

REQUEST FOR PROPOSALS

GENERAL JANITORIAL SERVICE

Full Employment Council, Inc. (FEC)

**PRE-BID CONFERENCE &
PRE-BID FACILITIES TOUR**

10:00 A.M.

TUESDAY, JUNE 29, 2021

BID DEADLINE

5:00 P.M.

FRIDAY, JULY 9, 2021

PROPOSALS SHOULD BE ADDRESSED TO:

**STAN BARRETT
SPECIAL PROJECTS MANAGER
FULL EMPLOYMENT COUNCIL
1740 PASEO
KANSAS CITY, MO 64108
TELEPHONE: (816) 471-2330 EXT. 1209**

PUBLIC NOTICE

The Full Employment Council, Inc. (FEC) will receive Proposals for the following:

GENERAL JANITORIAL SERVICES

Copies of the RFP may be obtained at: the Full Employment Council, 1740 Paseo Blvd., Kansas City, MO 64108; by contacting Stan Barrett, Special Projects Manager, 816-471-2330, ext. 1209; or can be downloaded at www.kcvworks.org. To be considered, one (1) original and four (4) copies (4 CD copies acceptable) of a proposal must be received and stamped by FEC no later than **5:00 p.m., Friday, July 9, 2021** to the **Attention: Stan Barrett, Special Projects Contractor, Full Employment Council, Inc., 1740 Paseo Blvd., Kansas City, MO 64108.**

The Full Employment Council reserves the right to reject any or all proposals, to take any or all proposals under advisement, or to accept any proposals as may be deemed in its interest as meeting the standards of best and lowest proposal. **A pre-bid conference via zoom will be on Tuesday, June 29, 2021 at 10:00 a.m. All interested parties are encouraged to participate.** To receive the link for the conference, email B. Michael Long at mlong@feckc.org. All interested parties are required to attend. Proposals must be received and stamped at the Full Employment Council no later than **5:00 p.m., Friday, July 9, 2021.**

It is the policy of the Full Employment Council not to discriminate in access to, or employment in, its programs and activities for any unlawful reason, such as race, color, national origin, sex, age, religion, or disability in Violation of the Civil Rights Act of 1991 and applicable regulations.

EOE/AA/M/F/V/ADA EMPLOYER

**Request for Proposal
General Janitorial Services**

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**REQUEST FOR PROPOSALS
GENERAL JANITORIAL SERVICE**

To Whom It May Concern:

You are invited to submit a proposal to provide GENERAL JANITORIAL SERVICE and services related to the maintenance thereof to the Full Employment Council, Inc. (FEC). The FEC is a not-for-profit Missouri Corporation administering the Workforce Investment Opportunity Act in Kansas City & Vicinity and Eastern Jackson County.

PROPOSAL DEADLINE

The pre-bid conference and facilities tour will begin at 1740 Paseo, Administration Conference Room, **Tuesday, June 29, 2021 at 10:00 am**. All inquiries/questions should be asked via the zoom pre-bid conference.

Sealed proposals must be received no later than **5:00 p.m.**, local time, **Friday, July 9, 2021** by FEC at 1740 Paseo, Kansas City, MO 64108. **Late proposals will not be considered.**

PROPOSAL SPECIFICATIONS

Proposals shall indicate prices for general janitorial services for locations listed on the General Janitorial Attachment (Attachment A). The scope of work expected is detailed in the Scope of Work attachment (Attachment B). A Successful Offeror Representative will perform routine spot checks at least once per week to ensure quality of service. All work is to be performed to the satisfaction of the FEC.

Prices are to remain constant during the specified contract period.

Price quotes should be made based on monthly billing for each location on a per square foot basis. The awarded contractor may be used for new locations opened or removed from any location that closes at the discretion of FEC.

CONTRACT PERIOD

A contract will be awarded to the successful Offeror for a period of one year starting on or around August 1, 2021 through July 31, 2022.

The FEC reserves the right to extend the contract for up to (2) two years in (1) one year periods. Any decision made regarding renewing the contract for any extended period of time rest solely with the FEC. Prices may be negotiated for the subsequent year not to exceed an increase of 5% after the initial year's negotiated contract amount.

This request for proposal is not to be construed as a contract or commitment of any kind. The Full Employment Council, Inc., reserves the right to accept, reject or negotiate the terms of any proposals submitted in response to this request.

I. GENERAL INFORMATION

A. Purpose

This 'Request for Proposal' is to solicit bids for Janitorial Service by the Full Employment Council, Inc.

B. Who May Respond

Only established Janitorial Service Providers may respond to this RFP. (Established is defined as having been in business for at least two consecutive years with verifiable accounts.)

C. Instructions on Proposal Submission

1. Closing Submission Date

Sealed proposals must be received no later than 5:00 p.m., local time, July 9, 2021 by FEC at 1740 Paseo, Kansas City, MO 64108. Late proposals will not be considered.

2. Condition of Proposal

All costs incurred in the preparation of proposals in response to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Full Employment Council, Inc.

3. Your proposal should be addressed as follows:

Stan Barrett
Special Projects Contractor
Full Employment Council, Inc.
1740 Paseo Blvd.
Kansas City, MO 64108

Offeror's proposal must be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
5:00 p.m., Friday, July 9, 2021
SEALED PROPOSAL
For Janitorial Service

D. Right to Reject

The Full Employment Council, Inc. reserves the right to reject any and all proposals received in response to the RFP. A contract for the accepted proposal will be based upon the factors described in the RFP.

Offerors are cautioned not to contact employees of the Full Employment Council, Inc. concerning this RFP during the competitive evaluation process. Failure to comply with this instruction is sufficient cause for disqualification.

E. Non-responsive Proposals

Proposals will be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received on time in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certificate of Insurance and Assurances.
4. The proposal is not adequate to form a judgment by the reviewer.

F. Prevailing Wage

The company that is selected to provide General Janitorial services, in accordance with this request for proposals, must pay any employees working on this contract at a rate equal to or greater than the prevailing wage for the Kansas City, MO. area. This information can be found at the Missouri Economic Research and Information Center.

First-Line Supervisors/Managers

Supervise work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.

- **State of Missouri 2019**

| Occupation | Employment | Hourly Wage (mean) | Hourly Wage (entry) | Hourly Wage (experience) | Annual Wage (mean) | Annual Wage (entry) | Annual Wage (experience) |
|--|------------|--------------------|---------------------|--------------------------|--------------------|---------------------|--------------------------|
| First-Line Supervisors of Housekeeping and Janitor | 3,190 | \$19.52 | \$14.37 | \$23.31 | \$40,610.00 | \$29,890.00 | \$48,480.00 |

- **Kansas City, MO-KS Metropolitan Statistical Area 2019**

| Occupation | Employment | Hourly Wage (mean) | Hourly Wage (entry) | Hourly Wage (experience) | Annual Wage (mean) | Annual Wage (entry) | Annual Wage (experience) |
|--|------------|--------------------|---------------------|--------------------------|--------------------|---------------------|--------------------------|
| First-Line Supervisors of Housekeeping and Janitor | 930 | \$20.19 | \$14.60 | \$25.21 | \$43,610.00 | \$30,360 | \$52,440 |

Janitors and Cleaners, Except Maids and Housekeeping

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

• **State of Missouri 2019**

| Occupation | Employment | Hourly Wage (mean) | Hourly Wage (entry) | Hourly Wage (experience) | Annual Wage (mean) | Annual Wage (entry) | Annual Wage (experience) |
|--|-------------------|---------------------------|----------------------------|---------------------------------|---------------------------|----------------------------|---------------------------------|
| Janitors and Cleaners, Except Maids and Housekeeping | 39,860 | \$13.53 | \$10.38 | \$15.43 | \$28,140.00 | \$21,580.00 | \$32,090.00 |

• **Kansas City 2019**

| Occupation | Employment | Hourly Wage (mean) | Hourly Wage (entry) | Hourly Wage (experience) | Annual Wage (mean) | Annual Wage (entry) | Annual Wage (experience) |
|--|-------------------|---------------------------|----------------------------|---------------------------------|---------------------------|----------------------------|---------------------------------|
| Janitors and Cleaners, Except Maids and Housekeeping | 6,670 | \$15.01 | \$11.39 | \$17.34 | \$31,228.00 | \$23,682.00 | \$37,318.00 |

Source: Division of Occupational Employment Statistics
U.S. Bureau of Labor Statistics

G. Small and/or Minority-Owned Businesses

Efforts will be made by the Full Employment Council, Inc. to utilize small businesses and minority-owned businesses when the proposals are competitive in quality and price.

H. Compliance with Missouri Revised Statute § 285.530(1)

FEC shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A. If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse FEC and suspend or debar the contractor from doing business with the

state. The contractor agrees to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

Further, FEC has entered into a Memorandum of Understanding with a Federal Work Authorization Program, E-Verify, a copy of which is attached to this RFP (Attachment 5).

Bidder hereby certifies that it does not knowingly employ any unauthorized aliens to perform work within the state of Missouri, as prohibited by Missouri Revised Statute §285.530(1).

Additionally, Bidder understands that if its bid is selected, Bidder's contract with FEC will affirmatively state that Bidder is not knowingly in violation of Missouri Revised Statute § 285.530(1) and shall not henceforth be in such violation, and Bidder will be required to sign a sworn affidavit under the penalty of perjury attesting to the fact that its employees are lawfully present in the United States.

Bidder further understands that FEC shall not be liable for any loss, liability, or claim arising out of Bidder's employment of an unauthorized alien.

I. State of Missouri Vendors

Efforts will be made by the Full Employment Council, Inc. to utilize businesses that are licensed to do business in the State of Missouri.

J. Review Process

The Full Employment Council, Inc. may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offeror's proposal. However, the Full Employment Council, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

Criteria for evaluating the bids will be based on the best and lowest proposal.

K. Notification of Award

It is expected that a decision selecting the successful Offeror will be made within two (2) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Offerors submitting proposals in response to this Request for Proposals will be informed, in writing, of the decision.

It is expected that the contract shall be for one year from August 1, 2021 through July 30, 2022 with the option for (2) two additional years.

L. Options

At the discretion of the Full Employment Council, Inc. this contract can be extended for two additional one-year periods. The Full Employment Council, Inc. and the Offeror will agree upon the cost for the option periods. It is anticipated that the cost for the optional years will be based upon the same approximate costs of the contract for the initial year and shall not exceed 5% of the prior year negotiated amount.

The Full Employment Council, Inc. reserves the right to vary the provisions set forth herein at any time prior to the execution of the contract.

The Full Employment Council, Inc. is under no legal requirement to grant a contract based on making this Request for Proposal.

M. Assignment

The Offeror agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of the contract of any right, title, obligation or interest it may have therein. Any such action will result in cancellation of the contract unless approved in writing by the FEC Chief Executive Officer.

N. Description of Entity

The Full Employment Council, Inc. is a nonprofit organization, which serves two service delivery areas (Kansas City & Vicinity and East Jackson County) in the state of Missouri.

The Full Employment Council, Inc. is a private nonprofit corporation and is therefore exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. The FEC is governed by a volunteer Board of Directors. Administrative offices and all records are located at 1740 Paseo, Suite D, Kansas City, MO 64108.

O. Relationship of the Parties

It is understood and agreed that Provider is a separate legal entity from FEC and neither it nor any of its employees, volunteers, or agents contracted by it shall be deemed for any purposes to be employees or agents of FEC. Provider assumes full responsibility for the actions of its personnel and volunteers while performing any services incident to the Contract, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), workers' compensation, disability benefits and like requirements and obligations.

Nothing in the Agreement shall be deemed or construed to create any third party beneficiaries or otherwise give any third party any claim or right of action against any party to this Agreement.

P. Nondiscrimination and Labor Standards

As a condition to the award of financial assistance under WIOA from the Department of Labor, the Contractor assures, with respect to operation of the WIOA-funded program or activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, including the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended, title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

- (a) The Contractor shall comply with:
 - (1) 29 U.S.C. 1551 and 1557, which sections are incorporated herein by this reference as if fully rewritten, and covenants that no person with responsibilities in the operation of any program under WIOA shall discriminate with respect to any program participant, any applicant for participation in such program, or deny employment in the administration of such program because of race, color, religion, sex, national origin, age, disability or political affiliation or belief, and as appropriate, citizenship.
 - (2) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000 (d)); Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000 (e)); and Executive Orders 11246 and 11375, which are incorporated herein by this reference as if fully rewritten, and covenants that no person in the United States shall, on the grounds of race, color or national origin, be subjected to discrimination under any program or activity for which the Contractor herein receives federal financial assistance. The Contractor shall immediately take any measures necessary to effectuate this requirement.
 - (3) The Fair Labor Standards Act of 1963, as amended, (29 U.S.C. 201-219), which is incorporated herein by this reference as if fully rewritten and covenants that the Contractor shall not practice wage differentiation in employment based on sex and to include the minimum and maximum hours provisions as they apply to hospital and educational institution employees of state and local governments. It shall comply with the Missouri Child Labor Law

- (294 RSMO 1978), which is incorporated herein by this reference as if fully rewritten.
- (4) The Age Discrimination in Employment Act of 1967 (29 U.S.C. 621), which is incorporated herein by this reference as if fully rewritten, and covenants that the Contractor shall not discriminate against employees or job applicants between the ages of forty and seventy years.
 - (5) The Age Discrimination in Employment Act of 1975 (42 U.S.C. 6102), which is incorporated herein by this reference as if fully rewritten, and covenants that the Contractor shall not exclude from participation, in any program or activity, deny a benefit of, or subject to discrimination, any person in the United States on the basis of age.
 - (6) The Rehabilitation Act of 1973 (29 U.S.C. 793-794) and the Vietnam Era Veterans Readjustment Act of 1974 (38 U.S.C. 2012-1014), which are incorporated herein by this reference as if fully rewritten, and covenants that it shall not discriminate in an employment situation against mentally or physically handicapped or disabled persons or veterans, if such individuals are capable of performing the work involved in the employment situation.
 - (7) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683), which is incorporated herein by this reference as if fully rewritten, which provides that no person shall, on the basis of sex, be excluded from participation in, denied the benefits or, or otherwise be subjected to discrimination under any education or training program or activity receiving financial assistance from the Department of Labor.
 - (8) 29 CFR 34.20, which is incorporated herein by this reference as if fully rewritten, and covenants that it shall not discriminate and it shall provide equal opportunity.
 - (9) The Americans with Disabilities Act of 1990, Public Law 101-336 and the Non-traditional Employment for Women Act of 1991 and associated Code of Federal Regulations published in the Federal Register, as applicable to the entity directly or indirectly as recipients of contracted funds from the State of Missouri.
- (b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, sex, religion, national origin, or physical or mental disabilities; provided, however, in the instance of a person who is disabled that the person's disability does not prevent that person from

doing the job that person would be hired to perform. Affirmative action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor also covenants to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the One-Stop Operator's EEO Officer setting forth the provisions of this non-discrimination clause.

- (c) If fifty (50) or more persons are employed by the Contractor, the Contractor shall develop and implement a written Affirmative Action Plan to institute the assurances of paragraphs (a) and (b) above. The Plan shall include: (1) a utilization analysis (2) goals and timetables, and (3) action-oriented programs. The Contractor agrees to comply with any requirements for changes to Plan required by the One-Stop Operator/Fiscal Agent in accordance with applicable law and WIOA Regulations.

If fewer than fifty (50) persons are employed by the Contractor, the Contractor shall implement a written affirmative action policy that includes the assurances of paragraphs (a) and (b) above.

- (d) The Contractor shall, in all solicitations or advertisements for employment places by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin or condition or physical or mental disability, provided, however, in the instance of a disabled person, that the person's disability does not prevent that person from doing the job that person would be hired to perform.
- (e) The Contractor covenants that this agreement is subject to the Missouri Discriminatory Employment Practices Act, codified as Sections 296.010 to 296.070 of the Revised Statutes of Missouri.
- (f) The Contractor covenants that this agreement is subject to the Missouri State Law providing equal pay for women as codified in Sections 290.400 to 290.450 of the Revised Statutes of Missouri.
- (g) The One-Stop Operator/Fiscal Agent shall have the authority to require the Contractor to take corrective and/or remedial action if the Contractor

violates the nondiscrimination and equal opportunity provisions. If the Contractor fails to take the required action, the One-Stop Operator/Fiscal Agent shall have the authority to impose such sanctions as are necessary to end the discrimination in accordance with Section 164 of the Act. The Contractor shall further notify its subcontractor, if any, of the applicability of this paragraph to all the Contractor's subcontractors.

II. THE PROPOSAL SHOULD INCLUDE THE FOLLOWING:

- 1) Organizational capabilities
- 2) Past experience and references
- 3) Price quote/Cost Proposal Summary (see Attachment C)
- 4) Certificate of Insurance
- 5) Management and Supervision Plan
- 6) Quality Control Practices
- 7) Assurances (see Attachment D)
- 8) Proposal Cover Sheet (see Attachment E)
- 9) Authorizing Resolution (see Attachment F)
- 10) Ethical Standards Affidavit (see Attachment G)
- 11) Conflict Interest Affidavit (see Attachment H)
- 12) E-Verification (see Attachment I)
- 13) Affirmative Action Plan
- 14) Diversity Profile (Employee Census)

In addition, the following work central issues need to be addressed:

➤ **Staffing and Supervision**

Please indicate the management and supervision plan/ structure used by your company.

Specifically identify the person(s) who will work directly with FEC. Submit a resume of the person(s) who will serve as the contractors' representative and provide direct on-site supervision of the contractor's employees. The resume should clearly identify the qualifications of the person(s) and his/her experience in managing comparable contracts. Also provide a description of the duties of the supervisor to include the minimum number of hours the supervisor will be on site on a weekly basis.

Describe your company's training program. Provide details regarding the training of personnel to ensure the efficient completion of assigned tasks safe work methods. This program should clearly address employee training, product and equipment standardization, safety/compliance and management development. Also discuss on-site continued training program in janitorial methods and standards, equipment standardization, and safety compliance.

Describe your proposed staffing plan for FEC. This should include an organizational chart showing proposed staffing and supervision for FEC. Clearly identify the qualifications and criteria used to select employees and indicate the minimum requirements necessary to fill

a vacancy. Also describe how vacancies will be handled in the event one or more persons call in sick or terminate their employment. Finally, list your average cleaning employee turnover rates for full time and part time employees.

➤ **Quality Control**

Please indicate the quality control mechanisms to be employed by your company to ensure customer satisfaction, address complaints, and resolve problems as they occur.

➤ **Cost Proposal**

Please include separate cost proposals and pricing for each location.

Failure to follow instructions may be cause to judge the proposal non-responsive. It is the responsibility of the Offeror to ensure that the Full Employment Council, Inc. receives the proposal by the date and time specified above. Late proposals will not be considered and will be returned unopened.

III. CERTIFICATIONS ON BEHALF OF THE OFFEROR:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in the proposal have not been knowingly disclosed by the Offeror, prior to an award, to any other Offeror or potential Offeror.
- E. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
- F. The individual signing certifies that the Offeror, and/or the business entity has not been debarred or suspended from doing work or conducting business with any federal, state or local government.
- G. The individual signing agrees to abide by the Offeror assurance.
- H. Provisions of Summer Youth Employment Opportunities
Part of the objective of the Full Employment Council, Inc. is to provide employment opportunities for FEC referred youth during the summer. At least one (1) youth shall be employed as a summer intern and referred and certified through FEC between the ages of 16-24 years of age.

Dated this _____ day of _____, 2021

Offeror's Firm Name

Signature of Offeror's Representative

Printed Name and Title
of Individual Signing

**ATTACHMENT A
LOCATIONS OF SERVICES**

| | |
|---|---------------------------|
| I. <u>Location</u> | <u>Square Feet</u> |
| 1740 & 1720 Paseo, Kansas City, MO 64108 | 23,369 |
| Link Extension and Offices | 3,677 |
| <u>Staff Required Per Location</u> | 4 |

Schedule

All work is to be done 5 days a week, Monday thru Friday. Work is to begin by 6:00 p.m. and be completed by 9:00 p.m. daily.

| | |
|--|---------------------------|
| II. <u>Location</u> | <u>Square Feet</u> |
| 3100 NE 83 rd Street, Kansas City, MO 64108 | 5,320 |
| Suites 1201, 2100 and 2800 | |
| <u>Staff Required Per Location</u> | 1 |

Schedule

All work is to be done 5 days a week, Monday thru Friday. Work is to begin by 6:00 p.m. and be completed by 9:00 p.m. daily.

| | |
|---|---------------------------|
| III. <u>Location</u> | <u>Square Feet</u> |
| Summit Ridge Center Space 110, 104 & 105 | 2,000 |
| 1524 East 23 rd , Independence, MO | |
| <u>Staff Required Per Location</u> | 1 |

Schedule

All work at 1520 and 1524 East 23rd is to be done 5 days a week, Monday thru Friday. Work is to begin 6:00 p.m. and be completed by 9:00 p.m.

1

| | |
|---|---------------------------|
| IV. <u>Location</u> | <u>Square Feet</u> |
| 6025 Prospect | 10,000 |
| Kansas City, MO | |
| <u>Staff Required Per Location</u> | 1 |

Schedule

All work is to be done 5 days a week, Monday thru Friday. Work is to begin by 6:00 p.m. and be completed by 9:00 p.m. daily.

**ATTACHMENT B
SCOPE OF WORK**

Areas of Work for All Facilities where applicable):

- 1) Atriums
- 2) Office Areas
- 3) Conference Rooms
- 4) Lunch Rooms
- 5) Hallways
- 6) Utility Rooms
- 7) Kitchen Areas
- 8) Electrical Rooms
- 9) Lobby Area
- 10) Restrooms
- 11) Classrooms
- 12) Break rooms
- 13) Computer Labs/ Radio Studio

Maintenance Tasks

- A) Power vacuum all carpeted areas daily (including edging).
- B) Damp mop all tile floor areas free of marks and stains daily.
- C) Bi-weekly wax all floors.
- D) Daily dusting furniture, file cabinets, lockers tops, tables, desks, windowsills, ledges doors, chairs, blinds and bookshelves. Articles on desks, such as telephones, typewriters, address finders, computers, etc. will be dusted as needed. Any remaining work papers on desktops will not be moved or rearranged.
- E) Empty and damp wipe the wastebaskets daily. Janitorial service to supply and replace liners in all trash cans daily. Empty trash containers on the outside of the building daily.
- F) Remove the trash from the building to the dumpster(s) provided daily.
- G) Clean the restroom commodes and sinks with a disinfectant cleaner daily. Daily mopping of restroom floors and wiping down restroom walls.
- H) Wash the restroom mirrors, ledges, chrome doors and walls with a disinfectant cleaner daily.
- I) Refill toilet tissue and paper towel dispensers daily.

Monthly Maintenance

- A) Wash the windows inside and outside once a month.
- B) Shampoo carpeted areas once a month.

Quarterly Maintenance

A) Strip and Wax all tile, VCT or similar floors.

Staff Required Per Location

Based on the square footage of each facility and the daily maintenance requirements to be completed, the Full Employment Council, Inc. is requiring our General Janitorial services provider to have the following number of employees at a minimum to meet the requirements of the contract:

| <u>Locations</u> | <u>Number of workers</u> |
|---|---------------------------------|
| ✓ 1740 & 1720 Paseo, Kansas City, MO 64108 <i>(Including Link Extension and Offices)</i> | 4 |
| ✓ 3100 NE 83 rd Street Kansas City MO 64119 | 1 |
| ✓ 1524 East 23 rd , Independence, MO 64055 | 1 |
| 6025 Prospect, Kansas City, MO 64130 | 1 |

There shall be at least one supervisor for every two locations.

**ATTACHMENT C
COST PROPOSAL SUMMARY**

SPECIAL REQUESTS

Special requests may be required for special circumstances when services beyond scope of work are needed. (i.e. Additional floor strip and buffing, carpet shampoo, cleaning, etc.)

- 1) 1740 and 1720 Paseo-Kansas City, MO 64108 (27,046 sq. ft. and offices)

Total Bid _____ @ _____ **per square ft.**

Special Request _____ @ _____ **per square ft.**

- 2) 3100 NE 83rd Street – Kansas City, MO 64119 (5,320 sq. ft.)

Total Bid _____ @ _____ **per square ft.**

Special Request _____ @ _____ **per square ft.**

- 3) 1524 East 23rd, Independence, MO 64055 (2,000 sq. ft.)

Total Bid _____ @ _____ **per square ft.**

Special Request _____ @ _____ **per square ft.**

- 4) 6025 Prospect Kansas City, MO 64130 (10,000 sq. ft.)

Total Bid _____ @ _____ **per square ft.**

Special Request _____ @ _____ **per square ft.**

Total Cumulative Bid _____ @ _____ **per sq. ft.**

Company: _____

Authorized Bidder: _____

Phone Number: _____

**ATTACHMENT D
OFFEROR'S ASSURANCES**

As a condition of receipt of funds, if awarded, the grant applicant assures that:

- (1) It shall comply fully with non-discrimination equal opportunity provisions of the WIOA Act, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.
- (2) It or its sub recipients shall not use funds provided through the RFP under WIOA to duplicate facilities or services available in the area (with or without reimbursement) from federal, state or local sources, unless it is demonstrated in the response to the RFP, and accepted by the Full Employment Council, Inc., that the WIOA-funded alternative services or facilities would be more effective or more likely to achieve performance goals.
- (3) To the best of its knowledge and belief, the cost data are accurate, complete and current as submitted in its proposal. (NOTE: The Full Employment Council, Inc., reserves the right to make price adjustment to contracts or modifications negotiated in reliance on such data to exclude any significant sum by which the price was increased because the Contractor had submitted data that were not accurate, complete or current as certified.)
- (4) It will meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:
 - Records accurately reflect actual performance.
 - Maintaining record confidentiality, as required.
 - Reporting financial, participant, and performance data, as required.
 - Complying with Federal and State non-discrimination provisions.
 - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
 - Meeting all applicable labor law, including Child Labor Law standards.

I am authorized by my Board of Directors, Trustees or other legally qualified officer, or as the owner of this agency or business to submit this proposal.

I hereby assure that all of the above are true.

| | |
|--|-------|
| Signature of Person with Signatory Authority | Date |
| Name (Typed) | Title |

**ATTACHMENT E
PROPOSAL COVER SHEET**

JANITORIAL SERVICES

| | |
|---|--|
| Name of Applicant (as in the Articles of Incorporation): | |
| Address: | |
| Contact Person & Title: | |
| Telephone & Fax Number: | |
| Contact Person & Title: | |
| E-Mail Address: | |
| Date/State of Incorporation: | |

CHECK LIST (Please submit the following documentations with RFP)

- Copy of Articles of Incorporation
- Signed and Dated Assurances
- Signed and Dated Debarment Form
- Signed Authorizing Resolution
- Signed Conflict of Interest Affidavit
- Signed Ethical Standards Affidavit
- Budget/Cost Information
- List of References with Telephone Numbers
- Most Recent Audit
- E-Verification
- Certificate of Liability
- Affirmative Action Plan
- Diversity Profile (Employee Census)
- Proposed Subcontractor(s): _____

REMINDER: To be considered, one (1) original and four (4) copies (4 CD copies acceptable) of a proposal must be received and stamped by FEC no later than 5:00 p.m., Monday, August 10, 2015 to the **Attention: Stan Barrett, Special Projects Manager, Full Employment Council, Inc., 1740 Paseo Blvd., Kansas City, MO 64108.**

**ATTACHMENT F
AUTHORIZING RESOLUTION**

(Must be completed by each Janitorial Service Provider)

WHEREAS, the Full Employment Council, Inc. is authorized to make awards for Janitorial Services; and, NOW, THEREFORE, be it resolved by the _____

Name of Corporation

That the _____ is authorized to execute the award agreement(s) on

behalf of the _____ with the Full Employment Council,
Name of Corporation

Inc./American Job Center, for provision of janitorial services according to the requirements of this document and all applicable Local, State and Federal laws and regulations.

Adopted this _____ *day of* _____, 20 _____.

Signature _____

Typed Name _____

Title _____
President or Chairman

ATTACHMENT G
ETHICAL STANDARDS AFFIDAVIT

(Must Be Notarized)

State of _____ County of _____

Contractor, after being first duly sworn, affirms that by its employment policy, standards and practices it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, ages or sex and that it is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.

Contractor understands that it shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request , influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

Contractors also understands that it shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award or a subcontract or order.

Contractor also understands that it shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a metropolitan government contract upon the agreement or understanding for a contingent commission, percentage or brokerage fee, except for the retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Contractor represents that it has not retained anyone in violation of the foregoing.

Contractor also understands that a breach of ethical standards could result in civil or criminal sanctions and/or debarment or suspension from being a seller, contractor or subcontractor under metropolitan government contracts.

And further, contractor sayeth not.

Print name of bidder: _____

Signature _____ *Date* _____

**ATTACHMENT H
CONFLICT OF INTEREST AFFIDAVIT**

(Must Be Notarized)

The advertisement for bids (and proposals) shall do all of the following:

State that the bid shall be accompanied by a sworn and notarized statement disclosing my familial relationship that exists between the owner or any employee of the bidder and any member of the board, or board of directors, or chief executive officer that does not include this sworn and notarized disclosure statement.

CHECK ONE OF THE TWO BOXES BELOW.

 List and describe all exist Conflicts of Interest. *(Attach an additional page if necessary.)*

 To the best of my knowledge, no conflict of interest exists.

Print name of bidder _____

Signature _____

Name of Company _____

City & State _____

Notary – State of _____ County of _____

Sworn to and subscribed before me, a notary public in and for the above state and county,

on this _____, Day of _____, 20 _____.

Notary Public _____

My Commission

Expires _____

**ATTACHMENT I
DEBARMENT FORM**

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before completing certification, read attached instructions which are an integral part of the certification)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of charged circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Partied Excluded from Procurement or Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and /or debarment.

**ATTACHMENT J
E-VERIFICATION**