

COUNTY OF COLE - MISSOURI



REQUEST FOR BID

2025-23: GENERAL CLEANING & JANITORIAL SERVICES

SUBMISSIONS SHALL BE ACCEPTED UNTIL

THURSDAY, AUGUST 21st at 3:00 p.m. CENTRAL

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name

Direct Contact Name (Typed/Printed)

Corporate Address

Title

Local Address

Email

Office Telephone Number

Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions of this invitation, all attachments and the contents of any addendum released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

Authorized Signature

Authorized Name (Typed/Printed)

Title

Date

REQUEST FOR BID

Sealed offers will be accepted by the Cole County Commission for consideration in provision of the following:

2025-23 GENERAL CLEANING & JANITORIAL SERVICES

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, MO 65101 until 3:00 p.m. on Thursday, August 21, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.colecounty.org or by contacting Jessica Bryant at jbryant@colecounty.org or (573) 634-9168.

NEWS TRIBUNE: July 20, 27 & Aug 3

Legal Notices
Cole County Commission
311 East High Street
Jefferson City MO 65101

COLE COUNTY COMMISSION

PURCHASING

311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MISSOURI 65101

REQUEST FOR BID

1.0 OVERVIEW

1.1 NOTIFICATION. This document constitutes a request for competitive, sealed offers per the Terms and Conditions of bidding and any special conditions set forth herein for general cleaning and janitorial services of all County Buildings. These buildings include:

- Cole County Annex Building (311 East High Street)
- Cole County Courthouse (301 East High Street)
- Carnegie Building (210 Adams Street)
- Cole County Health Department (3400 West Truman Blvd)
- Cole County Emergency Management Services (1736 Southridge Drive)
- Prenger Family Center (400 Stadium Blvd)
- Cole County Auditor/Treasurer Office (308 East High Street)

Possible Add-On's:

- Cole County Public Works (5055 Monticello Road)
- Cole County Sheriff's Department (350 East High Street)
- Cole County Emergency Management Services (319 Adams Street)

Respondents are responsible for being thoroughly familiar with all specifications and requirements stated herein. Failure to examine any relevant document or provision thereof will not relieve the successful respondent from any obligation under this bid. Qualified organizations are requested to prepare an offer in response to this invitation and in doing so, concur with all terms, conditions, specifications and addenda to this bid unless specifically noted otherwise in a separate section titled "EXCEPTIONS" and certify that if awarded a contract, will make no claim against the County based upon unfamiliarity of or misunderstanding of the specifications.

1.2 MANDATORY PRE-BID MEETING. A mandatory pre-bid meeting will be held on Monday, August 11th at 9:30 a.m. and will start at the Cole County Commission Chambers located at 311 East High Street, Room 200, Jefferson City, Mo 65101. Attendance is a prerequisite for submitting a response to this invitation and will be evidenced by the representative's signature on the attendance roster. This meeting will provide an opportunity for potential respondents to view the sites of work, ask questions and seek clarification on the outlined requirements prior to submitting a response. **Attendees will be responsible for supplying any and all tools and equipment necessary for project evaluation.**

1.3 QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION. Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **in writing (via email)** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

Jessica Bryant
jbryant@colecounty.org

As of the issuance date of this invitation and continuing until the final date for acceptance of submissions, **all respondents or potential respondents are specifically directed not to discuss, hold meetings, conferences, or technical discussions with any County employee for the purpose of responding to this invitation except as otherwise permitted by this bid document.** Respondents should not otherwise ask any County official or employee questions about the bid or related issues, either orally or by written communication. Respondents directly contacting other County employees risk elimination from further consideration.

1.4 ISSUANCE OF ADDENDA. Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this invitation via the issuance of addenda, which will be posted at www.colecounty.org. All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of the County is that which is issued in these specifications or by addendum thereto; no other means of communication, whether written or oral, shall be construed as a formal or official response or statement.

An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether addenda have been issued prior to submitting an offer and to incorporate that information into their response; the County assumes no liability for respondents' failure to do so. Further, failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

1.5 BID OPENING. Submissions will be publicly opened in the Cole County Commission Chambers at 311 East High Street, Room 200, Jefferson City, Missouri on Thursday, August 21st at 3:00 p.m. Central. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

1.6 ADVICE OF AWARD. Upon bid award by the Cole County Commission, award notification letters with a bid tabulation summarizing responses received will be sent via email to all parties that submitted a response to this invitation.

1.7 SUBMISSION REQUIREMENTS. A fully executed response, including the specification pages comprising this invitation and any related illustrative documentation and/or issued addenda shall:

- Be submitted in a sealed envelope identified by bid number, bid title, and bid opening date/time;
- Be complete and signed by an official authorized to obligate company submitting the bid;
- Include (1) complete original bid and two (2) exact duplicates.

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Fax and email submissions will not be accepted or considered. Responses will be time and date stamped; those received late will be determined non-responsive without exception. Late bids may be returned unopened to the respondent upon request within ten (10) business days after the bid opening. All returns will be made at the respondent's expense.

2.0 TERMS AND CONDITIONS

- 2.1 **INCURRING COSTS.** Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.
- 2.2 **RESERVATIONS.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.
- 2.3 **MODIFICATION/WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.
- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.
- 2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 2.6 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent. Any such exception shall be clearly identified and described in full detail in the respondent's submission. Exceptions will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.
- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appears to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to the Purchasing Agent and received at least five (5) business days prior to the date set for bid opening.
- 2.8 **INTERPRETATION.** If a respondent has any questions which arise concerning the true meaning or intent of these bid documents, plans or any part thereof which affect the cost, quality, quantity, or character of the project or service, respondent shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at www.colecounty.org. Failure to have requested an addendum covering any questions affecting the interpretations of the bid documents shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the bid documents. Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.
- 2.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular material or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be

understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.

- 2.10 **LIKE OR SIMILAR PRODUCT.** Cole County reserves the right, at its sole discretion, to obtain “like or similar” product(s) and/or service(s) to that which has been specified herein when use of such product or service is deemed in the best interest of the County of Cole
- 2.11 **BID FORMS.** Bids made on anything other than the official bid form(s), if furnished by Cole County, will render the bid informal and may cause its rejection.
- 2.12 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.13 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Pricing submitted shall include all cost, of whatever nature, that is involved in achieving the good or service per the bid documents.
- 2.14 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the successful respondent upon request.
- 2.15 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 2.16 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order or service if delivery is not made or work not started as guaranteed.
- 2.17 **DEFAULT.** The County reserves the right to cancel any or all of an order or contract if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must contact the County to notify of said delay and arrange an alternate schedule if agreeable to the County. In case of default by the bidder or contractor, the County may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
- 2.18 **REGULATIONS.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules, regulations and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. The awarded party shall bear the responsibility to apply for, pay for, and obtain any permit, license, and/or inspection required.
- 2.19 **APPLICABLE LAW.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other governmental

authority or agency in providing the product(s) or service(s) specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Cole County, Missouri.

- 2.20 **SHIPPING.** Deliveries shall be F.O.B. destination freight prepaid to Jefferson City, Missouri and included in pricing.
- 2.21 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an “as needed, if needed” basis for Cole County in accordance with the provisions and requirements stated herein. Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.22 **EVALUATION.** The County’s sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County’s needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 2.23 **BASIS OF AWARD.** Award shall be made to the lowest responsible bidder(s) whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County. Award may be made to the lowest and best bids or award may be made to the lowest and best bid overall, whichever the County determines is in its best interest.
- 2.24 **SUCCESSFUL RESPONSE AS PART OF CONTRACT.** Responses received in response to this solicitation, at the County’s discretion, may be incorporated into the awarded contract and may serve as basic terms and conditions for the ultimate contract. Therefore, applicants are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The County reserves the right to not execute a contract following this solicitation and to negotiate modifications or revisions to any awarded contract.
- 2.25 **ASSIGNMENT.** The selected company shall not assign the Contract, subcontract it, or sublet it as a whole without the prior written consent of Cole County. Assignment, subcontracting, or subletting without such consent will in no way relieve the company of its obligations under this Contract unless specifically stated in writing by the County.
- 2.26 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.27 **CHANGE ORDERS.** The final contract between Cole County and the successful respondent will include, by reference, the awarded party’s response and the specifications of this invitation. The County may make changes within the general scope of these specifications and/or the contract resulting from this solicitation, yet all departures from the accepted plans and specifications will be considered unauthorized unless the awarded party has obtained a change order, signed by the Cole County Commission, authorizing and directing such changes or departures. All unauthorized work, and the correction of such work, shall be at the successful respondent expense. No other individual is authorized to modify the contract in any manner.
- 2.28 **COLLUSION CLAUSE.** Any agreement or collusion among Respondents and prospective Respondents to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such Respondents void.

- 2.29 **ANTI-DISCRIMINATION AGAINST ISRAEL ACT.** The contractor certifies that it is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the law of the State of Israel; or persons or entities doing business in the State of Israel.
- 2.30 **DEBARMENT AND SUSPENSION.** A contract award will not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines. SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12459.
- 2.31 **COMPLIANCE WITH APPLICABLE LAW.** The contractor must agree to comply with all federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by an agency of such governmental units, which are not or hereafter promulgate insofar as they relate to the contractor's performance of the provisions of the agreement. It shall be the obligation of the contractor to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.
- 2.32 **INSURANCE REQUIREMENTS.** The successful respondent (Contractor) shall provide and maintain for the duration of the contract, through final acceptance by the County, insurance acceptable to and approved by Cole County. A Certificate of Insurance which shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days' prior written notice to the County is to be furnished within fifteen (15) calendar days following the notice of award and prior to work proceeding under this contract. Further, the Contractor shall not allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. The Contractor must provide insurance proof within their bid response. All policies shall be in amounts, form and companies satisfactory to the County as follows:
- 2.32.1 **EMPLOYERS LIABILITY AND WORKERS COMPENSATION INSURANCE.** The Contractor shall take out and maintain during the life of this contract, Employers Liability and Workers Compensation Insurance for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- 2.32.2 **COMMERCIAL GENERAL LIABILITY INSURANCE.** The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal & advertising injury, bodily injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging

operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability.

Contractor agrees to include the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis

2.32.3 **BUSINESS AUTOMOBILE LIABILITY.** The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

2.32.4 **SUBCONTRACTORS.** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.

2.33 **INDEMNITY AGREEMENT.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

2.34 **COMPLIANCE WITH EMPLOYMENT LAWS.** In connection with the furnishing of supplies or performance of work under this Contract, the company agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State laws and further agrees to insert the foregoing provisions in all subcontracts awarded hereunder. Respondents are informed pursuant to Section 285.530, RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5000.00), the successful bidder shall, by sworn affidavit and the provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in

connection to the contracted services. Successful Respondents shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

- 2.35 **COOPERATIVE PROCUREMENT.** Respondents may choose whether or not to participate in cooperative purchasing. Various State Agencies, City, and County Offices may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful respondent, that each participating political subdivision shall only be liable to the successful respondent for materials or supplies contracted for by that political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful respondent shall be required to bill each participating political subdivision directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

- 2.36 **CONTRACT TERMINATION.**

2.36.1 **TERMINATION FOR DEFAULT.** If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, Cole County shall thereupon have the right to terminate this contract for cause by giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the awarded party under this contract shall, at the option of Cole County, become its property, and the awarded party shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding, the awarded party shall not be relieved of liability to Cole County any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the County from the awarded party is determined.

If after such termination it is determined, for any reason, that the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience.

2.36.2 **TERMINATION FOR CONVENIENCE.** The performance of work under the contract resulting from this solicitation may be terminated by Cole County in whole or in part at such time that the Cole County Commission determines that such termination is in the best interest of Cole County. Any such termination will be affected by delivery to the awarded party of a letter of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under contract not terminated.
- Complete on schedule such part of the work as will not be terminated.

2.37 **FEDERAL WORK AUTHORIZATION PROGRAM.** Proposers that meet the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, providing services exceeding \$5,000, shall maintain enrollment and participation in a federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the Proposer's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then the Proposer shall, prior to the performance of any services as a business entity under the contract enroll and participate in a federal work authorization program such as E-Verify.

Proposers must, by sworn affidavit and provision of documentation (copy of the E-Verify Memo of Understanding Electronic Signature Page), affirm their enrollment and participation in a federal work authorization program. Proposers shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. See Affidavit of Compliance with E-Verify Document.

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at <http://www.e-verify.gov/>.

3.0 SCOPE OF WORK

3.1 **OVERVIEW.** The County is currently seeking general cleaning and janitorial services for all County Buildings. Cleaning days and times will be different per building, services can happen during normal business hours or after hours, on Monday thru Friday. If the contractor wants to change the day(s) for services, it must be approved by our Maintenance Director. The contractor must be established and registered with the State of Missouri. General cleaning and janitorial services, along with other information, are listed below per County Building.

The contractor will focus on general office and kitchen areas, walkways, stair wells, and restrooms. The contractor should not disturb individual workstations, desk, or personal items on desks. Our employees are responsible for maintain the cleanliness and organization of their personal workstations.

The Cole County Public Works Facility (5055 Monticello Road) and the Cole County Emergency Management Services Facility (319 Adams Street) will be added to the RFP as add-on's. There is currently a cleaning contract in place for both of those facilities.

- **COLE COUNTY ANNEX BUILDING**
 - Located at 311 East High Street, Jefferson City, Mo
 - Includes the Collector, Recorder, Commission, Clerk, and Pros. Attorney Offices
 - Three Floors
 - 21,500 Square Feet
 - Number of restrooms: 8

Daily duties:

- Empty all trash cans, replace the liner and take trash to the dumpster
- Disinfect all restrooms – all sinks, toilets (cleaned inside and out), countertops. Wet mop all floor surfaces and clean mirrors. Replenish all paper towels, toilet paper, and soap dispensers as needed. Wipe down walls and stalls.
- Sweep and wet mop all hard surface floors.
- Wipe down lobby furniture and remove all dust and smudges.
- Dust and wipe all horizontal surfaces, including ledges, railings, and tables.
- Clean entry glass for each office, including doors and connecting areas, to remove all prints and smudges.
- Spot clean walls to remove all marks and spills.
- Sweep stair wells.
- Wipe down walls, around hand rails and in elevator area.
- Clean and disinfect sinks in kitchen areas.

Bi-Weekly duties:

- Vacuum carpets and mats at least twice a week; could be more depending on how dirty the floors get.

Weekly duties:

- Dust all railings, vents, and other reachable areas to remove cobwebs.
- Wipe down walls and cabinets in all kitchen areas.
- Vacuum and clean along baseboards, in corners and under desks and furniture to remove any debris.

▪ **COLE COUNTY COURTHOUSE**

- Located at 301 East High Street, Jefferson City, Mo
- Includes Courts, Circuit Clerk, and Public Administrator Offices
- Four Floors
- 47,104 Square Feet
- Number of restrooms: 12

Daily duties:

- Empty all trash cans, replace the liner and take trash to the dumpster.
- Disinfect all restrooms – all sinks, toilets (cleaned inside and out), countertops. Wet mop all floor surfaces and clean mirrors. Replenish all paper towels, toilet paper, and soap dispensers as needed. Wipe down walls and stalls.
- Sweep and wet mop all hard surface floors.
- Wipe down lobby furniture and remove all dust and smudges.
- Dust and wipe all horizontal surfaces, including ledges, railings, and tables.
- Clean entry glass for each office, including doors and connecting areas, to remove all prints and smudges.
- Spot clean walls to remove all marks and spills.
- Sweep stairs wells.
- Wipe down walls, around hand rails and in elevator area.
- Clean and disinfect sinks in kitchen area.

Bi-Weekly duties:

- Vacuum carpets and mats at least twice a week; could be more depending on how dirty the floors get.

Weekly duties:

- Vacuum and clean along baseboards, in corners and under desks and furniture to remove any debris.
- Wipe down walls and cabinets in all kitchen areas.
- Dust all railings, vents, and other reachable areas to remove cobwebs.

▪ **CARNEGIE BUILDING**

- Located at 210 Adams Street, Jefferson City, Mo
- Includes Assessor and Public Defenders Office
- 3 Floors
- 12,135 Square Feet
- Number of restrooms: 5

Daily duties:

- Empty all trash cans, replace the liner and take trash to the dumpster.
- Disinfect all restrooms – all sinks, toilets (cleaned inside and out), countertops. Wet mop all floor surfaces and clean mirrors. Replenish all paper towels, toilet paper, and soap dispensers as needed. Wipe down walls and stalls.
- Sweep and mop all hard surface floors.
- Wipe down lobby furniture and remove all dust and smudges.
- Dust and wipe all horizontal surfaces, including ledges, railings and tables.
- Clean entry glass for each office, including doors and connecting areas, to remove all prints and smudges.
- Spot clean walls to remove all marks and spills.
- Sweep stair wells.
- Wipe down walls, around hand rails and in elevator area.
- Clean and disinfect sinks in kitchen areas.

Bi-Weekly duties:

- Vacuum carpets and mats at least twice a week; could be more depending on how dirty the floors get.

Weekly duties:

- Vacuum and clean along baseboards, in corners and under desks and furniture to remove any debris.
- Wipe down walls and cabinets in all kitchen areas.
- Dust all railings, vents, and other reachable areas to remove cobwebs.

▪ **COLE COUNTY HEALTH DEPARTMENT**

- Located at 3400 West Truman Blvd, Jefferson City, Mo
- Includes the Health Department Offices
- 1 Floor
- 21,000 Square Feet
- Number of restrooms: 10
- Number of exam rooms with sinks: 11

Daily duties

- Empty all trash cans, replace the liner and take trash to the dumpster.
- Disinfect all restrooms – all sinks, toilets (cleaned inside and out), and countertops. Wet mop all floor surfaces and clean mirrors. Replenish all paper towels, toilet paper, and soap dispensers as needed. Wipe down walls and stalls.
- Sweep and wet mop all hard surface floors.

- Wipe down lobby furniture and remove all dust and smudges.
- Dust and wipe all horizontal surfaces, including ledges, railings, and tables.
- Clean entry glass for each office, including doors and connecting areas, to remove all prints and smudges.
- Spot clean walls to remove all marks and spills.
- Wipe down walls, around hand rails.
- Clean and disinfect sinks in kitchen areas.

Bi-Weekly duties:

- Vacuum carpets and mats at least twice a week; could be more depending on how dirty the floors get.

Weekly duties

- Vacuum and clean along baseboards, in corners and under desks and furniture to remove any debris.
- Wipe down walls and cabinets in all kitchen areas.
- Dust all railings, vents, and other reachable areas to remove cobwebs.

▪ **COLE COUNTY EMERGENCY MANAGEMENT SERVICES**

- Located at 1736 Southridge Drive, Jefferson City, Mo
- Cleaning services will only be for the EMA side, not EMS
- 1 Floor
- 36,810 Square Feet
- Only clean on Tuesdays and Thursdays
- Number of restrooms: 2 on EMA side that would need to be cleaned

Daily duties:

- Empty all trash cans, replace the liner and take trash to dumpster
- Disinfect all restrooms – all sinks, toilets (cleaned inside and out), and countertops. Wet mop all floor surfaces and clean mirrors. Replenish all paper towels, toilet paper, and soap dispensers as needed. Wipe down walls and stalls.
- Sweep and wet mop all hard surface floors.
- Wipe down lobby furniture and remove all dust and smudges.
- Dust and wipe all horizontal surfaces, including ledges, railings, and tables.
- Clean entry glass for each office, including doors and connecting areas, to remove all prints and smudges.
- Spot clean walls to remove all marks and spills
- Wipe downs walls, around hand rails.
- Clean and disinfect sinks in kitchen areas.

Bi-Weekly duties:

- Vacuum carpets and mats at least twice a week; could be more depending on how dirty the floors get.

Weekly duties:

- Vacuum and clean along baseboards, in corners, and under desks and furniture to remove any debris.
- Wipe down walls and cabinets in all kitchen areas.
- Dust all railings, vents, and other reachable areas to remove cobwebs.

▪ **COLE COUNTY FAMILY PRENGER CENTER**

- Located at 400 Stadium Blvd, Jefferson City, Mo

- 1 Floor
- 14,011 Square Feet
- Must clean the living portion of the facility by 7:00 am and the business portion by 8:00 am.
- Number of restrooms: 10

Daily duties:

- Empty all trash cans, replace the liner, and take trash to the dumpster
- Disinfect all restrooms – all sinks, toilets (cleaned inside and out), countertops. Wet mop all floor surfaces and clean mirrors. Replenish all paper towels, toilet paper, and soap dispensers as needed. Wipe down walls and stalls
- Sweep and wet mop all hard surface floors.
- Wipe down lobby furniture and remove all dust and smudges
- Dust and wipe all horizontal surfaces, including ledges, railings, and tables
- Clean entry glass for each office, including doors and connecting areas, to remove all prints and smudges
- Spot clean walls to remove all marks and spills
- Wipe downs walls, around hand rails
- Clean and disinfect sinks in kitchen area

Bi-Weekly duties:

- Vacuum carpets and mats at least twice a week; could be more depending on how dirty the floors get.

Weekly duties:

- Vacuum and clean along baseboards, in corners, and under desks and furniture to remove any debris
- Wipe down walls and cabinets in all kitchen areas
- Dust all railings, vents, and other reachable areas to remove cobwebs

▪ **COLE COUNTY AUDITOR/TREASURER OFFICE**

- Located at 308 East High St, Jefferson City, Mo
- Just the Auditor/Treasurer individual office space which includes 5 offices and a reception area)
- Clean once a week on Wednesdays
- Number of restrooms: 0

Daily duties:

- Empty all trash cans, replace the liner and take trash to the dumpster
- Sweep and wet mop all hard surface floors.
- Dust and wipe all horizontal surfaces, including ledges, railings, and tables
- Clean entry glass for each office, including doors, to remove all prints and smudges
- Spot clean walls to remove all marks and spills
- Wipe down walls
- Clean and disinfect sinks in kitchen area

Bi-Weekly duties:

- Vacuum carpets and mats at least twice a week; could be more depending on how dirty the floors get.

Weekly duties:

- Vacuum and clean along baseboards, in corners and under desks and furniture to remove any debris
- Wipe down walls and cabinets in kitchen area
- Dust vents and other reachable areas to remove cobwebs

▪ **COLE COUNTY SHERIFF'S DEPARTMENT**

- Located at 350 East High Street, Jefferson City, Mo
- Only cleaning two floors within the facility
- 150,000 Square Feet
- Number of restrooms: 13

Daily duties:

- Empty all trash cans, replace the liner and take trash to the dumpster
- Disinfect all restrooms – all sinks, toilets (cleaned inside and out), and countertops. Wet mop all floor surfaces and clean mirrors. Replenish all paper towels, toilet paper, and soap dispensers as needed. Wipe down walls and stalls
- Sweep and wet mop all hard surface floors.
- Wipe down lobby furniture and remove all dust and smudges
- Dust and wipe all horizontal surfaces, including ledges, railings, and tables
- Clean entry glass for each office, including doors and connecting areas, to remove all prints and smudges
- Spot clean walls to remove all marks and spills
- Sweep stair wells
- Wipe down walls, around hand rails and in elevator area
- Clean and disinfect sinks in kitchen area

Bi-Weekly duties:

- Vacuum carpets and mats at least twice a week; could be more depending on how dirty the floors get.

Weekly duties:

- Vacuum and clean along baseboards, in corners and under desk and furniture to remove any debris
- Wipe down walls and cabinets in kitchen area
- Dust railings, vents, and other reachable areas to remove cobwebs

▪ **COLE COUNTY PUBLIC WORKS DEPARTMENT**

- Located at 5055 Monticello Road, Jefferson City, Mo
- Cleaning of two buildings; one is 15,400 Square Feet and the other is 6,300 Square Feet
- Clean three days a week
- This department will be considered an add-on on the bidder response form
- Number of restrooms: 2

Daily duties:

- Empty all trash cans, replace the liner and take trash to the dumpster
- Disinfect all restrooms – all sinks, toilets (cleaned inside and out), and countertops. Wet mop all floor surfaces and clean mirrors. Replenish all paper towels, toilet paper, and soap dispensers as needed. Wipe down walls and stalls
- Sweep and wet mop all hard surface floors. Vacuum carpet and mats
- Wipe down lobby furniture and remove all dust and smudges
- Dust and wipe all horizontal surfaces, including ledges, railings and tables

- Clean entry glass for each office, including doors and connecting areas, to remove all prints and smudges
- Spot clean walls to remove all marks and spills
- Clean and disinfect sinks in kitchen area

Weekly duties:

- Vacuum and clean along baseboards, in corners and under desk and furniture to remove any debris
- Wipe down walls and cabinets in kitchen area
- Dust railings, vents, and other reachable areas to remove cobwebs

Monthly duties:

- Wax floors, vacuum and clean along baseboards, in corners, and under desks and furniture to remove debris

Yearly duties:

- Strip and wax floors

▪ **COLE COUNTY EMERGENCY MANAGEMENT SERVICES**

- Located at 319 Adams Street, Jefferson City, Mo
- 2 Floors
- 5,500 Square Feet
- This facility will be considered an add-on on the bidder response form

Daily duties:

- Empty all trash cans, replace the liner and take trash to the dumpster
- Disinfect all restrooms – all sinks, toilets (cleaned inside and out), and countertops. Wet mop all floor surfaces and clean mirrors. Replenish all paper towels, toilet paper, and soap dispensers as needed. Wipe down walls and stalls
- Sweep and wet mop all hard surface floors. Vacuum carpets and mats
- Wipe down lobby furniture and remove all dust and smudges
- Dust and wipe all horizontal surfaces, including ledges, railings, and tables
- Clean entry glass for each office, including doors and connecting areas, to remove all prints and smudges
- Dust all railings and other reachable areas to remove cobwebs
- Spot clean walls to remove all marks and spills
- Sweep stair wells
- Wipe down walls, around hand rails, and in elevator area
- Clean and disinfect sinks in kitchen area

Weekly duties:

- Vacuum and clean along baseboards, in corners and under desks and furniture to remove any debris
- Wipe down walls and cabinets in all kitchen areas
- Dust vents and all areas for cobwebs

Quarterly duties:

- Clean windows

Bi-annual duties:

- Buff floors

- 3.2 **MATERIALS, SUPPLIES, AND EQUIPMENT.** Janitorial closets are located within the building for the materials, supplies, and equipment including mops, brooms, dust cloths, and other items. The closet and the stored items shall be kept clean and in an orderly manner by the vendor at all times. Cole County will provide all cleaning materials, supplies, and equipment. Once an item has run out, it is the responsibility of the vendor to notify the Maintenance Director.
- 3.3 **SECURITY.** Keys and/or cards to the facility and certain areas will be furnished by the County. It shall be the vendor's responsibility for safe keeping of all keys and/or cards in their custody. Any lost keys shall be reported immediately to the county's representative. If the vendor loses a key, the vendor shall be required to pay the county's cost to replace the key and/or card. If a breach of security results from the loss of keys, requiring locks to be changed or re-keyed, the vendor shall be charged the county's costs. The charges shall be deducted from the monthly payment due to the vendor. If any keys issued to the vendor during the term of the contract are not returned at the expiration date of the contract, replacement keys or hardware replacement as described above shall be deducted from the final payment to the vendor. If the vendor's employee is suspected of theft, violence, harassment or other improper conduct while working at the County facility, the vendor shall be required to fully cooperate. The vendor employees shall not prop open, block open, or leave unlocked any facility door, window, or other access points and shall not allow anyone in that isn't a vendor employee or approved by first. The vendor employees cannot move or read papers on any desks, open any desk drawers or cabinets, use telephones or any other office equipment.
- 3.4 **BACKGROUND CHECKS.** Background checks shall be required for all janitorial staff working in the county facilities.
- 3.5 **PAYMENT.** The contractor must submit an invoice at the end of each month that includes the monthly fixed fees and the number of days/hours worked in the facility.
- 3.6 **CONTRACT TERM.** It is the intent of Cole County to establish a one-year contract, starting as soon as possible, with the inclusion of an option for renewal under the same terms and conditions, at the County's option, for up to two (2) additional one (1) year periods beyond the initial term. Any subsequent extension agreement must take place between Cole County and the successful respondent at least 30 days prior to contract expiration. Price adjustment for inflation for any subsequent extension must not exceed 3% (three percent) per year and must be agreement to both parties. Price adjustments must only occur during the renewal timeframe.
- 3.7 **PROPERTY DAMAGE.** Any damage to County property (including property to staff, visitors, passersby, etc.) must be reported immediately to Cole County. Repairs to damaged property will be at the contractor's expense
- 3.8 **CONTRACTOR EMPLOYEES.** Names, dates of birth, social security numbers, driver's license numbers, and fingerprint samples of all employees who do work in conjunction with this contract may be required at any time by Cole County. Any employee of the contractor may be subject to a background investigation and security check, as is normally required for personnel of Cole County. Cole County reserves the right to deny any person for any reason, at the sole discretion of the County, and without hearing or appeal.

Subcontracting will NOT be permitted; all workers shall be employees of the contractor.

The use of alcohol, illegal drugs and profanity is prohibited on County property. Tobacco products may be used only in designated areas.

The following Dress Code is expected to be adhered to:

- Shirts or T-shirts are to be worn at all times
- No unsightly logo's on shirts such as Beer Advertising, Tobacco, etc.
- Jamacia length shorts allowed during extreme weather

3.9 **MANDATORY PRE-BID INFORMATION.** The mandatory pre-bid meeting will start at the Cole County Commission Chambers located at 311 East High Street, Room 200, Jefferson City, Mo. The Commission Chambers is located within the Annex Building, we will do a walk-thru of the Annex Building first and then do the walk-thru for the following facilities:

- Cole County Courthouse (301 East High Street)
- Carnegie Building (210 Adams St)
- Cole County Sheriff's Department (350 East High Street)
- Cole County Auditor/Treasurer Office (308 East High Street)
- Cole County Emergency Management Services (319 Adams Street)
- Prenger Family Center (400 Stadium Blvd)
- Cole County Emergency Management Services (1736 Southridge Blvd)
- Cole County Health Department (3400 West Truman Blvd)
- Cole County Public Works Department (5055 Monticello Rd)

BID NUMBER 2025-23
GENERAL CLEANING & JANITORIAL SERVICES

REFERENCES

To be considered qualified by the County for the work contemplated herein, the respondent should have had completed a minimum of three (3) projects of similar size and scope over the past two (2) years. For the purpose of verifying quality of service, please list customer references that the County may contact.

REFERENCE ONE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE TWO

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE THREE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE FOUR

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE FIVE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he is _____
(title of person signing)

of _____

(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid .

(BY) _____

(BY) _____

Sworn to before me this _____ day of _____, 20 ____

Notary Public

My Commission expires: _____

Sample E-Verify Memo of Understanding – MOU Electronic Signature Page



Company ID Number: XXXXXXXX

Approved by:

Employer <i>Your Company Name</i>	
Name (Please Type or Print) <i>John Doe</i>	Title
Signature <i>Electronically Signed</i>	Date <i>11/30/2023</i>
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 11/30/2023

BID NUMBER 2025-23
GENERAL CLEANING & JANITORIAL SERVICES BID FORM

The Bidder Response Form must include all services described in Section 3.1 within the above RFP as well as any information added by an addenda. Be sure to include ALL services within this form.

▪ **COLE COUNTY ANNEX BUILDING (311 East High Street)**

Estimated Number of Hours per Day: _____ hours

Estimated Number of Staff Members per Day: _____ staff members

TOTAL MONTHLY FEE - \$ _____

▪ **COLE COUNTY COURTHOUSE (301 East High Street)**

Estimated Number of Hours per Day: _____ hours

Estimated Number of Staff Members per Day: _____ staff members

TOTAL MONTHLY FEE - \$ _____

▪ **CARNEGIE BUILDING (210 Adams Street)**

Estimated Number of Hours per Day: _____ hours

Estimated Number of Staff Members per Day: _____ staff members

TOTAL MONTHLY FEE - \$ _____

▪ **COLE COUNTY HEALTH DEPARTMENT (340 West Truman Blvd)**

Estimated Number of Hours per Day: _____ hours

Estimated Number of Staff Members per Day: _____ staff members

TOTAL MONTHLY FEE - \$ _____

▪ **COLE COUNTY EMERGENCY MANAGEMENT SERVICES (1736 Southridge Dr)**

Estimated Number of Hours per Day: _____ hours

Estimated Number of Staff Members per Day: _____ staff members

TOTAL MONTHLY FEE - \$ _____

- **PRENGER FAMILY CENTER (400 Stadium Blvd)**

Estimated Number of Hours per Day: _____hours

Estimated Number of Staff Members per Day: _____ staff members

TOTAL MONTHLY FEE - \$ _____

- **COLE COUNTY AUDITOR/TREASURER OFFICE (308 East High Street)**

Estimated Number of Hours per Day: _____hours

Estimated Number of Staff Members per Day: _____ staff members

TOTAL MONTHLY FEE - \$ _____

- **COLE COUNTY SHERIFF'S DEPARTMENT (350 East High Street)**

Estimated Number of Hours per Day: _____hours

Estimated Number of Staff Members per Day: _____ staff members

TOTAL MONTHLY FEE - \$ _____

ADD-ON'S:

- **COLE COUNTY PUBLIC WORKS (5055 Monticello Road)**

Estimated Number of Hours per Day: _____hours

Estimated Number of Staff Members per Day: _____ staff members

TOTAL MONTHLY FEE - \$ _____

- **COLE COUNTY EMERGENCY MANAGEMENT SERVICES (319 Adams Street)**

Estimated Number of Hours per Day: _____hours

Estimated Number of Staff Members per Day: _____ staff members

TOTAL MONTHLY FEE - \$ _____

Name of Company

Authorized Signature

Date