

Request for Legislative Action

Res. #20983

Sponsor: Jalen Anderson

Date: June 13, 2022

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	20983
Sponsor(s):	Jalen Anderson	Legislature Meeting Date:	6/13/2022

Introduction

Action Items: ['Award']

Project/Title:

Awarding a 12 month term and supply contract with one (1) Twelve month option to extend for temporary janitorial services at the Criminal Justice Building, located at 1315 Locust, Kansas City, MO for the use by Public Works to be awarded to MC Janitorial, Olathe, Kansas under terms and conditions of invitation to bid #16-22.

Request Summary

Public Works Department Facilities Division requires a term and supply contract for temporary janitorial services. With the department estimated to spend \$165,000 annually for the service. Additional buildings could be added to the contract. The second year could be estimated to spend up to \$325,000. The Purchasing Department issued invitation to bid #16-22 in response to this need.

A total of 570 notices were distributed and 2 responses received.

Vendor and Location:

MC Janitorial - Olathe, KS Total cost: \$54.08

MBW Cleaning Services - Kansas City, MO Total cost: \$63.00

Pursuant to Section 1054.6 of Jackson County Code, The Director or Finance and Purchasing recommends award for janitorial services to MC Janitorial of Olathe, Kansas as the lowest and best bid, meeting specifications.

The award is made on "as needed basis" and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.

Contact Information

Department:	Public Works	Submitted Date:	5/27/2022
Name:	Courtney L. Jester	Email:	CJester@jacksongov.org
Title:	Administrative Supervisor	Phone:	816-881-4418

Budget Information

Amount authorized by this legislation this fiscal year:	\$ 0
Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$
Is it transferring fund?	No

Single Source Funding:

Request for Legislative Action

Fund:	Department:	Line Item Account:	Amount:
			!Unexpected End of Formula

Prior Legislation

Prior Ordinances

Ordinance:	Ordinance date:

Prior Resolution

Resolution:	Resolution date:
20454	June 25, 2020

Purchasing

Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Formal Bid
Core 4 Tax Clearance Completed:	Yes
Certificate of Foreign Corporation Received:	Yes
Have all required attachments been included in this RLA?	Yes

Compliance

Certificate of Compliance

In Compliance

Minority, Women and Veteran Owned Business Program

Reviewed for Goals:	
MBE: 9.50%	
WBE: 90.50%	Vendor is certified WBE
VBE: .00%	Voluntary

Prevailing Wage

Not Applicable	
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Fiscal Information

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.

Request for Legislative Action

Submitted by Public Works requestor: Courtney L. Jester on 5/27/2022. Comments:

Approved by Department Approver Kristina J. Johnson on 5/27/2022 11:21:56 AM. Comments:

Returned for more information by Purchasing Office Approver Barbara J. Casamento on 5/27/2022 12:52:58 PM. Comments: Please make the following corrections:

Project/Title: should read Awarding a 12 Month Term and Supply Contract with 1 12 month option to extend and it is a "Invitation to Bid" not "Intent to Bid"

Request Summary: your statement should read "additional buildings could be added to the contract" Correct intent to bid to Invitation to Bid

There were 570 notices distributed and 2 responses received

Hourly amounts should be shown with vendors (just the first two - which will show the lowest bid)

Submitted by Requestor Courtney L. Jester on 5/31/2022 10:51:01 AM. Comments:

Approved by Department Approver Brian Gaddie on 5/31/2022 4:32:29 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 5/31/2022 4:41:45 PM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 6/2/2022 9:58:28 AM. Comments:

Approved by Budget Office Approver Mark Lang on 6/2/2022 10:28:53 AM. Comments: No fiscal note required for T&S contracts.

Approved by Executive Office Approver Sylva Stevenson on 6/2/2022 10:44:22 AM. Comments:

Returned for more information by Counselor's Office Approver Elizabeth Freeland on 6/3/2022 9:14:01 AM. Comments: Please list prior legislation for temporary janitorial services. Thanks!

Submitted by Requestor Courtney L. Jester on 6/3/2022 9:25:34 AM. Comments:

Approved by Department Approver Brian Gaddie on 6/3/2022 9:50:24 AM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 6/3/2022 10:44:12 AM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 6/3/2022 3:40:29 PM. Comments:

Approved by Budget Office Approver Mark Lang on 6/6/2022 9:16:25 AM. Comments:



JACKSON COUNTY Facilities Management Division

Jackson County Courthouse
415 East 12th Street, Third Floor Mezzanine
Kansas City, Missouri 64106
jacksongov.org

(816) 881-3258
Fax: (816) 881-3583

MEMORANDUM

From: Rick Gerla, Facilities Management Administrator
To: Katelyn Edgar, Buyer, Purchasing Department
Date: April 15, 2022
Subject: 16-22 Custodial Services Recommendation

Katelyn,

This memorandum is being prepared and submitted in response to your request for feedback regarding the above contract being awarded by Jackson County for Custodial Services on a Term and Supply basis.

The Facilities Division would like to recommend moving forward with MC Janitorial, LLC., a vendor who applied for this contract. Annual spend will be around \$72,000.00 for the 1st year of the contract. With the possibility of additional buildings being added to the responsibility of the Facilities Management Division, the 2nd year spend could be as high as \$275,000.00

Thank you,

Rick Gerla
Facilities Management Administrator
816.881.3748 (desk)
816.217.9310 (mobile)

Frank White, Jr., County Executive



16-22 - Custodial Services

Project Overview

Project Details	
Reference ID	16-22
Project Name	Custodial Services
Project Owner	Katelyn Edgar
Project Type	ITB
Department	Fac. Mgmt Kansas City
Budget	\$0.00 - \$0.00
Project Description	Jackson County, Missouri is seeking bids for the furnishing of Custodial Services for use by the Jackson County, Missouri Facilities Management Department.
Open Date	Mar 14, 2022 1:00 PM CDT
Close Date	Apr 12, 2022 2:00 PM CDT



Seal status

Requested Information	Unsealed on	Unsealed by
Standard Contract	Apr 12, 2022 2:04 PM CDT	Katelyn Edgar
Affidavit	Apr 12, 2022 2:04 PM CDT	Katelyn Edgar
Certificate of Compliance	Apr 12, 2022 2:04 PM CDT	Katelyn Edgar
Statement of Contractor's Qualifications	Apr 12, 2022 2:04 PM CDT	Katelyn Edgar
Acknowledgement of Receipt of Addenda	Apr 12, 2022 2:04 PM CDT	Katelyn Edgar
Exhibit F, Bidder's Exceptions	Apr 12, 2022 2:04 PM CDT	Katelyn Edgar
Contractor's Utilization Plan	Apr 12, 2022 2:04 PM CDT	Katelyn Edgar
Pricing Sheet for Invitation to Bid No. 16-2 (BT-89PV)	Apr 12, 2022 2:04 PM CDT	Katelyn Edgar
After Business Hours Memo	Apr 12, 2022 2:04 PM CDT	Katelyn Edgar



Questions and Answers

MBW Cleaning Services

16-22 - Custodial Services Bid Questions

Dana McGill-Brown, Apr 02, 2022 12:16 PM CDT

Hello, We hope this message finds you well! Below are some questions we have related to our submission for the 16-22 Custodial Services Bid: - On the Affidavit, should our home information/county/state (Kansas) be listed at the top of the Affidavit or should the Facilities Management Dept. information/county/state (Missouri) be listed? - The Acknowledgment of Receipt of Addenda references a field to input "through and including numbers". Should this be the contract 16-22? - Where can we find the After Business Hours Memo or any guidelines related to this submission? Any assistance is much appreciated and please let us know if you need any clarification. Thank you! Dana McGill-Brown President MBW Cleaning Services, Inc.

Katelyn Edgar, Apr 04, 2022 11:45 AM CDT

The Affidavit form should include all of the vendor/company's information. On the Acknowledgment of Receipt of Addenda the field "through and including number" is to include the number of Addenda/Addendums published in addition to this Invitation to Bid. Currently no Addenda has been posted. There is no specific document to download for your After Business Hours Memo. Please state your hours on letterhead and upload for the Requested Information.

MC JANITORIAL LLC

Contractor's Utilization Plan

Mike Cox, Mar 17, 2022 9:30 AM CDT

Is there a form labeled Contractor's Utilization Plan included with the RFP document?

Katelyn Edgar, Mar 17, 2022 10:04 AM CDT

The Contractor's Utilization Plan is page 5 through 9 in the uploaded Invitation to Bid file.



Contractor's Utilization Plan

Mike Cox, Mar 17, 2022 1:43 PM CDT

The downloaded RFP document does not contain pages 5-9 for Contractor's Utilization Plan and after business hours memo form.

Katelyn Edgar, Mar 17, 2022 2:12 PM CDT

The file titled "16-22 Custodial Services" is 22 pages in total. The Contractor's Utilization Plan is pages 5 through 9, immediately following the Bid Specifications. I apologize if I am not understanding your question correctly, but it has been checked and all Requested Information has been included in the Invitation to Bid document. The After Business Hours will need to be laid out on a memo from you and attached. There wasn't an attachment created for that.

Missing Requested Information

Katelyn Edgar, Apr 13, 2022 11:50 AM CDT

Good Afternoon, In review of your submitted bid for ITB No. 16-22, there is some information that needs to be cleared up before consideration: Item 4.1.9; missing pages 2, 4-5 of your Contractor's Utilization Plan. If this information is in your submitted bid, please indicate where the information may be found. If not, please have this information submitted to me by 5:00pm CDT on Friday, April 15, 2022. If you have any questions, please feel free to reach out to me. Thank you!

Mike Cox, Apr 13, 2022 12:24 PM CDT

Here is updated information. I hope this helps. Martha Cox

Katelyn Edgar, Apr 13, 2022 2:27 PM CDT

Thank you - This information has been received.



Riteway Maintenance & Supply

Building square footage and prevailing wage

Thomas Turner, Mar 14, 2022 3:34 PM CDT

To whom it may concern, I have looked over the bid paperwork and I am having trouble finding some information. 1. What is the square footage of the building being bid 2. Is this a prevailing wage job? And if so, is there a wage schedule that needs to be followed? Thanks, Michele L Cook, Office and Payroll Coordinator Riteway Maintenance & Supply 1300 Troost Kansas City, Mo 64106 816-474-3950 accounting@rmskc.com

Katelyn Edgar, Mar 14, 2022 4:05 PM CDT

The Building this Contract would be used for currently is 22,000 Square Feet. Additional buildings could be added at a later date. No, this Contract does not include Prevailing Wage.

Thomas Turner, Mar 15, 2022 8:15 AM CDT

Thank you for this info Michele L Cook

Building walk-thru

Thomas Turner, Mar 29, 2022 9:56 AM CDT

Katelyn, Is there going to be a building walk-thru? Doing this helps with the bidding process and get more accurate bids. Any additional information would be great. Thanks, Michele L Cook, Payroll Administrator Office Administrator Riteway Maintenance & Supply 1300 Troost Ave Kansas City, Mo 64106 Phone: 816-474-3950 Fax: 816-474-0348 Email: accounting@rmskc.com Website: www.rmskc.com

Katelyn Edgar, Apr 04, 2022 3:07 PM CDT

If you wish to walk thru the building an appointment can be scheduled through me. Please reach out to me at kedgar@jacksongov.org.



SC Realty Services, LLC

Compliance requirement

Nancy Thomas, Mar 14, 2022 1:32 PM CDT

Will this only be awarded to a minority, veteran owned etc company?

Katelyn Edgar, Mar 14, 2022 3:26 PM CDT

No, you do not have to be a certified minority, woman, or veteran owed business to respond to ITB No. 16-22.

Size of buildings included

Nancy Thomas, Mar 14, 2022 2:04 PM CDT

Do you have the square footage of the buildings?

Katelyn Edgar, Mar 14, 2022 4:04 PM CDT

The Building this Contract would be used for currently is 22,000 Square Feet. Additional buildings could be added at a later date.



Public Notices

Change/Update to Pricing Sheet

Katelyn Edgar, Mar 14, 2022 3:32 PM CDT

Please include/update the below statement to the Pricing Sheet: "Other services, equipment, and/or materials, not specifically listed, will be quoted on a time and material basis."



Internal Discussions

Question for ITB No. 16-22

Katelyn Edgar, Mar 14, 2022 2:13 PM CDT

Hi, I received the below question in response to our ITB for Custodial Services. Can you please review and provide answers to me at your earliest convenience? Will this only be awarded to a minority, veteran owned, etc. company? Thank you!

Jaime Guillen, Mar 14, 2022 3:15 PM CDT

No, you do not have to be a certified minority, woman, or veteran owed business to respond to ITB 16-22.

Question for ITB No. 16-22

Katelyn Edgar, Mar 14, 2022 2:17 PM CDT

Hi, I received the below question in response to our ITB for Custodial Services. Can you please review and provide answers to me at your earliest convenience? Do you have the square footage of the buildings? Thank you!

Rick Gerla, Mar 14, 2022 3:40 PM CDT

The 1 building that we would currently use this T&S contract for is 22,000 SQ. FT. Additional buildings could be added late 2022 or later.

Rick Gerla, Apr 04, 2022 12:49 PM CDT

1 would be 25,000 sq and the other would be 86,000 sq ft

Question for ITB No. 16-22

Katelyn Edgar, Mar 29, 2022 10:23 AM CDT

Hi, I received the below question in response to our ITB for Custodial Services. Can you please review and provide answers to me at your earliest convenience? Is there going to be a building walk-thru? Doing this helps with the bidding process and get more accurate bids. Thank you!



Katelyn Edgar, Apr 04, 2022 11:46 AM CDT

Hi Rick, Are you able to provide an answer for the referenced question? Thank you

Rick Gerla, Apr 04, 2022 12:50 PM CDT

They can schedule a walk thru with Howard Johnson or myself. You can give them our email address or office numbers.

Contractor's Utilization Plan Review

Katelyn Edgar, Apr 12, 2022 4:42 PM CDT

Hi, I am not sure if we want to have submitted CUPs reviewed prior to releasing to the departments for evaluation. Can you please review both submitted forms and let me know if either is acceptable, or if we are going to allow for corrections/submitting a GFE. Thank you, Katelyn

Jaime Guillen, Apr 13, 2022 9:30 AM CDT

Hi, Both CUP's will need corrections-- MWB is certified as an MBE/WBE and will only need to adjust their percentages which is a rather minor change. MC Janitorial on the other hand is a WBE and has list no MBE participation--in addition to resubmitting a complete CUP with signature page, they will also have to submit a GFE. Since MC Janitorial is a certified WBE the CRO will take that into consideration on their GFE. Thank you, Jaime

Katelyn Edgar, Apr 14, 2022 10:06 AM CDT

Good Morning, Facilities would like to award this Bid to MC Janitorial as the lowest, best bid received. I believe we will need to reach out to them to adjust their CUP or submit a GFE. Would you like me to reach out to them, or would you like to explain the GFE to them? Thank you, Katelyn

Jaime Guillen, Apr 15, 2022 11:07 AM CDT

Please reach out to them and refer them to the CRO and I will explain the GFE process. My normal timeline is to give them a 7day window to submit documents. I will keep you in the loop. Thanks Jaime



Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
MC JANITORIAL LLC	Apr 11, 2022 9:22 AM CDT	Michael Cox	mikecox@mcjanitorial.com	MjAzMjU1
MBW Cleaning Services	Apr 12, 2022 7:50 AM CDT	Dana McGill-Brown	info@mbwcleaning.com	MjAzNTM2



Scoring Summary

Active Submissions

	Total	A - Forms	A-1 - Standard Contract	A-2 - Affidavit	A-3 - Certificate of Compliance
Supplier	/ 0 pts	/ 0 pts	Pass/Fail	Pass/Fail	Pass/Fail
MBW Cleaning Services	0 pts	0 pts	Pass	Pass	Pass
MC JANITORIAL LLC	0 pts	0 pts	Pass	Pass	Pass



	A-4 - Statement of Contractor's Qualifications	A-5 - Receipt of Addenda	A-6 - Exhibit F, Bidder's Exceptions	A-7 - Contractor's Utilization Plan	A-8 - After Business Hours Memo
Supplier	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
MBW Cleaning Services	Pass	Pass	Pass	Pass	Pass
MC JANITORIAL LLC	Pass	Pass	Pass	Pass	Pass



Proposal Scores

MC JANITORIAL LLC - Scoring Summary

Evaluation Group 1 - Purchasing Evaluation

	A - Forms	A-1 - Standard Contract	A-2 - Affidavit	A-3 - Certificate of Compliance	A-4 - Statement of Contractor's Qualifications
Reviewer	/ 0 pts	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
Katelyn Edgar	0 pts	Pass	Pass	Pass	Pass
	Average:	Pass	Pass	Pass	Pass
		↓	↓	↓	↓
Calculated:	0 pts	Pass	Pass	Pass	Pass



	A-5 - Receipt of Addenda	A-6 - Exhibit F, Bidder's Exceptions	A-7 - Contractor's Utilization Plan
Reviewer	Pass/Fail	Pass/Fail	Pass/Fail
Katelyn Edgar	Pass	Pass	Pass
	Pass	Pass	Pass
	↓	↓	↓
Calculated:	Pass	Pass	Pass



Evaluation Group 2 - Department Evaluation

	A - Forms	A-8 - After Business Hours Memo
Reviewer	/ 0 pts	Pass/Fail
Rick Gerla	0 pts	Pass
	Average:	Pass
		↓
Calculated:	0 pts	Pass



MBW Cleaning Services - Scoring Summary

Evaluation Group 1 - Purchasing Evaluation

	A - Forms	A-1 - Standard Contract	A-2 - Affidavit	A-3 - Certificate of Compliance	A-4 - Statement of Contractor's Qualifications
Reviewer	/ 0 pts	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
Katelyn Edgar	0 pts	Pass	Pass	Pass	Pass
	Average:	Pass	Pass	Pass	Pass
		↓	↓	↓	↓
Calculated:	0 pts	Pass	Pass	Pass	Pass



	A-5 - Receipt of Addenda	A-6 - Exhibit F, Bidder's Exceptions	A-7 - Contractor's Utilization Plan
Reviewer	Pass/Fail	Pass/Fail	Pass/Fail
Katelyn Edgar	Pass	Pass	Pass
	Pass	Pass	Pass
	↓	↓	↓
Calculated:	Pass	Pass	Pass



Evaluation Group 2 - Department Evaluation

	A - Forms	A-8 - After Business Hours Memo
Reviewer	/ 0 pts	Pass/Fail
Rick Gerla	0 pts	Pass
	Average:	Pass
		↓
Calculated:	0 pts	Pass



Proposal Score Comments

MC JANITORIAL LLC - Scoring Comments

A-1 - Standard Contract - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-2 - Affidavit - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass



A-3 - Certificate of Compliance - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-4 - Statement of Contractor's Qualifications - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-5 - Receipt of Addenda - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass



A-6 - Exhibit F, Bidder's Exceptions - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-7 - Contractor's Utilization Plan - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-8 - After Business Hours Memo - Reviewer Scores

Reviewer	Score	Reason	Comments
Rick Gerla	Pass	Meets the requirement(s)	meets requirements



MBW Cleaning Services - Scoring Comments

A-1 - Standard Contract - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Need Representative Signature

A-2 - Affidavit - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass



A-3 - Certificate of Compliance - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-4 - Statement of Contractor's Qualifications - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-5 - Receipt of Addenda - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass



A-6 - Exhibit F, Bidder's Exceptions - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-7 - Contractor's Utilization Plan - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-8 - After Business Hours Memo - Reviewer Scores

Reviewer	Score	Reason	Comments
Rick Gerla	Pass	Meets the requirement(s)	meets requirements

					MC Janitorial, LLC		MBW Cleaning Service	
					Olathe, KS		Overland Park, KS	
					\$54.08		\$63.00	
					6		0	
					\$54.08		\$63.00	
#	Items	Selected	Lowest	QuantityRequired	Unit Price	Total Cost	Unit Price	Total Cost
0								
#0-1	Morning or Daytime Porter	\$18.00	\$18.00	1 per hour	\$18.00	\$18.00	\$21.00	\$21.00
#0-2	Evening Porter	\$17.70	\$17.70	1 per hour	\$17.70	\$17.70	\$21.00	\$21.00
#0-3	Night Porter	\$17.70	\$17.70	1 per hour	\$17.70	\$17.70	\$21.00	\$21.00
#0-4	Annual Floor Cleaning: Burnishing, Stripping, Sealing and Finish Application (Jackson County to provide supplies - Contractor to provide equipment)	\$0.38	\$0.38	1 per square foot	\$0.38	\$0.38	No Bid	No Bid
#0-5	Annual Carpet Cleaning: Hot Steam Extraction Process	\$0.15	\$0.15	1 per square foot	\$0.15	\$0.15	No Bid	No Bid
#0-6	Annual Carpet Cleaning: Extraction/Encapsulation Process	\$0.15	\$0.15	1 per square foot	\$0.15	\$0.15	No Bid	No Bid