



Invitation for Bid

16th Judicial Circuit of Missouri
Family Court Division
Office of the Purchasing Department
625 E. 26TH Street

Kansas City, Missouri 64108
Phone: (816) 435-4780/Fax: (816) 435-8039
<http://www.16thcircuit.org/family-court-bids>



Neil Struchtemeyer
Purchasing Agent

Phone: (816) 435-4820
E-mail: Neil.Struchtemeyer@courts.mo.gov

Janitorial Cleaning Services

Bid Number: 10005019

The Jackson County Family Court, herein referred to as the "Family Court" is soliciting bids to contract with a professional and qualified janitorial service company, herein referred to as the "Contractor" for the provision of janitorial cleaning services as specified herein. This document constitutes a request for competitive, sealed bids for the janitorial cleaning services located at the Family Justice Center, 625 East 26th Street, Kansas City, Missouri 64108 and possible additional services as set forth herein.

Background information: The Family Court Justice Center located at 625 E. 26th Street, Kansas City, Missouri 64108 consists of a detention center for juveniles, courtroom areas and offices. The building is approximately 49,046 total square feet and contains approximately 11,077 square feet of carpet and 37,969 square feet of hard surface floors. The Family Court has previously contracted for this service and the related charges may be obtained by a written request directed to Neil Struchtemeyer, at e-mail address nstrucht@courts.mo.gov. Telephone and faxed inquiries **will not** be accepted.

Area description	Square footage
Ground floor lobby	3,280
First floor offices and courtroom areas	17,152
First floor detention	11,396
Ground floor detention	1,568
Dorm area (second floor detention)	9,344
Restrooms	1,631
Gym and halls (ground floor detention)	<u>4,675</u>
Total footage	49,046

Timeline schedule:

IFB issue date	Monday, June 2, 2025
Pre-bid meeting Tour of bldg.	10 a.m. local time (Central) on Thursday, June 12, 2025
IFB due date	Tuesday, July 1, 2025 @ 1:55 p.m. local time (Central)
Bid evaluation	July 1 through July 9, 2025
Award date	Monday, July 14, 2025 or before
Contract term	August 11, 2025 through August 31, 2028 with the option to extend for (3) one-year renewal periods.

NOTE: If needed, this timeline may change but the Family Court will make every effort to stay within this schedule.

Bid issue date: Monday, June 2, 2025

Pre-bid meeting | Tour of building: A pre-bid meeting | tour of building will be held on **Thursday, June 12, 2025 at 10 a.m. CST**. The pre-bid meeting will be held in Conference Room D, at 625 E. 26th Street, Kansas City, Missouri 64108 located directly behind the security station at the front entrance of building. The pre-bid meeting will begin promptly at 10:05 a.m. The purpose of this meeting is to provide an opportunity for contractors to ask any questions regarding the bid, and receive clarity of the intent of the bid through mutual understanding. The tour of building will follow immediately after the pre-bid meeting. The purpose of the tour is to allow potential contractors an opportunity to inspect the building prior to submitting a bid response.

Each contractor is solely responsible for a prudent and complete personal inspection, examination, and assessment of the work site condition, facilities, and/or any other existing condition, factor, or item that may affect or impact on the performance of service described and required by the Contractual Requirements. The contractor shall not be relieved of responsibility for performance under the contract for any reason whatsoever, including, but not limited to, the contractor's failure to observe existing conditions, etc.

Contractors are strongly encouraged to advise the purchasing agent by e-mail to Neil.Struchtemeyer@courts.mo.gov, on -or- before Monday, June 9, 2025 of any special accommodations needed for disabled personnel who will be attending the pre-proposal conference | tour of the building so that these accommodations can be made.

Subsequent amendments (addendums), if applicable, will be furnished only to Contractors that attend the Pre-Bid Meeting | Tour of the Building. Only those attending the Pre-Bid Meeting | Tour of the Building will be allowed to submit a bid.

From the date this IFB is issued until an award is made, **absolutely no communication with department staff is allowed, other than during the pre-bid site tour!** If communication is required between potential suppliers and individuals employed by the court regarding this IFB it is restricted to written communication with the senior purchasing agent.

For all questions regarding this Invitation for Bid, herein referred to as an ("IFB") shall be sent to Neil.Struchtemeyer@courts.mo.gov with the deadline for question submission by 2:00 PM-CST on Monday, June 23, 2025.

Bid closes: Tuesday, July 1, 2025 @ 1:55 p.m. local time (Central)
Bids MUST be submitted prior to the closing date and time to be eligible for consideration. Bids will be publicly opened and read at 2:00 PM Local Time (Central). Bids received after the deadline designated shall not be considered.

Contract term: August 11, 2025 through August 31, 2028

Contract renewal: Optional three (3) one-year periods at the discretion of the Family Court

Preparation of bids: The bid shall be legibly printed in ink or typed. The bid shall be legally signed and shall include the complete address of the bidder.

If a unit price or extension already entered is to be altered, it shall be crossed out and initialed in ink by the bidder.

The Family Court/Circuit Court is exempt from Federal Tax Exempt Number 43-91-0217K and Missouri State Sales Tax Exempt Sec. 39 [10] Article 3, Missouri Constitution; Missouri Tax I.D. 12495671, and **such taxes shall not be included** in bid prices. A Sales and Use Tax Exemption letter will be provided upon request.

All bids must be signed by an individual authorized to bind the bidder. The individual signing certifies, under penalty of perjury, that he or she has legal authorization to bind the bidder. By signing the Offer to Contract/Signature Page, bidder certifies: The submission of the offer did not involve collusion or other anti-competitive practices. The bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

Unless otherwise stated by the bidder, the bid shall be considered as being in accordance with Family Court's applicable standard specifications, and any special specifications outlined in the bid document.

A responsive bid shall substantially conform to the requirements of this Invitation For Bid and/or specifications contained herein. Bidders who substitute any other terms, conditions, specifications and/or requirements or who qualify their bids in such a manner as to nullify or limit their liability to the contracting entity shall have their bids deemed non-responsive. Also, bids containing any clause that would limit contracting authority shall be considered non-responsive. Examples of non-responsive bids include but shall not be limited to: a) bids that fail to conform to required delivery schedules as set forth in the bid request; b) bids with prices qualified in such a manner that the bid price cannot be determined, such as with vague wording that may include "price in effect at the time of delivery," and c) bids made contingent upon award of other bids currently under consideration.

Bid submission: Bid submittal pages are marked as "**Return Page**", **pages 1 - 27** and **must be** submitted to the below **address** prior to date and time specified herein. Bids will publicly opened, read, reviewed and tabulated by the assigned purchasing agent at 2 p.m. local time (Central). **Bids received after Tuesday, July 1, 2025 @ 1:55 p.m. local time (Central) shall not be considered.**

Submit by mail or messenger to the following address:

Jackson County Family Court
Purchasing Department
625 E. 26th Street
Kansas City, Missouri 64108

Bid proposal must be signed in ink by the bidder and all pricing shall be made in ink or by typewriter. Erasures or alterations must be initialed by the bidder in ink. All Bids shall be tightly sealed in an envelope and plainly marked **Bid 10005019 - Janitorial Cleaning Services**, with date and time of bid opening, and the bidder's name and address.

Telephone, faxed or e-mailed bids will not be accepted!

If not submitting a bid, please complete the **Statement of No Bid** and fax back to (816) 435-8039.

By submitting a bid you offer to enter into the proposed contract and your offer is not revocable for ninety (90) days following the response deadline indicated herein.

Bids may be withdrawn in person by a bidder or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the time set for receipt of bids. Bids are an irrevocable offer and may not be withdrawn within 90 days after opening date. Bidders are invited to be present at the opening of bids. After the official opening of bids, the amount of time necessary for bid evaluation may vary and is determined solely by the Senior Purchasing Agent. Normally a period of not less than one week is necessary. Following the bid evaluation, all bids submitted are available for public review.

Family Court reserves the right to reject all or parts of bids, to waive technical defects in bids, and to select the bid deemed most advantageous to the Family Court.

All bids submitted in response to this invitation for bid shall become the property of the Family Court and will be a matter of public record available for review under the guidelines of any applicable Federal Freedom of Information Act or Missouri "Sunshine Law".

Bid evaluation and contract award: In awarding the contract; the bid evaluation will be based on the most responsive, responsible and best qualified bidder as deemed to be most advantageous by the Family Court to accept. Therefore, award may not be given to the lowest bidder.

To be considered for award, bidder must at least: have the ability to obtain adequate financial resources, be able to comply with required or proposed delivery schedule, have a satisfactory record of performance; have a satisfactory record of integrity and ethics, and be otherwise qualified and eligible to receive award.

An evaluation committee made up of court employees will evaluate the bids and make a recommendation for award. The court is the sole judge of bids received and its decision shall be final. The evaluation committee, at its sole discretion, may interview one, some, all or none of the responding bidders.

The court's evaluation committee will consider various factors when evaluating the bids, including, but not limited to:

Pricing page (Form 1)	30 points
Company information page (Form 2)	5 points
Affidavit page (Form 3)	5 points
Qualifications and experience page (Form 4)	50 points
References page (Form 5)	<u>10 points</u>
Total points	100

The contract award will be made no later than **Monday, July 14, 2025** by means of an Award Letter.

Only awarded vendor will be notified. Bidders may send email to Neil.Struchtemeyer@courts.mo.gov any time after Monday, July 14, 2025 to get bid award results.

Tie Bid: In the event of a tie bid, the senior purchasing agent will write the tie bidders' names on separate pieces of paper. The names will then be placed in an empty box and a designated employee will draw a name from the box without examining the contents of the box. Three witnesses **MUST** be in attendance. The name drawn will then become the awarded contractor. The purchasing official and the witnesses shall document and attest to the results. Vendors may be in attendance at the drawing.

Protest of Award: Any protest concerning the award of a contract shall be decided by the Budget and Fiscal Operations Officer after consultation with Legal Counsel. Protests shall be in writing to the Office of the Purchasing Department and shall be filed within three (3) business days of final approval and acceptance of the bid by the Purchasing Department. The written protest shall include the name and address of the protestor, the bid number, a statement of the specific reasons for the protest and supporting exhibits. A protest is considered filed when all requested information is received by the Office of the Purchasing Department along with the required cashier's check or bond. The Budget and Fiscal Operations Officer will respond to the written protest within fourteen (14) days. The Budget and Fiscal Operations Officer's decision relative to the protest shall be final, no further appeals will be recognized.

Upon receipt of a protest the Family Court may, but is not required to, delay its award of said contract. The protesting bidder is required to submit a bond by cashier's check.

The submission of the cashier's check will be as follows: 1% Percent of the value of the solicitation, but in no case less than five hundred dollars (\$500.00) or to exceed five thousand dollars. This bond shall be a US postal service money order or a certified cashier's check made payable to the Jackson County Family Court. Money will be refunded to the submitting vendor only if the protest is found to be in their favor.

Statement of No Bid

We, the undersigned, have declined to submit a bid in response to this Invitation For Bid for the following reason(s):

- ☐ Specifications too "tight", i.e., geared toward one brand or supplier.
- ☐ Insufficient time to respond to the bid.
- ☐ We do not offer this product or service.
- ☐ Our schedule would not permit us to perform.
- ☐ We are unable to meet specifications.
- ☐ We are unable to meet bond requirements.
- ☐ Specifications are not clear (explain in REMARKS below).
- ☐ We are unable to meet insurance requirements.
- ☐ Remove us from your list for this commodity or service.
- ☐ Other (explain in REMARKS below).

REMARKS _____

Company Name: _____

Signature: _____

Telephone: _____

Date: _____

Note: If you are not submitting a bid, please fax this form to (816) 435-8039, otherwise disregard and submit the required submittal pages marked "Return Page".

Scope of service

(section 1)

1.0 Janitorial service requirement

1.1 The contractor shall provide all labor, material, and equipment necessary to complete the janitorial services for the Family Justice Center building located at 625 E. 26th Street, Kansas City, Missouri 64108 in accordance with the provisions and requirements specified herein.

1.2 The contractor must perform all janitorial services as required herein in a manner satisfactory to and acceptable by the Family Court in order to provide a clean and sanitary environment for the building, the building's contents, the building tenants and the clients/public served.

1.2.1 The contractor shall agree and understand that the Family Court shall assign a contact person (hereinafter referred to as the "*Manager, Facilities Services*" or *approved designee*) to inspect, review, oversee, and coordinate janitorial services with the contractor.

1.2.2 **The contractor shall agree to have an executive staff member meet with the Family Court Custodial Supervisor and/or the Manager of Facility quarterly beginning the first month after service begins with the following months thereafter in rotation (December, March, June, and September) for the term of the contract to include any subsequent renewal periods.**

1.3 The contractor shall provide services for all areas of the building specified by the Family Court. Such areas shall be all occupied areas as described in this document, unless otherwise specified by the Family Court during the tour of the building.

1.3.1 However, at any time during the effective period of the contract, the Family Court reserves the right to change, add to, or delete areas of the building or add additional buildings for which the contractor shall provide services at a negotiated cost at the time the change is required. This negotiated cost shall be based on specified square foot pricing or hourly charges as stated in the Pricing Section of this document.

1.3.1.1 Excluded Areas:

- A. Detention Kitchen
- B. Mechanical Rooms
- C. All elevator motor rooms

1.4 Contractor will provide the Family Court with the cost to provide a workforce, sufficient in size, as outlined in Section 1 subsection 4.0 "**Courtroom Areas & Office Side Cleaning Requirements,**" and two full-time Custodians (Day Porter) as outlined in Section 1 subsection 13.0 "**Detention Custodial (Day Porter) Schedule**". The Custodial (Day Porters) are to wear appropriate work pants and button up work shirt, with contractor identification badge and/or company logo.

2.0 Equipment and supply requirements

2.1 The contractor must furnish and maintain, in good repair, all equipment, including, but not limited to mops, brooms, buffers, shampooers, vacuums, and any other equipment necessary to provide a clean environment.

Company Name

Print Name

Signature

Date

1

Return Page

Jackson County Family Court
"Guiding Families to a Brighter Tomorrow."

2.2 The contractor shall furnish plastic wastebasket liners, toilet tissue, paper hand towels, liquid hand soap (where applicable), disposable liners for sanitary napkin cans, toilet seat covers and all cleaning supplies and materials necessary to perform the services required by the contract. The contractor shall furnish sanitary napkin dispensers and napkins, of which all profits to be retained by contractor.

2.2.1 The Family Court shall furnish all supplies for the Detention side of the building and the contractor shall furnish all supplies to the courtroom areas and office side of the building, except for the Foam Hand Soap and Hand Sanitizers in all the corresponding dispensers.

2.2.1.1 The Family Court shall furnish the Foam Hand Soap & Hand Sanitizers refills for the courtroom areas and office side of the building. The courtroom areas and office side of the building consists of 125 employees and an estimated 300 visitors per day. The Family Court doesn't have a usage amount of supplies for the courtroom areas and office side of the building.

2.3 The contractor must provide toilet tissue, liquid hand soap (where applicable), and paper towels, which meet the following minimum specifications and are approved by the lead Family Court contact person.

2.3.1 Toilet tissue shall be of facial quality, single roll or (jumbo roll, where applicable), white, bleached, 2-ply, and must fit the tissue dispensers installed in the building.

2.3.2 Liquid hand soap must be a good grade-containing antiseptic and must fit the dispensers installed in building.

2.3.3 Paper towels must be of good quality, 1-ply and folded or in a roll to fit dispensers now installed in the building. **Note:** Some areas require a single roll paper towel.

2.4 The contractor shall be assigned a closet(s) in the building (hereinafter referred to as the "janitorial closet") for storage of all equipment, materials, and supplies necessary for the building.

2.5 The contractor shall not use any products, supplies, or equipment, which may be injurious or damaging to the surfaces upon which they shall be applied.

2.6 Prior to the contractor's use of any product/chemical in the building, the contractor shall provide a Safety Data Sheet (SDS) for each such product/chemical. The contractor must maintain a file of the Safety Data Sheets in the assigned janitorial closet along with available inventory of materials that are stored. The Safety Data Sheets shall remain the property of the Family Court.

3.0 Specific service requirements

3.1 The contractor shall perform the following tasks in order to keep all surfaces clean and free of dust, cobwebs, spots, spills, scuffs, other debris, etc.

3.1.1 Clean light fixtures to remove insects, dirt, etc., in and on the fixtures, weekly.

3.1.2 Brush and spot clean fabric furniture, weekly.

3.1.3 Clean janitorial closets after completion of the daily tasks and before exiting the building.

3.1.4 Clean all tables and all plastic chairs, daily.

3.1.5 Spot clean all doors and frames.

Company Name

Print Name

Signature

Date

2

Return Page

Jackson County Family Court
"Guiding Families to a Brighter Tomorrow."

3.2 Any and all other related and contingent miscellaneous janitorial cleaning duties which may arise from time to time as a result of accidental spilling of any office materials.

4.0 Courtroom areas and office side cleaning requirements

4.1 The contractor shall perform the following tasks five (5) nights each week, Monday through Friday, excluding seven national holidays, between the hours of 5 p.m. and 2 a.m. Contractor must supply a workforce sufficient in size to accomplish these tasks in order to provide for a clean environment.

4.1.1 Observed holidays are as follows: **New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.** Note: The Friday following Thanksgiving is not an observed Holiday and a workforce sufficient in size to accomplish the tasks in order to provide for a clean environment must be provided.

4.2 Thoroughly vacuum all carpets from wall to wall, including all entrance and exit rugs/mats.

4.2.1 Clean break room, wash and disinfect all hard surfaces.

4.2.2 Thoroughly sweep all hard surface floors using treated brooms or dust mops.

4.2.3 Clean and vacuum conference rooms, and clean conference room white boards (with approved white board cleaner).

4.2.4 Using treated cloth, wipe all flat surfaces including, but not limited to, file cabinets, conference tables and stands, bookshelves, coat racks, window sills, etc. Clean and disinfect all telephones.

4.2.5 Mop all hard surface floors to give a clean, dust free and satisfactory appearance. Cove bases are to be kept free of splashes and marks.

4.2.6 Inspect all ceilings, doors, and corners and remove cobwebs from all ceilings, doors, and corners within the building, weekly.

4.2.7 Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass, as needed.

4.2.8 Clean and disinfect drinking fountains.

4.2.9 Spot clean all wall and partition surfaces, including light switches when required, to give a clean satisfactory appearance.

4.2.10 Empty all wastebaskets, trash, and disposal containers. Place trash in appropriate containers. Wash wastebaskets and replace plastic liners, as needed.

4.2.11 Spot clean all carpeted areas as requested and/or identified by the Family Court.

4.2.12 All (3) stairways will be swept clean, dusted and mopped if needed.

4.2.13 All (3) elevators will be thoroughly cleaned inside and out.

4.2.14 Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.

4.2.15 Brush and spot clean fabric furniture, as needed.

4.2.16 Clean janitorial closets after completion of the daily tasks and before exiting the building.

4.2.17 Wash all tables, as needed. Wipe all plastic chairs, as needed.

4.2.18 Spot clean all doors and frames.

Company Name

Print Name

Signature

Date

3

Return Page

Jackson County Family Court
"Guiding Families to a Brighter Tomorrow."

4.3 Any and all other related and contingent miscellaneous janitorial cleaning duties which may arise from time to time as a result of accidental spilling of any office materials or supplies.

5.0 Weekly requirements

5.1 The contractor shall perform the following weekly tasks one time per week. The contractor shall perform the listed tasks between the hours of 5 p.m. and 2 a.m., on any day, Monday through Friday, excluding court holidays, unless other days or times are otherwise approved by the Manager, Facilities Services.

5.1.1 Clean air diffusers in all restrooms.

5.1.2 Pour five (5) gallons of water down each floor drain.

5.1.3 Spot clean exposed pipes.

6.0 Twice weekly requirements

6.1 The contractor shall perform the following task at least two times every week, with at least two (2) days between task. The contractor shall perform the listed task between the hours of 5 p.m. and 2 a.m., on any day, Monday through Friday, excluding court holidays, unless other days or times are otherwise approved by the Manager, Facilities Services.

6.1.1 Spray buff all hard surface floors.

7.0 Monthly requirements

7.1 One (1) time per month, within the first 10 consecutive work days of each month, the contractor must perform the monthly tasks listed below. The contractor must perform the listed tasks between the hours of 5 p.m. and 2 a.m., on any day, Monday through Friday, excluding court holidays, unless other days or times are otherwise approved by the Manager Facilities Services.

7.1.1 Thoroughly scrub all hard surface floor areas removing all scuffs and black marks. Apply two (2) coats of skid-proof wax floor finish. (Do not wax ceramic tile.)

7.1.2 Clean/dust all venetian/mini-blinds.

7.1.3 Clean all baseboards.

7.1.4 Dust all vertical surfaces of office furniture and equipment. Clean the fronts and sides of all vending machines.

7.1.5 Dust all coat racks.

7.1.6 Vacuum all cloth partitions. Clean bases and dust tops.

7.1.7 Clean/vacuum all vents.

7.1.8 Clean and disinfect all walls.

7.1.9 Machine scrub all restroom floors.

8.0 Quarterly requirements

Company Name

Print Name

Signature

Date**4**

Return Page

8.1 The contractor must perform the quarterly tasks listed below every quarter prior to September 10, December 10, March 10, and June 10. The contractor must perform the listed tasks between the hours of 5 p.m. and 2 a.m., on any day, Monday through Friday, excluding court holidays, unless other days or times are otherwise approved by the lead tenant contact person.

8.1.1 Clean both sides of all interior windows on ground floor lobby.

8.1.2 Clean all glass surfaces, other than windows.

8.1.3 Thoroughly wash, clean, and disinfect all wastebaskets.

8.1.4 Vacuum tops of wall-mounted cabinets.

9.0 Semi-annual requirements

9.1 The contractor must perform the semi-annual tasks listed below every six months beginning in October and again in April prior to the 10th of the month. In addition, the first performance of each task must be within the first 60 days of the beginning date of the contract. (Depending on the beginning date of the contract and the condition of the building, the Family Court may waive the requirement for performing some of the following tasks for the first six months of the original contract period only.) The contractor must perform the listed tasks between the hours of 5 p.m. and 2 a.m., on any day, Monday through Friday, excluding court holidays, unless other days or times are otherwise approved by the Manager, Facilities Services.

9.1.1 Strip all hard surface floors and refinish all hard surface floors with five (5) coats of skid-proof wax floor finish. **(Do not wax ceramic tile.)** Do however, seal ceramic tiles with a resilient and hard floor sealer.

9.1.2 Deep clean all carpet via wet extraction method. The contractor must notify the Manager, Facilities Services at least 72 hours in advance of carpet cleaning in order for the Family Court to prepare for the carpet cleaning. In addition, the contractor shall be responsible to resolve problem areas as requested by the Manager, Facilities Services.

9.1.3 Clean all heating and air conditioning registers.

9.1.4 Thoroughly wash both sides of all exterior windows on ground floor (North Entrance Security Area), including frames and mullions, to maintain a satisfactory appearance.

9.1.5 Dust all pipes and ductwork.

9.1.6 Vacuum all upholstered furniture.

10.0 Annual requirements

10.1 The contractor shall provide the following annual tasks within the first sixty (60) days of the beginning date of the contract, and then one (1) time per year thereafter, by the 10th working day of October. (Depending on the beginning date of the contract and the condition of the building, the Family Court may waive the requirement for performing some of the following tasks during the original contract period only.) The contractor must perform the listed tasks between the hours of 5 p.m. and 2 a.m., on any day, Monday through Friday, excluding court holidays, unless other days or times are otherwise approved by the Manager, Facilities Services.

Company Name

Print Name

Signature

Date

5

Return Page

10.1.1 Spray all carpeting to prevent static electricity.

10.1.2 Clean all wall surfaces, taking care not to use any liquid that will mar or scratch paneling.

10.1.3 Thoroughly wash and clean all light fixtures, lenses, and light tubes.

11.0 Restroom requirements

11.1 The contractor shall clean and disinfect all of the restrooms **located** in the building in accordance with the following. For purposes of restroom requirements, “*clean*” shall be defined as disinfecting, polishing, and removing all water spots. Disinfect must be “*hospital*” grade quaternary disinfectant that kills fungus, viruses, and bacteria and must have organic soil tolerance.

The contractor shall perform the following daily tasks five (5) nights each week, Monday through Friday, excluding national holidays, between the hours of 5 p.m. and 2 a.m.

11.2.1 Clean all surfaces for all restrooms located in the building, daily.

11.2.2 Clean toilet bowls and seats, urinals, hand basins, counter tops, and walls around these fixtures, daily.

11.2.3 Clean all mirrors, bright work, chrome fixtures, and fittings, daily.

11.2.4 Wet mop all restroom floors using a disinfectant, daily.

11.2.5 Clean stall partitions, doors, door frames, and push plates (all sides) , daily.

11.2.6 Dust and/or wipe all horizontal surfaces, daily.

11.2.7 Empty and clean (inside and out) all trash containers and disposals, change liners daily.

11.2.8 Inspect and restock dispensers to normal limits (soap, toilet tissue, paper towels, and toilet seat covers-where applicable).

11.2.9 Inspect and remove spots, stains, scuff marks, and finger and hand prints, daily.

11.2.10 Report all damage.

12.0 Detention custodial (Day Porter) schedule

12.1 Contractor will have two custodians (Day Porter) in Detention, each working eight (8) hours per day. One from 5 a.m. to 1:30 p.m., and the other from 11 a.m. to 7:30 p.m. Monday through Friday. The Day Porter lunch break shall be no longer than 30 minutes.

	Porter - One	Porter - Two
Monday	5 AM – 1:30 PM	11 AM – 7:30 PM
Tuesday	5 AM – 1:30 PM	11 AM – 7:30 PM
Wednesday	5 AM – 1:30 PM	11 AM – 7:30 PM
Thursday	5 AM – 1:30 PM	11 AM – 7:30 PM
Friday	5 AM – 1:30 PM	11 AM – 7:30 PM

12.1.1 Call 58077 from In-house Phone to Time-in and Time-Out

12.2 Main floor's duties

Company Name _____

Print Name _____

Signature _____

Date _____

6

Return Page

Jackson County Family Court
“Guiding Families to a Brighter Tomorrow.”

- 12.2.1 Buff all areas no less than twice weekly.
- 12.2.2 Clean all blinds, walls, ledges once per week (all wiped down and dusted).
- 12.2.3 Clean Sally Port, daily
- 12.2.4 All classrooms (sweep, mop, clean windows, etc.), daily.
- 12.2.4 Clean Screening Offices, daily.
- 12.2.5 Clean Control Room, daily.
- 12.2.6 Clean all Administrative Offices (Superintendent, Assistant Superintendent, Shift Supervisor, Assistant Supervisor), daily.
- 12.2.7 Clean Nurse's Office, daily.
- 12.2.8 Clean Secretary Offices, daily.
- 12.2.9 Clean Counselor Offices, daily.
- 12.2.10 Clean Intake Processing Area, daily.
- 12.2.11 Clean Intake Restroom, daily.
- 12.2.12 Clean Holding Cells, daily.
- 12.2.13 Clean Dentist Office, daily.
- 12.2.14 Clean Segregation Cells, daily.
- 12.2.15 Clean Locker Room Area, daily.
- 12.2.16 Front Corridors, Hallway (sweep, mop), daily.
- 12.2.17 Holding Room (sweep/mop walls, dust, empty trash), daily.
- 12.2.18 Clean Boys and Girls Restroom (On the main floor), daily - **Full clean:** cleaned, sweep, mop, and disinfect.
- 12.2.19 Clean windows/doors, daily.
- 12.2.20 Elevators, walls (sweep, mop), daily - **Full clean:** Cleaned, sweep, mop, and disinfect.
- 12.2.21 Clean all Heat Radiators (no less than three times a week).
- 12.2.22 Clean all Vents (Once a month).
- 12.2.23 Kitchen area hallway (dust, sweep, and/or mop), daily.
- 12.2.24 Staff Restrooms – **Full clean:** cleaned, sweep, mop, and buffed, daily.
- 12.2.25 Clean Staff Breakroom, daily
- 12.2.26 Sweep all Stairwells (no less than twice per week)
- 12.2.27 Clean Teacher's Office, daily.
- 12.2.28 Clean Library, daily.
- 12.2.29 Clean All Team Rooms, daily.
- 12.2.30 Clean Orientation Area, daily.

12.3 **Ground floor detention duties**

Company Name

Print Name

Signature

Date

7

Return Page

Jackson County Family Court
"Guiding Families to a Brighter Tomorrow."

- 12.3.1 Sweep corridor from elevator to gym (sweep and mop - **daily**).
- 12.3.2 Sweep corridor from elevator to gym (sweep and mop - **daily**).
- 12.3.3 Clean Gym Area (sweep, mop and remove trash - **daily**).
- 12.3.4 Laundry Room (sweep, mop and remove trash - **daily**).
- 12.3.5 Training Room (vacuum and remove trash - **daily**).
- 12.3.6 Buff floors no less than two times per week.

12.4 **Restrooms daily cleaning**

- 12.4.1 Clean and disinfect.
- 12.4.2 Sweep and mop.
- 12.4.3 Remove all trash.

12.5 **Dorm areas (2nd floor detention) duties**

- 12.5.1 Scrub floors every six (6) months and buff floors no less than two times per week.
- 12.5.2 Empty trash and hazmat cans - **daily**.
- 12.5.3 Clean sub-control room - **daily**.

12.5.3.a **Restrooms and showers - daily cleaning**

- 12.5.3.a.1 Clean all glass.
- 12.5.3.a.2 Clean and disinfect all toilets.
- 12.5.3.a.3 Clean and disinfect all sinks.
- 12.5.3.a.4 Clean and disinfect all shower walls.
- 12.5.3.a.5 Clean marks off stall walls as needed.
- 12.5.3.a.6 Clean mirrors.
- 12.5.3.a.7 Wipe down all chrome surfaces including sinks and fixtures.
- 12.5.3.a.8 Remove all trash.
- 12.5.3.a.9 Sweep, mop and disinfect floors.
- 12.5.3.a.10 Place wet floor "Signs" in wet areas.

12.5.3.b **Cells and hallways**

- 12.5.3.b.1 Clean all cells - **daily** (Note: some cells have a toilet and sink combo).
- 12.5.3.b.2 Clean glass - **daily**.
- 12.5.3.b.3 Sweep, mop and disinfect floors and walls - **daily**.
- 12.5.3.b.4 Close and lock all doors when area is completed - **daily**.
- 12.5.3.b.5 Scrape gum, and similar substances from floors, **weekly**.

Company Name _____

Print Name _____

Signature _____

Date _____

8

Return Page

Jackson County Family Court
"Guiding Families to a Brighter Tomorrow."

12.5.3.b.6 Dust mop entire hallways and mop floors - **daily**.

12.5.3.b.7 Buff floors no less than two times per week.

Note:

1. Day custodian (Porter) to take all trash to dumpster daily.
2. Clean janitorial closets after completion of daily tasks and before exiting the building.
3. Adhere to tool inventory protocol. Inventory all tools before leaving the secure Detention area.
4. Breaks and Lunch will be scheduled by contractor's manager (not to exceed 30 minutes).

All compliance and work to be assigned to contractor will go through the Manager of Facilities Services, Stephen Shephard (816) 435-4847 or designee Irina Smirnova at (816) 435-4867 or (816) 946-2964.

Family Court Facilities office phone number: (816) 435-4799

13.0 Personnel requirements

13.1 All contractors doing business in the state of Missouri and working on behalf of the Family Court must ensure that all current employees of the contractor working at Family Court are legally eligible to work within the United States under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 ("IIRIRA 96") and INA Section 274A of the federal government.

13.2 Contractor must submit their Memorandum of Understanding from the Federal E-verify system located at <http://www.uscis.gov/portal/site/uscis> with bid.

13.2.1 If Family Court determines that the contractor employs any persons not eligible to work in the United States, the contractor shall be in breach of contract and the Family Court may lawfully cancel the contract and suspend or debar the contractor from doing business with the Family Court.

13.3 The Family Court reserves the right to approve or disapprove appointment of any of the contractor's employees to provide services required by the contract. The Family Court also reserves the right to request replacement of any employee.

13.4 Unless the situation regarding the contractor's employee(s) requires immediate replacement, the contractor shall be allowed at least 14 days after notification to replace unsatisfactory employee(s).

13.5 The contractor shall be responsible for supervision of all the contractor's employees and the services provided by such employees as required to satisfactorily perform the requirements of the contract.

13.6 The contractor, or an employee of the contractor designated as a representative of the contractor (hereinafter referred to as the "*contractor contact person*"), must be available during normal business hours (8 a.m. to 5 p.m.) for telephone conversations and/or meetings with personnel from the Family Court and the Manager of Facilities Services regarding the janitorial services.

13.6.1 Such contractor contact person must have the express authority to speak on behalf of the contractor and make decisions on behalf of the contractor.

Company Name

Print Name

Signature

Date

9

Return Page

Jackson County Family Court
"Guiding Families to a Brighter Tomorrow."

13.6.2 By no later than 10 days after the award of the contract, the contractor shall provide the Family Court with the name, address, and telephone number for the contractor contact person.

13.7 A completed **Authorization for Release of Information Form** (Attachment #1) and **Confidentiality Oath Form** (Attachment #2) individually signed by the contractor and each current or anticipated employee being assigned to the contract must be submitted to the Family Court Purchasing Department by awarded contractor after award notification.

13.7.1 Each of the contractor's employees assigned as a Day Porter to the contract must provide a **copy of the security clearance information (Background Check) and Child Abuse or Neglect Criminal Record** obtained from their State Highway Patrol to the Family Court before entrance into the Detention Center would be authorized.

13.7.2 For each new or anticipated employee, the contractor must provide the Family Court with the Authorization for Release of Information, and Confidentiality Oath and for each new or anticipated employee assigned as a Day Porter the contractor must provide an approved **copy of the security clearance information (Background Check) and Child Abuse or Neglect Criminal Record** prior to such employee providing service.

13.7.3 The Family Court shall have the right to deny access to the building to any of the contractor's employees for any reason.

13.8 The contractor must ensure that each of the contractor's employees are reasonably dressed and groomed while on site and is wearing an article of clothing identifying the contractor and have a visible picture ID tag at all times.

13.9 The contractor and/or the contractor's employees must sign-in immediately upon arrival and prior to any services being provided and sign-out prior to leaving the building. The contractor must provide the sign-in and sign-out sheets. In addition, the sign-in and sign-out sheets must remain at a location designated by the Family Court.

13.10 The contractor's employees shall not loiter in the building nor smoke anywhere in the building, including in the interior loading dock area.

13.11 The contractor shall not use nor allow the contractor's employees to use any Family Court telephones and/or equipment in the building to make outside phone calls.

14.0 Security requirements

14.1 The contractor shall prevent all unauthorized persons from entering the building and shall keep the building locked while the contractor or the contractor's employees are on the premises.

14.2 When the contractor and/or the contractor's employees leave the building, the contractor shall lock all doors and turn off lights. In addition, if the building contains other security system(s), the contractor shall activate the system(s) according to instructions in order to protect the security of the building.

14.3 The contractor shall be issued keys to all areas in which janitorial services shall be provided. The contractor must take care of and not lose any such keys. In addition, the contractor shall not duplicate any of the keys issued to the contractor. If evidence of duplication is ascertained beyond reasonable doubt, the Family Court shall have the right to immediately replace the locks and all keys and to charge the contractor for such replacement.

Company Name

Print Name

Signature

Date

10

Return Page

14.3.1 In the event the contractor or a contractor employee loses a key(s), the contractor must notify the lead Family Court contact person within one (1) working day from the date the loss is discovered. The contractor shall pay the Family Court for the actual costs incurred for the replacement of all locks and keys, including keys held by the Family Court staff.

14.3.2 At the expiration/cancellation of the contract, the contractor must surrender all the keys issued to the contractor by the Manager of Facilities Services. Any payments due the contractor will be withheld until the contractor has surrendered all keys issued. In the event that all keys are not returned, the contractor shall pay the Family Court for the actual costs incurred for the replacement of all locks and keys, including keys held by the staff.

14.4 In the process of performing the requirements of the contract, the contractor and/or the contractor's employees may become aware of information required by law to be kept confidential. Therefore, the contractor and/or the contractor's employees must not at any time disclose, directly or indirectly, any information gained during the performance of the janitorial services.

15.0 Supplemental services requirements

15.1 The contractor shall perform any of the following supplemental services at the request of the Family Court. Any such supplemental services requested shall be **in addition** to the services specified herein. The decision as to what constitutes a supplemental service and when a supplemental service is required shall rest solely with the Family Court. If an emergency situation should arise that Family Court would require janitorial services at another location, then the awarded contractor may provide the service at a negotiated cost based on specified square foot pricing or hourly charges as stated on the Pricing Form. The terms and conditions as specified herein shall remain the same regardless of site location. A quote for any emergency services will be obtained and a purchase order will then be issued.

15.1.1 **Additional carpet cleaning:** The contractor shall perform additional deep cleaning carpet/water extraction services for the carpet as the necessity arises as determined and instructed by the Family Court.

15.1.2 **Additional hard floor cleaning:** The contractor shall perform additional stripping and refinishing services for vinyl flooring as the necessity arises as determined and instructed by the Family Court.

15.1.3 **Deep cleaning of upholstered furniture:** The contractor shall perform deep cleaning services for any of the listed upholstered furniture as the necessity arises as determined and instructed by the Family Court:

15.1.3.1 Office chairs

15.1.3.2 Side chairs (upholstered without arm upholstering)

15.1.3.3 Sofas

16.0 Reporting requirements

16.1 Prior to performing any of the monthly, quarterly, semi-annual, and annual tasks required herein, the contractor shall notify the Manager, Facilities Services in writing of the anticipated beginning and completion date for each task required. The contractor must follow-up with a written notice of the satisfactory completion thereof and shall obtain the written approval of each task from the Family Court. Such notification shall hereinafter be referred to as the "*task schedule notice*".

Company Name

Print Name

Signature

Date

11

Return Page

Jackson County Family Court
"Guiding Families to a Brighter Tomorrow."

16.2 The contractor shall maintain a daily log of all services performed on that day. The daily log shall also reference any abnormal or unusual conditions affecting the physical and material aspects of the building or its contents, such as unlocked doors, breakage, damage, as well as any mitigating circumstances which prevented the contractor's employees from performing the contractual service. The daily log shall remain on the premises at the building at a mutually agreed to location accessible to both the contractor and the Manager of Facilities Services. The daily log shall become the property of the Family Court.

17.0 Damage requirements

17.1 The contractor shall agree and understand that the provision of the janitorial services in accordance with the requirements stated herein is considered critical to the efficient operations of the Family Court. However, since the amount of actual damages would be difficult to establish in the event the contractor fails to comply with the requirements, the contractor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances.

17.2 For each task required herein that is not performed by the contractor and/or that is performed in a substandard, deficient, and/or incomplete manner, as documented in the daily log and by observation of the Family Court, the contractor shall pay liquidated damages in the amount specified below for each day after the task was required to be performed until it is performed and approved:

17.2.1 Courtroom areas and office side cleaning requirements	\$25.00 per task
17.2.2 Twice weekly requirement	\$50.00 per task
17.2.3 Weekly requirement	\$75.00 per task
17.2.4 Monthly requirement	\$100.00 per task
17.2.5 Quarterly requirement	\$150.00 per task
17.2.6 Semi-annual requirement	\$200.00 per task
17.2.7 Annual requirement	\$250.00 per task

17.3 Furthermore, the contractor must respond to any contact from the Family Court and/or Manager of Facilities Services regarding substandard, deficient, and/or incomplete service within **eight (8) hours** following notification of such problems. The contractor must correct the problem within a reasonable period of time after notification. The contractor shall understand and agree that the Family Court and/or Manager of Facilities Services will be the final judge as to what constitutes a substandard, deficient, and/or incomplete service and what shall be considered as a reasonable amount of time. Any such determination shall be final and without recourse. In the event the contractor fails to respond to the Family Court and/or Manager of Facilities Services within eight (8) hours or in the event the contractor fails to correct the problem within a reasonable amount of time, the contractor shall pay liquidated damages to the Family Court in accordance with one (1) of the following calculations:

17.3.1 If the Family Court hires an outside private company to correct the substandard, deficient, and/or incomplete service, the contractor shall pay the Family Court the total cost charged by such company to perform the service.

17.3.2 If the Family Court uses in-house staff or resources to correct the substandard, deficient, and/or incomplete service, the contractor shall pay the Family Court the actual costs incurred by the Family Court. Such actual costs shall be calculated by adding the per hour wage of the in-house staff who performs the service and any material costs, etc.

Company Name

Print Name

Signature

Date

12

Return Page

17.4 For each day that a required report, document, or notification is late or not provided after it is due, the contractor shall pay the Family Court liquidated damages in the amount of \$10.00 per day until it is received. Such liquidated damages shall apply to each of the following:

- 17.4.1 Security Clearance documentation
- 17.4.2 Task Schedule Notice
- 17.4.3 Daily Log
- 17.4.4 Material Safety Data Sheet
- 17.4.5 Response to any contact from the Family Court regarding substandard and/or deficient service.

17.5 In the event of any breakage, damage, theft, and/or loss of the equipment, supplies, materials, and/or other items in the building supplied by the Family Court through negligence and/or other inappropriate actions of the contractor or the contractor's employees while working on the building's premises, the contractor shall pay damages to the Family Court in the actual amount of such loss.

17.6 The contractor shall also agree and understand that such liquidated damages will be deducted from the contractor's invoices pursuant to the contract.

17.6.1 The contractor shall understand that the liquidated damages described herein shall not be construed as a penalty.

17.6.2 The contractor shall agree and understand that all assessments of liquidated damages shall be within the discretion of the Family Court and shall be in addition to, not in lieu of, the rights of the Family Court to pursue other appropriate remedies.

17.7 Because the contractor was familiar with the building and the conditions that existed prior to award of the contract, the contractor shall not be relieved of responsibility for performance under the contract for any reason whatsoever.

18.0 Transition

18.1 Upon award of the contract, the contractor shall work with the Manager of Facilities Services or designee and any other organizations designated by the Manager of Facilities Services to ensure an orderly transition of services and responsibilities under the contract and to ensure the continuity of those services required by the contract.

18.2 Upon expiration, termination or cancellation of the contract, the contractor shall assist the Manager, Facilities Services to ensure an orderly transfer of responsibility and/or the continuity of those services required per the contract to an organization designated by the Family Court.

18.2.1 Such assistance shall include completion of all daily requirements on the last effective day of the contract including restocking of all dispensers to normal limits.

18.2.2 If requested in writing by the Family Court, the contractor shall agree to continue providing any part or all of the services in accordance with the same terms and conditions, requirements and specifications of the contract for a period not to exceed ninety (90) calendar days after the expiration, termination or cancellation date of the contract for a price not to exceed those prices set forth in the contract.

Company Name

Print Name

Signature

Date

13

Return Page

19.0 Property of the Family Court

19.1 All reports, documentation, and material developed or acquired by the contractor as a direct requirement specified in the contract shall become the property of the Family Court.

19.1.1 The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the Family Court.

Contractual requirements: Terms and conditions (section 2)

1.0 Contract

1.1 A binding contract shall consist of: (1) the Invitation for Bid and any amendments thereto, (2) the contractor's bid response (offer), (3) the Court's acceptance of the offer by a "award letter", followed by a "purchase order", and (4) the contractor's acceptance of purchase order, thus eliminating the need for a formal signed contract.

1.1.1 All Attachments included in the Invitation for Bid shall be incorporated into the contract by reference.

1.1.2 An award letter does not constitute a directive to proceed. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.

1.1.3 The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.

1.1.4 Any change to the contract, whether by modification and/or supplementation, must be accomplished by a contract amendment signed and approved by and between the duly authorized representative of the contractor and Purchasing or by a modified purchase order prior to the effective date of such modification.

1.1.4.1 The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence from the Family Court, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

1.1.5 Upon completion of contract period, then and only then shall the final payment be made.

2.0 Contract period

2.1 The contract shall commence on **August 11, 2025 and end on August 31, 2028.**

2.1.1 The contract shall not bind, nor purport to bind, the Family Court for any contractual commitment in excess of the original contract period.

Company Name

Print Name

Signature

Date

14

Return Page

2.1.2 The Family Court shall have the right, at its sole option, to renew the contract for three (3) additional one-year periods or any portion thereof.

2.1.2.1 In the event the Family Court exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during renewal periods.

2.1.2.1.1 Pricing for such renewal periods shall be stated on the Pricing Form.

3.0 Contract termination by the Family Court

3.1 The Family Court reserves the right to terminate the contract at any time, for the convenience of the Family Court, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. If contractor files for or goes into bankruptcy proceedings the contract will become immediately null and void.

3.2 The contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the Family Court pursuant to the contract prior to the effective date of termination.

3.3 In addition, Family Court reserves the right to terminate the contract immediately upon receiving notice that the contractor and/or contractor's employees have committed any negligent acts or omissions or have committed any intentional personal injury and/or property damage and/or criminal acts; including but not limited to theft, or any other good cause basis.

4.0 Contract termination by the contractor

4.1 The Contractor may cancel contract for reasonable cause only after approval of the purchasing agent with review by the court's legal counsel.

4.2 If termination is approved by the Family Court, then the contractor **must** continue to provide the janitorial cleaning services until the Family Court can obtain a new contract. (No more than four (4) months should be necessary for the Family Court to solicit a new contract).

5.0 Non-performance indicators

5.1 In addition to the termination options, as provided for in the contract, the Family Court may use the following indicators for termination of contract without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination.

5.1.1 Repeated incidents of unsatisfactory cleaning performance or failure to comply with other terms of the contract can result in termination for cause.

5.1.2 If the contractor receives three (3) or more deductions, adjustments or applications of liquidated damages within a 30 calendar day period or more than a total of 20 deductions during a 360 calendar day period, the contract can be terminated for cause.

5.1.3 If contractor receives more than twenty (20) written complaints over a six (6) month period, or ten (10) repeat written complaints over a one-year period, the contract can be terminated for cause.

Company Name

Print Name

Signature

Date

15

Return Page

6.0 Funding

6.1 The Family Court is operated and funded on a January 1 to December 31 basis.

6.1.1 Termination of this contract may occur in the event funds from local, state or federal sources are not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quality of products/services, in which case the obligations of each party to this contract shall be terminated immediately upon receipt of written notice from the Family Court.

6.1.1.1 Notwithstanding the foregoing, the Family Court shall pay the contractor for all services rendered up to the effective date of termination.

7.0 Force majeure

If either party is prevented from performing its obligations hereunder as a result of government regulations, acts of nature, fires, quarantine, strikes other than by the Contractor's employees, freight embargoes, or other causes beyond the control of or negligence of such party, the obligation to so perform shall be suspended for a reasonable time during which such conditions continues to exist.

8.0 Waiver

8.1 Waiver of any breach of any provision in this contract shall not be a waiver of any prior or subsequent breach.

8.1.1 Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by the Family Court shall not constitute a waiver.

9.0 Governing law

The parties agree that this contract shall be construed in accordance with the laws of the state of Missouri without regard to Missouri's choice of law rules and that Missouri shall be the forum state for all legal proceedings arising out of this agreement. This agreement is performable in the county of Jackson, state of Missouri.

10.0 Invalid, illegal or unenforceable provisions

In case any one or more of the provisions contained in the contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained herein.

11.0 Conflict of interest

11.1 The contractor shall not knowingly employ, during the period of this contract or any extensions to it, any professional personnel who are also in the employ of the Family Court and who are providing services involving this contract or services similar in nature to the scope of this contract to the Family Court.

11.2 Furthermore, the contractor shall not knowingly employ, during the period of this contract or any extensions to it, any Family Court employee who has participated in the making of this contract until at least two years after their termination of employment with the court.

Company Name

Print Name

Signature

Date

16

Return Page

12.0 Interest by public officials

No public official shall have interest in this contract, in accordance with Missouri local government code.

13.0 Insurance

13.1 The contractor shall understand and agree that the Family Court cannot save and hold harmless and/or indemnify the contractor or any subcontractor against any liability incurred or arising as a result of any activity of the contractor or any subcontractor related to the contractor's or any subcontractor's performance under the contract.

13.1.1 Therefore, the contractor must acquire and maintain during the life of the contract adequate insurance in the form(s) and amount(s) with limits of not less than those set forth as follows in order to protect the Family Court, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under this contract. The insurance coverage shall include general liability and appropriate commercial general liability.

13.1.1.1 All insurance coverage must be written by companies that have an A. M. Best's rating of "B+V" or better -or- Lloyd's of London, and are licensed and approved by the state of Missouri to do business in Missouri.

Type	Minimum acceptable limits of liability
1. Worker's compensation	Statutory - state of Missouri
2. Employer's liability	
2.1 Each accident	\$500,000.00
2.2 Disease - each employee	\$500,000.00
2.3 Disease - policy limit	\$500,000.00
3. Commercial general liability	
3.1 Each occurrence	\$1,000,000.00
3.2 Products - completed operations	\$2,000,000.00
3.3 Personal and advertising injury	\$1,000,000.00
3.4 General aggregate	\$2,000,000.00
4. Crime or theft (Employee dishonesty)	\$50,000.00
5. Business automobile liability	\$1,000,000.00

13.2 The contractor shall provide the Family Court with a Certificate of Insurance within 15 business days after award is made.

13.3 The insurance certificate shall name the Jackson County Family Court as the Certificate Holder with an endorsement rider that modifies the policy to include the Family Court as additional insured for its interest on all policies of insurance, except Worker's Compensation and provide that the Family Court be given at least 30 days prior written notice of any cancellation or intention to not renew or material change in such coverage.

13.3.1 Along with the Certificate of Liability Insurance, the contractor shall include the Additional Insured Endorsement for commercial general liability, crime or theft and for automobile liability.

13.4 The contract number should be identified on the evidence of insurance coverage. In the event the insurance coverage is canceled, the Family Court must be notified immediately.

 Company Name

 Print Name

 Signature

 Date

17

Return Page

13.5 The evidence of insurance shall include, but shall not necessarily be limited to: effective dates of coverage, limits of liability, insurer's name, policy number, endorsement by representatives of the insurance company, etc. Evidence of self-insurance coverage or of another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable.

14.0 Payment and invoicing requirements

14.1 Cost of service is to be billed on a monthly basis in arrears.

14.2 The contractor shall submit a monthly invoice for services actually provided to the Family Court at the address stated below.

14.2.1 The contractor must either include the number of square feet cleaned, at the firm, fixed per square foot price or the total per month price as stated on the Pricing Form, the contract number, the building location, and the dates of service on each monthly invoice.

14.3 Invoices shall be submitted to:

Jackson County Family Court
Accounting Department
625 East 26th Street
Kansas City, Missouri 64108

14.4 The contractor shall be paid the firm, fixed per square foot, or per month price specified on the Pricing Form for janitorial services actually provided, subject to any damages that may be charged to the contractor, per the damages requirements stated herein.

14.4.1 If a partial month of service is provided, the monthly amount due shall be divided by the total number of work days in that particular month to obtain a daily rate, and then multiplied by the number of days in that particular month for which service was provided, rounded to the nearest cent.

14.5 If any of the supplemental services as specified herein were required and performed during the monthly invoice period, the contractor shall be paid the firm, fixed price specified on the Pricing Form for the type of additional cleaning performed.

14.6 Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

14.6.1 Upon completion of the contract period, then and only then shall the final payment be paid to the contractor.

15.0 Contractor liability

15.1 The contractor shall be responsible for any and all personal injury or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract.

15.1.1 In addition, the contractor assumes the obligation to save the Family Court, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act.

Company Name

Print Name

Signature

Date

18

Return Page

15.1.1 The contractor also agrees to hold the Family Court, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.

15.2 The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the Family Court, including its agencies, employees, and assignees.

15.3 Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the Family Court for losses or damages (other than those listed above); (2) loss of, or damage to, the Family Court's records or data; or (3) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility.

16.0 Subcontractors

16.1 Any subcontracts for the janitorial cleaning services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the Family Court and to ensure that the Family Court is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the Family Court and the contractor.

16.2 The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract.

16.3 The contractor shall agree and understand that utilization of a subcontractor to provide any of the janitorial services in the contract shall in no way relieve the contractor of the responsibility for providing the janitorial services as described and set forth herein.

16.4 The contractor must obtain acknowledgement from the Family Court prior to establishing any new subcontracting arrangements and before changing any subcontractors.

17.0 Contractor status

17.1 The contractor represents themselves to be an independent contractor offering such services to the general public and shall not represent themselves or their employees to be an employee of the Family Court.

17.2 Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the Family Court, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

17.3 This contract, and the terms and conditions in the court's purchase order, contain the entire agreement between the parties with respect to the matters covered herein, and supersede all proposals and other communication of the parties. No other agreements, representations or warranties, oral or written, have been made, or are being made, by or on behalf of the parties to this contract.

Company Name

Print Name

Signature

Date

19

Return Page

**Certification of compliance
Anti-discrimination against Israel act
For all agreements in excess of \$100,000.00**

Now comes in the city of _____, county of _____,
state of _____, personally appeared _____ (*Name of person*)
who is _____ (*Title of person*) of _____ (*Name of Company*),
(a corporation), (a partnership), (a sole proprietorship), (a limited liability company), and is authorized to make this
certification, and being duly sworn upon oath deposes and to the best of their knowledge says that:

- 1) Our company, is not currently engaged in and shall not, for the duration of any awarded contract, engage
in a boycott of goods or services from the State of Israel.
- 2) Our company, is not currently engaged in and shall not, for the duration of any awarded contract, engage
in a boycott of companies doing business in or with Israel or authorized by, licensed by, or organized under
the laws of the State of Israel.
- 3) Our company, is not currently engaged in and shall not, for the duration of any awarded contract, engage
in a boycott of any persons or entities doing business in the State of Israel.

This above section shall not apply to contracts with a total potential value of less than one hundred thousand dollars
or to contractors with fewer than ten employees.

The terms used in this certification shall have the meaning set forth in Chapter 34 Section 34.600 RSMo., et seq.

(Name of Person)

By: _____ (Signature of Person)

(Title of Person)

Subscribed and sworn to before me this _____ day of _____, _____.

NOTARY PUBLIC in and for the County of _____

State of _____

(SEAL)

My commission expires: _____

Pricing page (Form 1)

Janitorial services: The contractor shall provide pricing per the following. All costs associated with providing the required services shall be included in the stated price. Contractor shall hold the prices firm and fixed for each year of the contract to include any renewal period.

Contract Term: August 11, 2025 through August 31, 2026

Courtroom Areas & Office Side Cleaning: Monthly cost at \$ _____ (5 p.m. to 2 a.m. Monday through Friday, excluding court holidays) **plus** Detention Day Custodians (Porters):

Weekly cost at \$ _____ (Per Porter Schedule Monday through Friday, excluding court holidays) x 52 divided by 12 equals monthly cost at \$ _____ **equals**

Total monthly janitorial services charge: \$ _____

Contract Term: September 1, 2026 through August 31, 2027

Courtroom Areas & Office Side Cleaning: Monthly cost at \$ _____ (5 p.m. to 2 a.m. Monday through Friday, excluding court holidays) **plus** Detention Day Custodians (Porters):

Weekly cost at \$ _____ (Per Porter Schedule Monday through Friday, excluding court holidays) x 52 divided by 12 equals monthly cost at \$ _____ **equals**

Total monthly janitorial services charge: \$ _____

Contract Term: September 1, 2027 through August 31, 2028

Courtroom Areas & Office Side Cleaning: Monthly cost at \$ _____ (5 p.m. to 2 a.m. Monday through Friday, excluding court holidays) **plus** Detention Day Custodians (Porters):

Weekly cost at \$ _____ (Per Porter Schedule Monday through Friday, excluding court holidays) x 52 divided by 12 equals monthly cost at \$ _____ **equals**

Total monthly janitorial services charge: \$ _____

1st Renewal Contract Term: September 1, 2028 through August 31, 2029

Courtroom Areas & Office Side Cleaning: Monthly cost at \$ _____ (5 p.m. to 2 a.m. Monday through Friday, excluding court holidays) **plus** Detention Day Custodians (Porters):

Weekly cost at \$ _____ (Per Porter Schedule Monday through Friday, excluding court holidays) x 52 divided by 12 equals monthly cost at \$ _____ **equals**

Total monthly janitorial services charge: \$ _____

Company Name _____

Print Name _____

Signature _____

Date _____

21

Return Page

Pricing page (Form 1), continued

2nd Renewal Contract Term: September 1, 2029 through August 31, 2030

Courtroom Areas & Office Side Cleaning: Monthly cost at \$ _____ (5 p.m. to 2 a.m. Monday through Friday, excluding court holidays) **plus** Detention Day Custodians (Porters):

Weekly cost at \$ _____ (Per Porter Schedule Monday through Friday, excluding court holidays) x 52 divided by 12 equals monthly cost at \$ _____ **equals**

Total monthly janitorial services charge: \$ _____

3rd Renewal Contract Term: September 1, 2030 through August 31, 2031

Courtroom Areas & Office Side Cleaning: Monthly cost at \$ _____ (5 p.m. to 2 a.m. Monday through Friday, excluding court holidays) **plus** Detention Day Custodians (Porters):

Weekly cost at \$ _____ (Per Porter Schedule Monday through Friday, excluding court holidays) x 52 divided by 12 equals monthly cost at \$ _____ **equals**

Total monthly janitorial services charge: \$ _____

Supplemental service: The contractor shall state a firm, fixed price for each of the following in addition to supplemental services in accordance with the provisions and requirements as set forth herein. All costs associated with providing the required services shall be included in the stated prices. Pricing shall remain firm & fixed for the initial term of contract, but negotiated pricing for renewal periods shall be possible with documented proof of needed increase provided by the contractor.

Deep clean carpet water extraction ----- Cost per square foot: \$ _____

Strip and refinish hard flooring -----Cost per square foot: \$ _____

Clean office chair ----- Cost per office chair: \$ _____

Clean side chair ----- Cost per side chair: \$ _____

Clean sofa ----- Cost per sofa: \$ _____

Additional janitorial services --- Cost per square foot: \$ _____ -or- Hourly Wage: \$ _____
(This pricing is stated pursuant to the contractor providing supplies, equipment & labor to accomplish service.)

Note: If at any time during the contract term a price increase is warranted **due to market conditions**, then the contractor may request an increase in pricing. Request **must be** accompanied by documentation as to why the increase is necessary.

Company Name _____

Print Name _____

Signature _____

Date _____

22

Return Page

Company information page (Form 2)

Company name: _____

Physical address: _____

City: _____ State: _____ Zip Code: _____

Telephone number: _____

Payment address: _____

City: _____ State: _____ Zip Code: _____

Check one: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Limited Liability Company

DBE Status

1. Minority Owned Business (MBE) ☐ Yes ☐ No

☐ African American ☐ Latino Native ☐ American ☐ Asian ☐ Pacific Islander

2. Woman Owned Business (WBE) ☐ Yes ☐ No

3. Small Business ☐ Yes ☐ No

Number of years in business: _____ Number of permanent employees: _____

Has company ever done business under a different name: ☐ Yes ☐ No

If yes, give name and location: _____

Has company ever done business under a different name: ☐ Yes ☐ No

If yes, give name and location: _____

Has company ever been sued for breach of any contract: ☐ Yes ☐ No

If yes, explain: _____

Point of contact

Name: _____

Telephone number: _____

E-mail address: _____

Company Name

Print Name

Signature

Date

23

Return Page

Affidavit (Form 3)

I, the undersigned, in and for the City of _____, County of _____, State of _____ being duly sworn upon oath deposes and to the best of their knowledge says that;

1. That I am the _____ (Title of affiant) of _____ (Name of contractor) and have been authorized by said contractor to make this affidavit on its behalf;
2. That no officer, agent or employee of the court is financially interested, directly or indirectly in what the contractor is offering to provide to the court pursuant to this Invitation to Bid (ITB).
3. That if contractor were awarded any contract from the court, no officer, agent or employee of the court would be pecuniarily interested in or receive any benefit from the profit or emoluments of such;
4. That contractor has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to this ITB.
5. Contractor certifies and warrants that contractor or contractor's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties.
6. That all employee's assigned to do work for the court are legally eligible to work within the United States under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 ("IIRIRA 96") and INA Section 274A of the federal government."
7. Contractor certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.
8. It is our understanding that all informational materials and files reviewed which has been provided on a need-to-know basis in the performance of this contract shall be privileged and held confidential. It is agreed that information shall not be shared or discussed with any persons outside the court without the express written consent of the court. In the event there is reason to believe that the confidentiality of this information has been breached, the Court Administrator shall be notified immediately.

_____ (Name of contractor)

By: _____ (Signature of affiant)

_____ (Title of affiant)

Subscribed and sworn to before me this _____ day of _____, 20____.

NOTARY PUBLIC in and for the County of _____

State of _____

(Seal)

My commission expires: _____

Company Name

Print Name

Signature

Date

24

Return Page

Jackson County Family Court
"Guiding Families to a Brighter Tomorrow."

Offer to contract and signature page

It is understood and agreed that this Invitation to Bid (ITB) is made upon and subject to the conditions and terms as specified herein, the pricing as listed on the pricing form, and any amendments (addendums) thereof . We hereby offer and agree to provide the **Janitorial Cleaning Services** in compliance with said terms, conditions, pricing, and any addendums of this proposal.

We acknowledge receipt of the following addendum(s): _____, _____, _____.

We further acknowledge that the term of the contract will commence on **August 11, 2025 and end on August 31, 2028** and will hence-forth be referred to by **Bid Contract Number 10005019**.

It is also understood that the Family Court reserves the right to extend this contract for one (1) or up to all three (3) renewal periods past the original contract expiration date per the stated price increase for that particular contract renewal period.

Family Court reserves the right to automatically extend this contract for a period not to exceed 90 calendar days past original expiration date or subsequent renewal period, utilizing the then current pricing, in order to provide the court with continual service while a new contract is being solicited, evaluated and/or awarded.

By affixing our authorized signature to this Offer to contract and signature page, we the contractor hereby acknowledge and agree to these rights and certifies that we have read, understand, and will fully and faithfully comply with this Invitation to Bid and any referenced documents. We the contractor also certifies that the prices offered were independently developed without consultation with any other bidders or potential bidders.

Local government use (Cooperative Procurement): If the Family Court awarded you the proposed contract, would you allow any Municipal, County, Public Utility, Hospital, or Educational Institution that are located within the greater Kansas City Metropolitan Trade Area the use of this contract with negotiations occurring to clarify any additional terms and/or conditions needed by any participating entities or parties to this contract or revised pricing due to variance in entity's location square footage compared to Family Court's.

(Check one) Yes _____ No _____ Initials _____

I, the undersigned hereby state, under penalty of perjury, that all information provided is true, accurate, and complete, and states that I have the authority to submit this bid, which will result in a binding contract for the Janitorial Cleaning Services if accepted by the Family Court upon the issuance of an award letter and the contractor's acceptance of said award letter thus eliminating the need for a formal signed contract between the parties.

Company Name

Signature of Person Authorized to Sign

Printed Name

Title

Date **25**

Return Page

Qualifications and experience page (Form 4)

Contractor shall state company's qualifications as it pertains to providing services similar to the scope of services required under this ITB. Include all pertinent information that you believe will assist the court in understanding your company and assurances of your company's ability to perform the required services, if awarded, the contract.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

References page (Form 5)

- 1) Company name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Contact name: _____ Telephone number: _____
 How long have you had this customer: _____

- 2) Company name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Contact name: _____ Telephone number: _____
 How long have you had this customer: _____

- 3) Company name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Contact name: _____ Telephone number: _____
 How long have you had this customer: _____

- 4) Company name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Contact name: _____ Telephone number: _____
 How long have you had this customer: _____

 Company Name

 Print Name

 Signature

 Date

27

Return Page

ATTACHMENT #1

Contractor shall copy this form and have any anticipated employee assigned to the contract complete.

JACKSON COUNTY FAMILY COURT

AUTHORIZATION FOR RELEASE OF INFORMATION FORM

TO WHOM IT MAY CONCERN:

I hereby authorize and request release to the Jackson County Family Court, any and all records and information, including, but not limited to, originals or copies of any records, documents, reports, criminal history record.

I understand that the Jackson County Family Court may conduct and/or review a background investigation before rendering a decision regarding my eligibility to perform services for the Facilities Manager and that this authorization is a part of that investigation.

I voluntarily agree to cooperate in any such investigation, and release from all liability or responsibility the Jackson County Family Court, and all other persons, firms, corporations and institutions supplying the above requested information.

Applicant's Name (PLEASE PRINT)

Date

Applicant's Signature

Birth Date

Applicant's Social Security Number

NOTE: This form will be sent separately to awarded contractor and **MUST** be submitted prior to July 28, 2025.

ATTACHMENT #2

Contractor shall copy this form and have any anticipated employee assigned to the contract complete.

JACKSON COUNTY FAMILY COURT

CONFIDENTIALITY OATH FORM

Safeguard confidential information, whether printed, oral or electronic, unless disclosure is authorized by law. Refrain from using confidential information for personal advantage and abstain at all times from public comment about Court proceedings.

Sensitive information acquired and maintained by the Court must never be revealed unless and until it is made a matter of public record. Sometimes breaches of confidentiality do not involve intentional disclosure of official Court records, but are the result of casual remarks about pending or closed cases, litigants, juries or judges. These nevertheless represent serious breaches with the potential to give attorneys, litigants and reports confidential information that could gravely compromise a case or a person's standing in the community.

Signature of Employee/Agent

Print Name

Date of Employee/Agent Signature

Witness Signature

Print Name

Date of Witness Signature

NOTE: This form will be sent separately to awarded contractor and **MUST** be submitted prior to July 28, 2025.