clean and sanitize restroom floors, fixtures, and counter tops
- Clean and sanitize locker room floors
- Stock soap, toilet tissue, and paper towel dispensers
- Verify proper operation of all electric Hand Driers
- Clean and sanitize Drinking Water fountains
- Clean and sanitize Break Room / Kitchenette countertops and tables. For clarity, the Vendor is not responsible for cleaning food preparation items, glasses, dishes, or eating utensils.
- Clean and sanitize countertops, sinks, and floors located in applicable Patient Exam / Work-Up Rooms. For clarity, County employees are responsible for cleaning and sanitizing the remainder of the patient contact areas within these rooms.
- Clean interior glass panels
- Clean exterior glass panels at the public entrance(s) to the building
- Clean desktops and work surfaces upon the request of the building occupants. The occupant is responsible for clearing all areas of business and personal items as required.

- Spot clean carpeting as required
- Spot clean walls as required
- Report facility issues to the Facilities Management Department. The Vendor's operations play an important role in the daily inspection of the County facilities under contract with the Vendor.

“Deep Cleaning” Definition

Additional cleaning practices which are not generally performed on a daily basis including but not necessarily limited to the following:

- Buff applicable flooring in Lobby area as well as any other high traffic area where the need is apparent to properly maintain the floor finish and protect the flooring.
- Clean occupant desktops and work surfaces. The Vendor shall not be responsible for moving business or personal items in order to clean desktops and work surfaces.
- Dust applicable surfaces located at or below the top of the doorways including window treatments. The Vendor shall not be responsible for moving business or personal items in order to dust the applicable surfaces.
- Clean chair seats, backs, and legs as required
- Clean applicable wall surfaces, baseboards, and other trim work
- Clean and sanitize restroom walls and privacy panels
- Clean and sanitize locker room walls and shower stalls
- Clean and sanitize trash receptacles as required

Holidays

The Vendor is not required to clean any County facility on a day in which the facilities are scheduled to be closed. The County posts notices of holiday closures in the facilities approximately one week in advance of the holiday. The County closes its offices for twelve days of the calendar year in order to observe the following holidays:

New Years Day	Independence Day	Day before Thanksgiving
Martin Luther King, Jr. Day	Labor Day	Thanksgiving Day
Presidents’ Day	Columbus Day	Christmas Eve
Memorial Day	Veterans’ Day	Christmas

Contract Payments

The Vendor shall submit monthly applications for payment of cleaning services which have been provided. The County shall not make advance payment for any cleaning services during the execution of the agreement with the Vendor.

Additional Floor Maintenance

The Vendor shall quote to perform the following additional floor maintenance activities. The Vendor shall quote to supply all necessary labor and equipment to perform the floor maintenance on a square foot area basis. The County will provide the cleaning/stripping chemicals, sealants, and waxes as required for the Vendor to perform the additional floor maintenance. The Vendor shall base their quote on the application of Johnson-Diversey products following all of the applicable recommendations provided by Johnson-Diversey.

- Extract Carpet Flooring
- Strip / Wax Vinyl Composition Tile (VCT) Flooring

Straight Labor Rate

The Vendor shall quote the standard straight time labor rate that will be charged for both a General Housekeeper and a Floor Care Technician to perform additional cleaning services at the request of the County.

These additional cleaning services could result from remodeling, severe weather, vandalism, or other activities which are not normally conducted at the facility. During these situations, the County may request a firm quotation for the additional work specified or the County may accept billing on a "Time and Material" basis if the work was authorized by the Facilities Management Department. The Vendor shall be allowed to be reimbursed up to a maximum 110% of the actual material cost incurred by the Vendor when billing on a "Time and Material" basis.

Core Housekeeping Services

The Vendor shall quote to provide the specified Housekeeping Services for each of the Facility Sites as per the following Scopes of Service:

Community Health Building – Scope of Housekeeping Services

1650 Boone's Lick Road St. Charles, MO 63301

Service Area - 15,700 sq. ft. total

200 sq. ft. - Four Single Occupant Restrooms on Lower Level

615 sq. ft. - Entry Foyer and Two Waiting Areas on Lower Level

235 sq. ft. - One Employee Break Room on Lower Level

665 sq. ft. - Eight Patient Exam / Work-Up Rooms on Lower Level

500 sq. ft. - Three Multiple Occupant Restrooms and Two Single Occupant

Restrooms on Upper Level

- 700 sq. ft. - Entry Foyer and Waiting Area on Upper Level
- 510 sq. ft. - Two Employee Break Rooms on Upper Level
- 1,150 sq. ft - Meeting Area on Upper Level
- 11,125 sq. ft. - Remainder of Office Areas, Conference Rooms, File Storage, and Common Areas

Flooring Summary - 11,130 sq. ft. Carpeting
 4,570 sq. ft. Vinyl Composition Tile

Notes - Service Area does not include Electrical, Mechanical, and Equipment rooms.

General disinfection of all countertops and sinks located in the Patient Exam / Work-Up rooms are added to the definition of "General Cleaning" for this location.

The Vendor's employee(s) must arrive to service the building between the hours of 5:00 pm and 8:00 pm everyday Monday through Friday.

"General Cleaning" shall be performed every day of the week at this location.
 "Deep Cleaning" shall be performed one day of the week at this location.

Pet Adoption Center – Scope of Housekeeping Services

4850 Mid Rivers Mall Drive St. Peters, MO 63376

Service Area – 3,150 sq. ft. total area

- 1,700 sq. ft. - General Offices, Conference Room, and File Storage
- 150 sq. ft. - Employee Break Room
- 600 sq. ft. - Entrance Foyer, Lobby, Receptionist, and Waiting Area
- 100 sq. ft. - Two Single Occupant Restrooms
- 400 sq. ft. - Two Locker Rooms with both Showers and Toilets
- 200 sq. ft. - Corridors

Flooring Summary - 3,150 sq. ft. Vinyl Composition Tile

Notes - Service Area includes only the front section of the building that includes both Common and Administrative areas. The rear section of the building is utilized for animal housing and related services. Accordingly, County Employees serve as custodians for the rear section of the building.

The Employee Break Room, Locker Rooms, and the offices of the Animal

Control Officers are located off a sealed concrete corridor leading away from the lobby area. These building areas with VCT flooring are included in the above service area.

The Vendor's employee(s) must arrive to service the building between the hours of 8:00 pm and 11:00 pm everyday Monday through Friday.
"General Cleaning" shall be performed every day of the week at this location.
"Deep Cleaning" shall be performed two days of the week at this location.

Elections Building – Scope of Housekeeping Services

397 Turner Boulevard St. Peters, MO 63376

Service Area – 12,500 sq. ft. total area

- 150 sq. ft. - Three Single Occupant Restrooms on Lower Level
 - 260 sq. ft. - One Multiple Occupant Restroom on Lower Level
 - 320 sq. ft. - Entrance Foyer and Lobby on Lower Level
 - 360 sq. ft. - Corridors on Lower Level
 - 1,510 sq. ft. - General Office Area on Lower Level
 - 85 sq. ft. - One Multiple Occupant Restroom on Mezzanine
 - 840 sq. ft. - Employee Break Room on Mezzanine
 - 2,675 sq. ft. - General Office Area on Mezzanine
 - 6,300 sq. ft. - Absentee Voting Area (Limited Use / Limited Service Area)
- Flooring Summary -10,485 sq. ft Carpeting (6,300 sq. ft. is limited use)
2,015 sq. ft Ceramic Tile

Notes - The Service Area includes only the front northwest corner of the building that includes the Administrative area and Absentee Voting area. The rear section of the building is utilized for warehouse and maintenance operations. County Employees serve as custodians for the rear section of the building.

The Elections facility is only serviced three times per week. The Vendor's employee(s) must arrive at the building between the hours of 9:00 am and 11:00 am on Mondays, Wednesdays, and Fridays. Due to the nature of the Elections operations, the facility can only be serviced by the Vendor when County Employees are present at the site.

"General Cleaning" shall be performed three days of the week at this location.
"Deep Cleaning" shall be performed one day of the week at this location.

The Absentee Voting area is a limited use area. This area will be vacuumed

once every two weeks in between Elections. This area will be vacuumed two times per week for a period of four weeks preceding each scheduled Election. Historically, there have generally been four elections held in even numbered years and three elections held in odd numbered years. Per Missouri State Statute, there are six dates reserved for elections each year. (The Tuesday following the first Monday of the month in the months of February, March, April, June, August, and November)

St. Charles County Municipal Court – Scope of Housekeeping Services

399 Turner Boulevard St. Peters, MO 63376
Service Area – 8,300 sq. ft. total area

- 2,225 sq. ft. - Lobby / Waiting Area
- 3,010 sq. ft. - Courtroom
- 975 sq. ft. - Court Clerk Office Area
- 350 sq. ft. - Copy / File Room
- 350 sq. ft. - Judge’s Office
- 350 sq. ft. - Prosecuting Attorney Area
- 640 sq. ft. - Corridors
- 150 sq. ft. - Prisoner Holding Cells
- 250 sq. ft. - (4) Single Occupant Restrooms

Flooring Summary - 6,910 sq. ft. Carpeting
- 1,390 sq. ft. Vinyl Composition Tile

Notes: The Municipal Court is only serviced one time per week. The Vendor’s employee(s) must arrive at the building between the hours of 10:00 am and 1:00 pm on Wednesdays. “General Cleaning” and “Deep Cleaning” shall be performed each week at this location. Due to the nature of the Court operations, the facility can only be serviced by the Vendor when County Employees are present at the site.

Sheriff’s Training Center – Scope of Housekeeping Services

1835 South Highway 94 Defiance, MO 63341
Service Area – 2,950 sq. ft. total area – Upper Classroom Building Only

500 sq. ft. - Men's and Women's combination Restroom / Locker Room

1,300 sq. ft. - Classroom

720 sq. ft. - Receptionist Area and multiple offices

250 sq. ft. - Kitchen Area and Coat Storage

180 sq. ft. - Main Corridor

Flooring Summary - 2,020 sq. ft. Carpeting

- 250 sq. ft. Vinyl Composition Tile

- 500 sq. ft. Ceramic Tile

- 180 sq. ft. Porcelain Tile

Notes: The Service Area includes only the upper classroom building that is adjacent to Highway 94. The Service Area excludes the Armory, Gun Safe, and Mechanical Room located in the upper classroom building. The Service Area does not include any part of the lower firing range or any other structure located at the training site.

The Sheriff's Training Center is only serviced one time per week. "General Cleaning" and "Deep Cleaning" shall be performed each week at this location. The Vendor's employee(s) must arrive at the building between the hours of 8:00 am and 1:00 pm on Tuesdays. Due to the nature of the training operations, the facility can only be serviced by the Vendor when County Employees are present at the site.

Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

BID FORM

SB 13-120

Housekeeping Services

BID OPENING DATE: 7/19/2013 at 10:00 AM

(Bidder name)

Submits the following bid for this project:

<u>Monthly Housekeeping Services</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Community Health Building 1650 Boone's Lick Road St. Charles, MO 63301 (Serviced 5 days / week)	_____	_____	_____
Pet Adoption Center 4850 Mid Rivers Mall Dr. St. Peters, MO 63376 (Serviced 5 days / week)	_____	_____	_____
Elections Building 397 Turner Boulevard St. Peters, MO 63376 (Serviced 3 days / week)	_____	_____	_____
St. Charles County Municipal Court 399 Turner Boulevard St. Peters, MO 63376 (Serviced 1 day / week)	_____	_____	_____
Sheriff's Training Center 1835 South Highway 94 Defiance, MO 63341 (Serviced 1 day / week)	_____	_____	_____

<u>Additional Floor Maintenance</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Extract Carpet Flooring	_____ / sq ft	_____ / sq ft	_____ / sq ft
Strip / Wax VCT Flooring	_____ / sq ft	_____ / sq ft	_____ / sq ft

<u>Straight Labor Rates</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
General Housekeeper	_____ / hr	_____ / hr	_____ / hr
Floor Technician	_____ / hr	_____ / hr	_____ / hr

Authorized signature

Date _____

Bid Response from (please complete)

Name of Company or individual

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____
(Indicates acceptance of all bid terms and conditions)

Date: _____

AFFIDAVIT OF WORK AUTHORIZATION

Comes now _____ as _____ first being duly
(Name) (Office held)

sworn, on my oath, affirm _____ is enrolled and will
(Company name)

continue to participate in a federal work authorization program in respect to employees that will work

in connection with the contracted services related to _____

(Describe project or insert bid number)

for the duration of the contract, in accordance with RSMo Chapter 285.530 (2). I also affirm that
_____ does not and will not
(Company name)

knowingly employ a person who is an unauthorized alien in connection with the contracted services
related to the _____

(Describe project or insert bid number)

for the duration of the contract.

In affirmation thereof, the facts stated above are true and correct (the undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo).

Signature (person with authority)

Printed name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am commissioned as a notary
(Day) (Month & Year)

Public within the County of _____, State of _____, and my
commission expires on _____.

Signature of Notary

Date