

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



613 E. Ash St., Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Bid File – Award Recommendation
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: March 21, 2023
RE: Request for Bid Award Recommendation: *13-14MAR23 – Exterior and Interior Window Cleaning Services*

Request for Bid *13-14MAR23 – Exterior and Interior Window Cleaning Services* closed on March 15, 2023. Four bid responses were received.

Recommendation for the award is to Shark Window Cleaning, LLC of Hartsburg, Missouri for offering the lowest and best bid of the responsive bid responses received.

Bid responses received from Riverside Restaurant dba Clean Slate Cleaning and NSM Highrise LLC, dba Squeegee Squad were non-responsive due to bidding *a per window cleaning* versus bidding what the bid required of a *total window cleaning project/location*. We did not provide the number of windows per building, so it was impossible to know their total bid price per building.

Cost of base bid for exterior windows of the Government Center, Emergency Communication Center, Annex Building, and Courthouse that will be cleaned annually is \$6,365.00. Alternate bid for interior windows of the Government Center and Emergency Communication Center will be cleaned as needed (not annually) for \$1,600.00. Invoices will be paid from department 6101 – FM Housekeeping & Custodial Services, account 60125 – Custodial/Janitorial Services. \$5,800.00 is budgeted for 2023. Per Facilities Maintenance, there are additional funds across class 6 as a whole that will cover the additional cost.

ATT Bid Award Recommendation Memo
Bid Tabulation

cc: Bid File
Jody Moore, Facilities Maintenance

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TO: Jody Moore
Service Coordinator II
Facilities Maintenance

FROM: Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

DATE: March 16, 2023

RE: Bid Award Recommendation – 13-14MAR23 – Exterior and Interior Window Cleaning Service

Attached is the bid tabulation for the four responses received for the above referenced bid. NSM Highrise LLC, dba Squeegee Squad and Riverside Restaurant dba Clean Slate Cleaning are non-responsive due to bidding a per window cleaning price vs. the requested total window cleaning project/location price.

Please return this cover sheet with your recommendation by e-mail after you have completed the evaluation of this bid. If you have any questions, let me know.

DEPARTMENT REPLY:

Department / Account: 12101 / 160125; Budgeted for 2023: 5,800

☒ Award Bid by low bid: Shark Window Cleaning

☐ Recommend accepting the following bid(s) for reasons detailed on attached page. (Attach department recommendation).

☐ Recommend rejecting bids for reasons detailed on attached page. (Attach department recommendation).

Administrative Authority Signature: Jody Moore Date: 3/17/2023

13-14MAR23 - Exterior and Interior Window Cleaning Services					
		NSM Highrise LLC, dba Squeegee Squad	Riverside Restaurant dba Clean Slate Cleaning	Shark Window Cleaning	Shepherd's Company
Base Bid: Exterior Window Cleaning					
4.9.1.	Boone County Government Center, 801 E. Walnut Street – Columbia, Missouri	\$8.51	\$18.73	\$1,965.00	\$2,011.00
4.9.2.	Boone County Courthouse, 705 E. Walnut Street – Columbia, Missouri	\$7.04	\$18.73	\$3,650.00	\$5,908.00
4.9.3.	Boone County Annex Building, 613 E. Ash Street – Columbia, Missouri	\$6.22	\$18.73	\$250.00	\$240.00
4.9.4.	Boone County Emergency Communication Center, 2145 County Drive – Columbia, Missouri	\$6.00	\$18.73	\$500.00	\$441.00
Sub-Total 4.9.1. - 4.9.4.		\$27.77	\$74.92	\$6,365.00	\$8,600.00
Alternate Bid: Interior Window Cleaning					
4.9.5.	3rd Floor Atrium Windows, Boone County Government Center, 801 E. Walnut Street, Columbia, MO	\$4.00	\$17.64	\$1,300.00	\$1,470.00
4.9.6.	Entry Windows, Boone County Emergency Communication Center, 2145 County Drive, Columbia, MO	\$4.00	\$17.64	\$300.00	\$650.00
Sub-Total 4.9.5. - 4.9.6.		\$8.00	\$35.28	\$1,600.00	\$2,120.00
Grand Total 4.9.1. - 4.9.6.		14.00	110.20	7,965.00	\$10,720.00
MAXIMUM % INCREASE PER RENEWAL					
4.10.1.	1st Renewal Period: April 1, 2024 - March 31, 2025	2.5%	2.0%	0.0%	0.0%
4.10.2.	2nd Renewal Period: April 1, 2025 - March 31, 2026	2.1%	2.0%	0.0%	0.0%
4.10.3.	3rd Renewal Period: April 1, 2026 - March 31, 2027	2.0%	1.0%	5.0%	3.0%
4.10.4.	4th Renewal Period: April 1, 2027 - March 31, 2028	2.0%	1.0%	5.0%	3.0%

4.11.	Reponse Time to begin after request by County	21 days	5	15	14
4.12.a.	# Days for completion of project: Boone County Government Center	4.5 - 5	3	2	1
4.12.b.	# Days for completion of project: Boone County Courthouse	6	3	2	2
4.12.c.	# Days for completion of project: Boone County Annex Building	1	3	1	1
4.12.d.	# Days for completion of project: Boone County Emergency Communication Center	2	3	1	1
4.13.	Sub-Contracted Work	No	n/a	Clean the Exterior of upper (5th floor) windows of Boone County Courthouse, 10 windows on curtain wall north side and exterior of skylight on the roof with Shepherd's Company	No
4.14.	Any Licenses Included?	No	No	Business License	Business License
4.15.	Holidays	New Years Day, Independence Day, Labor Day, Thanksgiving (and Friday after), Christmas Day	n/a	New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Friday after, Christmas Eve and Christmas Day	New Year's Day, Thanksgiving Day, Christmas Day, half a day on July 4th
4.16.	Any deviations?	No Response	None	None	None
4.16.	Additional Costs	Rental Cost + RPP and tax + transporation cost = \$781.25/day for Genie AWP 365D; Rental Cost + RPP and tax + transporation cost + fuel = \$1,743.75/day for JLG 660SJ	None	None	None
4.9.5	Interior Window Cleaning - 3rd Floor Atrium Windows on Government Center	\$4.00	\$17.64	\$1,300.00	\$1,470.00
4.9.6.	Interior Window Cleaning - ECC	\$4.00	\$17.64	\$300.00	\$650.00

Note: NSM Highrise LLC, dba Squeegee Squad and Riverside Restaurant dba Clean Slate Cleaning are non-responsive. They did not bid a total window cleaning project/location, but rather they bid a per window charge and did not identify the # of windows per project location to get a total per building location