

# STATE OF KANSAS

## Event Details

### PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0007306	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
Janitorial Services - Columbus			
Start Time	Finish Time		
02/28/2020 08:05:00 CST	03/30/2020 14:00:00 CDT		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Department of Administration  
Procurement and Contracts  
900 SW Jackson  
Suite 451-South  
Topeka KS 66612-1286  
United States

**Contact:** Angela Brown  
**Phone:** 785/296-7251  
**Email:** angela.brown@ks.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

### Event Description

Establish a contract to provide janitorial services for the Department for Children and Families office in Columbus, KS.

Approximately 21,632 sq. ft. to be cleaned.

### General Comments

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Pre-proposal Conference - A mandatory pre-proposal conference will be held at 11:00 AM, on March 12, 2020, at the following location:

Location  
215 E. Maple, Columbus, KS

Attendance is required in person this pre-proposal conference. Failure to attend the pre-bid conference will result in rejection of your bid. Questions requesting clarification of the Bid Event must be submitted electronically (MS Word) to the Procurement Officer (Event Contact) indicated above prior to close of business on March 16, 2020. Impromptu questions may be permitted and spontaneous unofficial answers provided, however bidders should understand that the only official answer or position of the State of Kansas will be presented in writing.

Failure to notify the Procurement Officer (Event Contact) of any conflicts or ambiguities in the Bid Event may result in items being resolved in the best interest of the State. Any modification to this Bid Event as a result of the pre-proposal conference, as well as written answers to written questions, shall be made in writing by addendum and dispatched to all bidders associated to this event. Only written communications are binding.

Answers to questions will be available in the form of an addendum on the Procurement and Contracts' website, [www.admin.ks.gov/offices/procurement-and-contracts](http://www.admin.ks.gov/offices/procurement-and-contracts).

It shall be the responsibility of all participating bidders to acquire any and all addenda and additional information as it is made available from the web site cited above. Vendors/Bidders not initially invited to participate in this Bid Event must notify the Procurement Officer (Event Contact) of their intent to bid at least 24 hours prior to the event's closing date/time. Bidders are required to check the website periodically for any additional information or instructions.

\*\*\*\*\*

0005 - Request for Proposal pursuant to K.S.A. 75-37,102

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**MANDATORY REQUIREMENT:** If you are interested in bidding on this transaction you **MUST BE OFFICIALLY INVITED** to the event. Contact the person named above at least 24 HOURS BEFORE the official finish date and time to request the official invitation.

Due to State of Kansas SMART Strategic Sourcing System requirements, any bidder with an interest in bidding on any State of Kansas SOURCING EVENT must officially request an invitation from the Procurement Officer (Event Contact) at least 24 hours before the Bid Event official finish date and time. If you fail to request such in a timely fashion, your bid may be rejected in its entirety.

**EXCEPTION:** If you have received a Bid Event Document with your company's name in the upper right hand corner of the document, your company has already been invited to the bid event.

If you are not a registered bidder/vendor with the state of Kansas you must register as a bidder AND request official invitation at least 24 hours before the Bid Event official finish date and time. To register as a bidder visit our website: [www.admin.ks.gov/offices/procurement-and-contracts](http://www.admin.ks.gov/offices/procurement-and-contracts)

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

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**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

\*\*\*\*\*  
**BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE**  
A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

**INSTRUCTIONS:** To obtain a Current Tax Clearance Certificate, you must:

- Go to <http://ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KDOR will issue the certificate
- If issued an official certificate, print it and attach it to your bid response
- If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response.

**REMINDER:** You will need to sign back into the KDOR website to view and print the official tax clearance certificate.

Information about Tax Registration can be found at the following website:  
<http://www.ksrevenue.org/busregistration.html>

Procurement and Contracts reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award.

In the event that a current tax certificate is unavailable, Procurement and Contracts reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or Procurement and Contracts may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.

\*\*\*\*\*  
Emailed or Fax Bids Submission will NOT be accepted for this Bid Event.

\*\*\*\*\*  
During the 2012 Session, the Kansas Legislature enacted a Bidder Preference Program which created three (3) bid preferences. To see if you qualify for any of the preferences, please go to the following website for more information:  
[www.admin.ks.gov/offices/procurement-and-contracts/bidder-preference-program](http://www.admin.ks.gov/offices/procurement-and-contracts/bidder-preference-program).

To claim this preference, the bid response must include the Preference Request Form and you must respond to the applicable Bidder Preference category in the question under the General Questions section on the following page(s).

\*\*\*\*\*  
During the 2014 Session, the Kansas Legislature enacted the Disabled Veteran Owned Business bidder preference program. For more information or to see if you qualify, please go to the following website:  
<http://admin.ks.gov/docs/default-source/ofpm/procurement-contracts/disabled-veteran-preference-program.doc>

To claim this preference, the bid response must include a copy of the letter from Procurement and Contracts certifying your company as a Disabled Veteran Owned Business and you must respond to the applicable Disabled Veteran Owned Business category in the question under the General Questions section on the following page(s).

\*\*\*\*\*  
The State of Kansas, as a matter of public policy, encourages anyone doing business with the State of Kansas to take steps to discourage human trafficking. If prospective bidders/vendors/Contractors have any policies or participate in any initiatives that discourage human trafficking the prospective bidder/vendor/Contractor is encouraged to submit same as part of their bid response.

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

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<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Janitorial Services - Columbus			
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**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

- ATTC - See the attachment for additional information.

### General Questions

Question	UOM	Best	Worst	Response
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Please select ONE category from the following list with regard to a Bidder Preference. If selecting a Bidder Preference category, supporting documentation must accompany this bid response. (Note: #3 "State Use Purchases" category does not apply to Requests for Proposals)

- Options:
- Not claiming any Bidder Preference Category
  - Claiming the Disabled Veteran Owned Business Category
  - Claiming the State Use Purchases Bidder Preference Category
  - Claiming the Certified Business Bidder Preference Category

**Select One**

  
  
  


Required: Yes Mandatory Response: No

**Response Comments**

Payments Terms are "Net 30 days ARO". Show discount(s) if payment is made in less than thirty days. Discounts offered will NOT be considered in determining the low bid.

Required: Yes Mandatory Response: No

**Response Comments**

Is a completed Sexual Harassment form included with your bid event submission?

Required: Yes Mandatory Response: No

**Response Comments**

Is a completed Immigration Reform and Control form included with this bid event submission (refer to Appendix B - Terms and Conditions, Event Details document)?

Required: Yes Mandatory Response: No

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

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Event Round	Version		
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Janitorial Services - Columbus			
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#### Response Comments

Does your organization accept the State of Kansas terms and conditions as stated?

Required: Yes Mandatory ResponseNo

#### Response Comments

Procurement Card (P-Card): Presently, many State Agencies use a State of Kansas Procurement Card (Visa-branded P-Card) in lieu of a state warrant to pay for some of its purchases. No additional charges will be allowed for using the card.  
May agencies use their P-Card for contract purchases?

Required: Yes Mandatory ResponseNo

#### Response Comments

Is a current Tax Clearance Certificate included with this bid event submission (refer to Appendix B - Terms and Conditions, Event Details document)?

Required: Yes Mandatory ResponseNo

#### Response Comments

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

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<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Janitorial Services - Columbus			
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**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

### Line Details

**No Bid:**

**Line:** 1    **Item ID:**    **Line Qty:** 1.00    **UOM:** Each  
**Required:** No    **Reserve Price:** No

**Bid Qty:**

**Min/Max Qty:** No min / No max

**Description:** Janitorial RFP - Columbus

Question	UOM	Best	Worst	Response
Enter pricing on Cost Sheet within RFP Specifications document; DO NOT enter pricing, here.				<input type="text"/>

**Required:** No    **Mandatory Response:** No

### Response Comments

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

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Event Round	Version		
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### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

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## Event Details (cont.)

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<b>Event Round</b>	<b>Version</b>		
1	1		
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## Appendix A - Line Specifications

**Line:** 1    **Item ID:**    **Line Qty:** 1    **UOM:** Each  
**Description:** Janitorial RFP - Columbus

### Item Specifications

<b>Manufacturer:</b>			
<b>Mfg Item ID:</b>			
<b>Item Length:</b>	0	<b>Item Height:</b>	0
<b>Item Width:</b>	0	<b>Dimension UOM:</b>	
<b>Item Volume:</b>	0	<b>Volume UOM:</b>	
<b>Item Weight:</b>	0	<b>Weight UOM:</b>	
<b>Item Size:</b>		<b>Item Color:</b>	

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	DCF CENTRAL PURCHASING
<b>Quantity:</b>	1		DCF CENTRAL PURCHASING
<b>Due Date:</b>	04/04/2020		555 S KANSAS AVE
<b>Freight Terms:</b>			TOPEKA KS 66603
<b>Ship Via:</b>	Common Carrier		United States

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

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17300-EVT0007306	Sell	RFx	8
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## Appendix B - Terms & Conditions

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- Debarment of State Contractors.** Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Agreement may be barred for a period up to three (3) years, pursuant to K.S.A. 75-37,103, or have its work evaluated for pre-qualification purposes. Contractor shall disclose any conviction or judgment for a criminal or civil offense of any employee, individual or entity which controls a company or organization or will perform work under this Agreement that indicates a lack of business integrity or business honesty. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense the State determines to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls twenty-five (25) percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the Proposal or termination of the Agreement, as determined by the State.
- Accounts Receivable Set-Off Program:** If during the course of this contract the Contractor is found to owe a debt to the State of Kansas, agency payments to the Contractor may be intercepted / setoff by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq, Contractor shall have the opportunity to challenge the validity of the debt. If the debt is undisputed, the Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted. K.S.A. 75-6201 et seq. allows the Director of Accounts and Reports to set off funds the State of Kansas owes Contractors against debts owed by the contractor to the State of Kansas. Payments set off in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.
- Disclosure of Bid Event Content and Proprietary Information:** All bid responses become the property of the State of Kansas. The Kansas Open Records Act (K.S.A. 45-215 et seq) requires public information be placed in the public domain at the conclusion of the selection process, and be available for examination by all interested parties. More information on this subject can be found at the following website:  
<http://admin.ks.gov/offices/chief-counsel/kansas-open-records-act>.
- BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE** A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s). **INSTRUCTIONS:** To obtain a Current Tax Clearance Certificate, you must: 1) Go to: <http://ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate; 2) Return to the website the following working day to see if KDOR will issue the certificate; 3) If issued an official certificate, print it and attach it to your bid response; and 4) If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued. Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response. **REMINDER:** You will need to sign back into the KDOR website to view and print the official tax clearance certificate. Information about Tax Registration can be found at the following website:  
<http://www.ksrevenue.org/busregistration.html>. Procurement and Contracts reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award. In the event that a current tax certificate is unavailable, Procurement and Contracts reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or Procurement and Contracts may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.
- Immigration and Reform Control Act of 1986 (IRCA):** All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) form. With the submission of this bid, the contractor hereby certifies without exception that such contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to



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work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination for cause and any applicable damages. Unless provided otherwise herein, all contractors are expected to be able to produce for the State any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification, or like item under the contract. Bidders must submit a Certification Regarding Immigration Reform and Control form with every event response. The form can be found at the following website:  
<http://www.admin.ks.gov/docs/default-source/ofpm/procurement-contracts/irca.doc>.

6. It is the bidder's responsibility to submit questions, acknowledge addenda and attend pre-bid conferences as indicated in this event or attachment(s). When communicating always refer to the Bid Event ID.
7. Conflict of Interest: With the submission of a response for this bidding event, you certify that you do not have any substantial conflict of interest sufficient to influence the bidding process of this event. A conflict of substantial interest is one which a reasonable person would think would compromise the opening bidding process.
8. Competition: The purpose of this Request is to seek competition. The bidder shall advise Procurement and Contracts if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by Procurement and Contracts no later than five (5) business days prior to the event closing date. The Director of Purchases reserves the right to waive minor deviations in the specifications which do not hinder the intent of this Request.
9. Acceptance or Rejection: The State reserves the right to accept or reject any or all bid responses or part of a response; to waive any informalities or technicalities; clarify any ambiguities in responses; modify any criteria in this Event; and unless otherwise specified, to accept any item in a response.

Last Updated: 01/24/2019