



LEE'S SUMMIT MISSOURI

NOTICE OF RECOMMENDATION FOR AWARD

June 1, 2018

Woodley Building Maintenance
8601 E 63rd Street
Raytown, MO 64133

RE: Notification of Recommendation for Award of Yearly Agreement for: Custodial Services
RFP #2018-091

Dear Ms. Hartzler:

You are hereby notified that your proposal for Custodial Services as a Yearly Agreement has been recommended for award.

Your organization shall execute and return the following agreement documents within seven days after receipt of this Notice of Recommendation for Award:

- ◆ Signed Notice of Recommendation for Award.
- ◆ Business License: Firm shall secure a current City of Lee's Summit, MO, Business License. Before issuance of a contract to the successful firm, proof of the licenses (i.e. xerographic copy of the paid receipt or the actual license) shall be provided to the Procurement and Contract Services Division to be kept in the bid file as part of the permanent record. It shall be the responsibility of the successful bidder to contact the Development Center, (816) 969-1220, for information to obtain business licenses. In the event you need to obtain a business license: The City of Lee's Summit business license application is available on the City's web site at <http://www.cityofls.net/City-ofLees-Summit/Business-With-the-City/Business-Licenses.aspx>. A business license shall not be required if the awarded contractors' place of business does not reside in the City of Lee's Summits' city limits and is only delivering products or equipment.
- ◆ Certificate of Insurance (naming the City as Additional Insured under General Liability only).

Your organization is required to comply with these conditions within the time specified. If requirements are not met, the City may consider your proposal abandoned, annul this Notice of Recommendation for Award and declare your agreement forfeited.

Upon receipt of the documents mentioned above, the City will complete the agreement process and mail an executed set of agreement documents to your organization.

ISSUED BY THE CITY:

Authorized Signature

Title

Date

RECEIVED ON

6-5-18

Diana Hartzler
Type or Print Name Legibly

Diana Hartzler
Authorized Signature

Business Development
Title

This AGREEMENT made and entered into this ____ day of _____ 2018, by and between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City, hereinafter referred to as "City," and Woodley Building Maintenance, a company in the State of Missouri, hereinafter referred to as "Service Provider." Witnesseth, that:

WHEREAS, Service Provider has offered to provide the services described in PART I; in consideration of the payment terms described in PART II; subject to the Insurance Requirements described in PART III; and subject to the General Conditions described in PART IV; and

WHEREAS, City desires to engage Service Provider to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and considerations herein contained, IT IS HEREBY AGREED by the parties hereto as follows:

1. City employs Service Provider to perform the services hereinafter set forth.
2. Services. The Service Provider represents that it is equipped, competent, and able to perform, and that it will perform all services hereinafter set forth in a diligent and competent manner in accordance with the professional standard of care customarily recognized by members of Service Provider's profession practicing in the State of Missouri within the same general. Service Provider will perform all such services in accordance with the following provisions, incorporated into this Agreement as if set forth in full herein: City's Request for Proposal No. 2018-091 (hereinafter "RFP"); the Service Provider's Response to the RFP, ("Proposal"); Scope of Services ("Scope"), attached hereto as PART I; Payment Terms and/or Fee Schedule, attached hereto as PART II; Insurance Requirements, attached hereto as PART III; and General Conditions, attached hereto as PART IV. Where the terms of the RFP or the Proposal conflict with anything in PARTS I, II, III or IV, the terms of the PARTS shall control.
3. Compensation. It is expressly understood that in no event will the compensation to be paid to the Service Provider under the terms of this agreement for the services set forth in the Scope, and for reimbursement of authorized expenses exceed the line item costs outlined in PART II. Service Provider agrees that the price for all line items outlined in PART II shall not increase for a period of one (1) year from the date of agreement execution. If additional services are requested by the City, the Service Provider will prepare and submit to the City an estimate of the total cost associated with such additional services. The City will review and approve in writing such cost estimate for additional services, and the total compensation and reimbursement to be paid by the City to the Service Provider for such approved additional services shall not exceed the approved amount. Service Provider's fees for additional services shall be billed on an hourly basis at Service Provider's current standard rates, which will in no event exceed the amount approved by the City in writing for such additional services.
4. The term of this Agreement shall be for a one (1) year period from _____ through _____. The City may at its option renew the Agreement up to four (4) additional one-year terms by giving written notice to the supplier. Any increase in cost at the beginning of each renewal period will be limited to that allowed per RFP# 2018-091; section 9.0; Renewal Option. All pricing identified on the pricing page shall be in effect for the stated agreement term.
5. This agreement shall be binding on the parties thereto only after it has been duly executed and approved by the City and the Service Provider.

Procurement Officer of Record

Stephen A. Arbo, City Manager Date

READ AND APPROVED:

APPROVED AS TO FORM:

Office of the City Attorney

Woodley Building
Company Name
Maintenance
Diana Hartzler
Company Authorized Signature
Business Development 6/5/18
Title Date
Diana Hartzler
Type or Print the Name of Authorized Person

NEGOTIATED PRICING SHEET

FORM NO. 6: "FEE SCHEDULE"

SCHEDULE OF BILLING RATES FOR SERVICES

Hourly Rate shall include all, Fuel, mileage or Transportation charges. Hourly Rate shall include all administrative cost. No additional charges beyond the Hourly Rate of any sort will be payable under this Agreement. The City shall only pay the hourly rate listed below for time spent onsite and the drive time spent driving between each location during the scheduled shift.

Facility Locations	Hourly Rate	Annual Cost
2.1 Roaming Day Porter position # 1: 9:00 am – 3:00 pm M-F (NTE 6 hour shift) ~SEE EXHIBIT A	\$ 15.50 Per Hour	\$ 23,205.00 (Hrly Rate x 1500 hours)
2.2 Roaming Day Porter position # 2: 11:30am - 5:30pm M-F (NTE 6 hour shift) ~SEE EXHIBIT B	\$ 15.50 Per Hour	\$ 23,205.00 (Hrly Rate x 1500 hours)
2.3 Night Cleaning Supervisor or Lead position: 4:00 pm – 12:30pm Sun 4pm to Friday 12:30 am (NTE 8 hour shift and ½ hour lunch no pay) ~SEE EXHIBIT C	\$ 17.50 Per Hour	\$ 35,000.00 (Hrly Rate x 2000 hours)
2.4 Night Cleaner position # 1: 4:00 pm – 12:30pm Sun 4:00 pm to Friday 12:30 am (NTE 8 hour shift and ½ hour lunch no pay) ~SEE EXHIBIT C	\$ 15.50 Per Hour	\$ 31,000.00 (Hrly Rate x 2000 hours)
2.5 Night Cleaner position # 2: 4:00 pm – 12:30pm Sun 4:00 pm to Friday 12:30 am (NTE 8 hour shift and ½ hour lunch no pay) ~SEE EXHIBIT C	\$ 15.50 Per Hour	\$ 31,000.00 (Hrly Rate x 2000 hours)
TOTAL ANNUAL COST		\$ 143,500.00
Hourly Rate for additional services if requested outside existing scope and schedule.		\$ 16.50 Per Hour
Burnishing, Stripping, Sealing and Finish Application – (City to provide all supplies, Contractor to provide equipment) Invoicing will only be by the foot. Contractor will not bill the additional hourly rate stated above.		\$.20 Per Foot

Woodley Building Maintenance

Company Name

8601 E. 63rd. Street

Address

Kansas City, MO 64133

City/State/Zip

816-358-9444

Telephone #

43-1133097

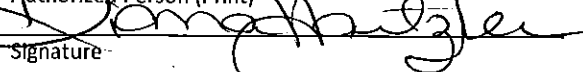
Tax ID No.

816-358-7121

Fax #

Diana Hartzler

Authorized Person (Print)



Signature

Business Development

Title

June 4, 2018

Date

Entity Type: