

**KANSAS CITY PUBLIC LIBRARY**

**REQUEST FOR PROPOSALS  
FOR CARPET CLEANING SERVICES**

January 15, 2026



**Kansas City  
Public Library**

14 West 10<sup>th</sup> Street  
Kansas City, Missouri 64105

Proposals will be accepted until:

11:00 a.m. (Central Time)  
Wednesday, February 11, 2026

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# **REQUEST FOR PROPOSALS FOR CARPET CLEANING SERVICES**

## **Instructions to Proposers**

### **General Instructions**

The Kansas City Public Library (“Library”) invites qualified applicants to submit proposals for carpet cleaning services for the Library.

### **Submission of Proposal**

Proposals must be submitted (along with five copies) in hard print copy, to be received no later than 11:00 a.m. (Central Time), Wednesday, February 11, 2026. All correspondence should be marked “**KCPL Carpet Cleaning Services**”.

### **Site Tour and Pre-Proposal Meeting**

All interested Proposers are welcome to attend a Pre-Proposal Briefing at the **Plaza Branch, Cohen Conference Center, at 4801 Main Street, Kansas City, MO 64112** on **Tuesday, January 27, 2026, at 10:30 A.M.** (Central Time). Proposers will receive a tour of the Library’s Plaza Branch and afterwards will be asked to travel to the **Central Library, 14 W. 10<sup>th</sup> Street, Kansas City, MO 64105** to tour that site. Please contact **Jessica Addo** at [purchasing@kcplibrary.org](mailto:purchasing@kcplibrary.org) to let the Library know if you would like to attend.

### **Official Contact**

Any questions concerning this Request for Proposals (“RFP”) should be submitted via email to:

Jessica Addo  
Kansas City Public Library  
14 West 10<sup>th</sup> Street  
Kansas City, MO 64105  
816-701-3563  
[purchasing@kcplibrary.org](mailto:purchasing@kcplibrary.org)

All questions concerning this RFP must be received no later than Wednesday, January 28, 2026, by 5:00 p.m. (Central Time)

### **Ownership of Documents**

Any reports, studies, conclusions and summaries prepared by the Proposer shall become the property of the Library.

### **Confidentiality of Information**

Any proprietary information furnished by a Proposer to the Library that is designated confidential shall be treated as confidential to the Library to the extent allowable by law.

**RFP Awards**

The Library reserves the right to accept or reject any and all proposals, to make a partial award, or to make a multiple vendor award. The acceptance or rejection of any or all proposals and the making of an award or a partial award will be at the sole discretion of the Library. The Library reserves the right to request additional information. The contract shall be awarded to the qualified Proposer(s), whose proposal (which may include and incorporate the outcome of any subsequent negotiations), is determined to be in the best interests of the Library. The Library reserves the right to seek out additional proposals if the number and quality of submittals are not sufficient to allow for a competitive decision.

**Addenda/Cancellation**

The Library may modify or cancel the RFP at any time prior to the RFP due date by issuance of an Addendum or Cancellation to all Proposers who are participating in the process at the time the Addendum/Cancellation is issued. Addenda will be made available and Cancellations will be posted on the Library's RFP/RFQ website (currently: <http://www.kclibrary.org/news-projects-rfps>). Proposers should monitor the Library's RFP/RFQ website for updates/information/addenda/cancellations. Verbal modifications to the RFP specifications shall not be binding upon the Library.

**Clarification of Proposals**

The Library reserves the right to obtain clarification of any point in the proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

**Method of Selection**

Award will be made to the most responsive and responsible Proposer offering the best value and most economical proposal as defined by the Library. In general, the following criteria will be used: price, qualifications, service approach, and the experience of the Proposer. Per Library policy, a preference will be given to local vendors and minority/women business enterprises (M/WBE).

After the Library's initial evaluation of proposals, select proposals will undergo a detailed review and evaluation. As part of this detailed review of proposals, selected Proposers may be required to make oral presentations of their proposals to the Library. These presentations provide an opportunity for the Proposers to clarify the proposals.

The Library will negotiate with the selected Proposer(s) for mutually agreeable terms for the Library's janitorial services before making an award. Negotiation could include, but not be limited to, price and the terms and conditions of the RFP.

**Acceptance of RFP Terms**

A proposal submitted in response to this RFP shall constitute a binding offer. The Proposer shall identify clearly and thoroughly any variation between its offer and this RFP. Failure to

do so shall be deemed a waiver of any rights to subsequently modify the terms of performance. Proposer's authorized representative may withdraw proposals only by written request received before the proposal due date.

#### **Proposal Validity Period**

Each proposal shall be valid for a period of sixty (60) days from the proposal due date.

#### **Non-Collusion**

Proposer(s) certify that this proposal has been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

#### **Hold Harmless**

The Proposer shall hold harmless, defend and indemnify the Library and the Library's officers, agents, and employees against liability that may be imposed upon them by reason of the Proposer's failure to provide worker's compensation coverage and liability coverage.

### **General Specifications**

#### **INTRODUCTION**

It is the purpose of this RFP to solicit proposals from qualified vendors to provide carpet cleaning services for the Central Library, Administrative Annex and nine branch facilities. The Library is accepting proposals for a three-year contract to meet the service needs of the Library.

**The Library seeks proposals that afford the Library the most cost-effective, technically responsive proposal for the acquisition of the subject matter of this RFP. However, the Library recognizes that there may be arrangements different from those requested in the RFP that would afford additional benefits to the Library while satisfying the applicable requirements of this RFP. Accordingly, you may submit alternative proposals for consideration, which offer additional benefits in addition to the requested baseline proposal. These alternatives will be evaluated in conjunction with the primary (baseline) approach for each proposal.**

#### **SCOPE OF SERVICES**

The Library is seeking proposals from qualified vendors to provide carpet cleaning services for the Central Library and Administrative Annex facilities, and nine branch facilities (see **Attachment A** for a list and description of the locations and cleaning rotations). Carpet cleaning services will be provided after general operating hours. **(The Library's locations and operating hours - including the Library's current holiday schedule - can be found at the following link: <http://www.kclibrary.org/branches>.)**

The selected service provider will provide all personnel, equipment, tools, supplies, supervision and other items and services necessary to perform carpet cleaning services for all library facilities. The selected service provider will present the Library with a list of materials and supplies to be used for the carpet cleaning and will work with the Library to select the best supplies and materials to use for the Library's carpet cleaning services.

The selected service provider will be able to clean furniture as needed. The Library estimates that approximately six chairs a month (72 chairs a year) will need to be cleaned.

The Library will consider proposals for steam cleaning. However, if outside steam-mounted trucks are used, with hoses coming into the building, the selected vendor will be responsible for monitoring all open doors to ensure that no unauthorized person comes into Library locations after operating hours.

Smaller furniture will need to be moved by the selected vendor for the carpet cleaning. Larger furniture, such as display cases or books shelves, will not need to be moved by the vendor. If larger furniture does need to be moved, the Library will be responsible for moving it.

The selected service provider will be able to meet the schedule (**Attachment A**) provided in this RFP. **Please note that the Library welcomes suggestions from Proposers on how to meet its carpet cleaning schedule while making changes to this schedule to maximize cost savings for the Library.**

The selected service provider will work with the Library to develop a schedule that meets the carpet cleaning needs of the Library. Compliance with the performance of the work shall be the sole responsibility of the selected service provider, and shall be assured by a regular inspection of the premises by a responsible employee of the selected service provider. Any deficiencies will be corrected in 24 hours or within an agreed time frame by the Library. The Library may request that additional inspections be conducted at any time.

The selected service provider will be able to respond to emergency requests for carpet cleaning services in a timely manner.

The selected service provider shall be responsible for all costs associated with any contract resulting from this RFP.

The selected service provider will have been in operation at least three years.

The Library has a preference for a three-year agreement.

## **Proposal Content & Format**

To provide a degree of consistency in review of the written proposals, Proposers are required to prepare their proposals in the format described below:

### **Proposal Response Form**

An individual having full authority to execute the proposal and to execute any resulting contract for services (“authorized representative”) must complete and submit the attached Proposal Response Form (**Attachment C**) or submit a signed letter of transmittal that contains the same information and statements as indicated in the proposal response form. **Failure to submit Attachment C or an equivalent signed letter of transmittal may result in disqualification from consideration.**

### **Experience, Expertise and Capabilities**

Give a background of the company’s or contractor’s experience and qualifications. This should include a brief history, the date founded, ownership and any subsidiary relationships. Also list the types of services the company or contractor is qualified to perform. Give examples of experience for similar services to other entities. If the company or contractor is local to the Kansas City metropolitan area, or if the company or contractor is a minority/women business enterprise (M/WBE), this should be noted in order to utilize the Library’s preference for local and M/WBE vendors.

### **Quality Control Process**

Describe your company’s quality control process. How long has your current quality control process been in use? Who would be in charge of reviewing the quality control process for the Library?

### **Supplies**

Describe your procurement processes for the purchasing of carpet cleaning supplies. Explain how you expect to develop cost savings for supplies that can be passed on to the Library. How much consideration is given to the environmental sustainability and public health protection of the supplies?

### **Personnel**

For Company proposals, provide the names of key management personnel who would be directly involved in providing services to the Library. Describe their relationship in the company, the role they would play, their experience, qualifications and years of service with the company.

### **Use of Subcontractors**

The selected Proposer shall be solely responsible for all services as required by the RFP. Subcontractors, if any, will be the responsibility of the Proposer and the role of subcontractors must be clearly identified in the proposal. The Library may factor this information in the evaluation of the service approach of the Proposer. The use of a

subcontractor(s) does not relieve the selected Proposer of liability under this contract (see **Indemnity, Licenses & Releases** in the **Terms and Conditions** section).

### **Service Approach**

Submit a clear, concise response to accomplish the scope of services that reflects your understanding of the Library's requirements as described in the Scope of Service. This response should demonstrate an understanding of the Library's needs. **Please note that the Library welcomes suggestions from Proposers on how to meet its carpet cleaning needs while making changes to the schedule to maximize cost savings for the Library.**

### **Cost/Charges**

Submit a detailed breakdown of all costs and charges involved in completing the scope of work, with a price schedule for services per location. Please complete and submit **Attachment B**. The Library relies on the Proposer to assure that all charges to complete the scope of work are submitted in the proposal and that there are no hidden costs or charges that will be incurred by the Library.

### **Authorized Representative**

Include the name, title and contact information of the person in your organization authorized to negotiate contract terms and render binding decisions on contract matters.

### **References**

Submit information regarding three (3) comparable projects that the vendor has completed as the prime contractor within the last five (5) years. The projects shall indicate the start and completion dates, the size and number of buildings serviced, services and equipment provided, contract term, warranty, and benefits to the owner. Please provide contact information for each reference.

## **Terms and Conditions**

### **Contract Term**

The term of this contract will begin on July 1, 2026 and end June 30, 2027, with an option for up to two annual renewals as mutually agreed by both parties.

### **Contract Components**

This RFP, the successful proposal's response thereto, and any additional written modifications and/or stipulations mutually agreed upon by the Library and the successful proposal will constitute the final contract. During the contractual period, any changes to the conditions outlined in these materials must be approved in writing with the signatures of representatives from each selected proposal(s) and the Library

**Disclosure of Confidential Information**

Proposer acknowledges that, in and as a result of the consulting hereunder, Contractor will be making use of, acquiring and/or adding to confidential information of a special and unique nature and value relating to such matters as Library's systems, procedures, manuals, confidential reports, or other similar data, as well as the nature and type of processes and/or other services rendered by Library, hereinafter collectively referred to as the "Confidential Information". As a material inducement to Library to enter into this Contract, and to continue to engage Contractor hereunder and to pay to Contractor the compensation referred to herein, Contractor covenants and agrees that Contractor shall not, at any time during or following the cessation of his engagement hereunder, for whatever reason, directly or indirectly, divulge or disclose, for any purpose whatsoever, any of such Confidential Information which has been obtained by or disclosed to Contractor. Upon cessation of this Contract for whatever reason, all Confidential Information, whether in the form of documents, records, notebooks, invoices, statements or correspondence, including copies thereof, relating to the business of the Library then in Contractor's possession or control, whether prepared by Contractor or others, shall remain Library's exclusive property and will be delivered to and left with the Library.

**Indemnity, Licenses & Releases**

Contractor agrees to indemnify, defend, and hold harmless Library, its representatives and customers from and against any and all suits, demands, liabilities, claims, actions, expenses, losses, and damages of any kind or nature whatsoever arising out of any negligent acts or omissions in connection with the Contract, caused by Contractor, its employees, agents, subcontractors, or caused by others for whom Contractor is liable, in the performance of the Services under this Contract.

Contractor will obtain and pay for all permits and licenses required by law that are associated with the Contractor's performance of Services.

**Waiver of Subrogation**

For all coverages, Contractor's insurer shall waive subrogation rights against the Library and its insurers.

**Termination**

Either party may terminate this Contract without cause upon thirty (30) days prior written notice to the other party. Library reserves the right to cancel, for cause, this Contract without prior written notification. Cause for termination shall include the following: (1) violation by Contractor of any applicable federal, state, or local law, regulation or ethical code; (2) Contractor's substantial under performance, as determined by Library; or (3) failure to comply with the provisions of this Contract. Library shall, where permitted by law, have the right to terminate the Contract immediately and without other cause or prior notice to Contractor in the event that Contractor does any of the following: (1) makes written admission of its inability to pay its debts or obligations as they become due; (2) files a voluntary petition in bankruptcy; (3) is adjudicated as bankrupt or insolvent; (4) seeks,



consents to or acquiesces in the appointment of any trustee, receiver or liquidator of all or any substantial part of its business assets; (5) fails to actively operate its business for a period of more than seven (7) consecutive days without the prior written consent of Library; or (6) fails to maintain the insurance coverage required in this Contract. The Contract shall terminate immediately if it is no longer permitted by applicable laws, rules or regulations, or if Library decides to limit or discontinue their operation for any reason.

### **Modification of Contract**

No waiver or modification of this Contract or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith and no evidence of any waiver or modification shall be offered or received in evidence of any proceeding, arbitration, or litigation between the parties hereto arising out of or affecting this Contract, or the rights or obligations of the parties hereunder, unless such waiver or modification is in writing, duly executed as aforesaid, and the parties further agree that the provisions of this Section may not be waived except as herein set forth.

### **Codes, Laws and Regulations**

Contractor will comply with all applicable codes, laws, regulations, standards, and ordinances in force during the term of this Contract.

### **Building Security**

The Contractor shall be responsible for maintaining the security of the Library locations after operating hours. Prior to leaving buildings after operating hours, the Contractor will ensure that all outside doors are locked, that the alarm is activated, and that the buildings are secure. Emergency phone numbers will be provided to the Contractor. The Contractor shall notify the appropriate Library staff person within one hour of any difficulties securing buildings.

### **Adjustment of Services**

The Library reserves the right to eliminate, reduce or otherwise adjust the scope of services provided by the Contractor. If the Contractor does not complete the task within the scheduled time frame, the Library may obtain another contractor to complete the task. Costs incurred to obtain another contractor will be at the Contractor's expense.

### **Walkthrough**

The Contractor will perform a complete walk through of the Library sites with a Library representative before commencement of services and any problem areas will be noted.

### **Assignability**

Neither this Contract nor any rights hereunder may be assigned by the Contractor without Library's prior written consent.

### **Governing Law**

It is understood and agreed that the construction and interpretation of this Contract shall at all times and in all respects be governed by the laws of the State of Missouri. The parties agree that any legal action brought in connection with this Contract is to be maintained only in the Circuit Court of Jackson County, Missouri.

### **Insurance**

Contractor shall purchase and maintain, at its own expense, for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the work by the Contractor, its agents, representatives, or employees.

<b>Coverage Required</b>	<b>Limits per Occurrence</b>
General Liability	\$1 million minimum coverage per occurrence and \$2 million aggregate, written on an occurrence basis.
Automobile Liability	\$1 million per occurrence, covering owned, hired and non-owned automobiles
Worker's Compensation	Statutory

Contractor understands and agrees that the Library cannot save and hold harmless and/or indemnify the Contractor or its employees against any liability incurred or arising as a result of any activity of the Contractor or any activity of the Contractor's employees related to the Contractor's services under this Agreement. Therefore, the Contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the Library, its employees, its clients and the general public against any such loss, damage and/or expense related to the services performed under this Agreement. The insurance coverage shall include general liability insurance in an amount of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate with endorsements including but not limited to risks of false imprisonment, malicious prosecution, libel, slander and violation of right of privacy as well as the Missouri statutory requirements for works compensation insurance. Written evidence of the insurance shall be provided by the Contractor to the Library, the initial written evidence being attached hereto and marked as Exhibit A. The evidence of insurance shall include, but not necessarily be limited to: effective dates of coverage, limits of liability, insurer's names, policy numbers and endorsement by representatives of the insurance company. Evidence of self-insurance coverage or of another alternative risk financing mechanism is not permitted.

Insurance policies required of Contractor by the Agreement shall:

- Be issued by insurance companies licensed to do business in the state of Missouri with general policyholder's ratings of at least A and a financial rating of at least XI in the most current *Best's Insurance Reports* available on the date the Contractor obtains or renews the insurance policies. If *Best's* ratings are changed or

discontinued, the parties shall agree to an equivalent method of rating insurance companies;

- Name the Library as an additional insured as its interest may appear on the policy;
- Provide that the insurance not be cancelled or materially changed in the scope or amount of coverage unless thirty (30) days' advance notice is given to the Library;
- Be primary policies;
- Be permitted to be carried through a "blanket policy" or "umbrella" coverage;
- Have deductibles not greater than \$1,000;
- Be written on an "occurrence" basis; and
- Be maintained during the entire Term and any extension Terms.

By the date of award and upon each renewal of its insurance policies, Contractor shall give such certificates of insurance to the Library.

### **Independent Contractor**

It is specifically agreed by the parties that the relationship of Contractor to Library is that of an independent contractor and that Contractor is not an agent, partner, or employee of the Library. Contractor acknowledges that Contractor is not entitled to receive from Library any tax withholding, workers' compensation, unemployment compensation, or any employee benefits, statutory or otherwise.

### **Access to Records**

Contractor shall maintain all fiscal records and any other records relating to this Contract in such a manner as to clearly document the Contractor's performance hereunder. Library or any of its duly authorized representatives shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts and transcriptions.

### **Federal, State, and Local Taxes, Licenses, and Permits**

The Contractor will comply with all laws and regulations on taxes, licenses, and permits.

### **Contractor's Personnel**

The Contractor shall provide appropriately skilled and trained personnel, adequate in number, as necessary to perform the workload required to efficiently and effectively provide the Scope of Services under this contract. Personnel staffing is to be agreed on by both parties prior to commencement of service and may be modified as needed.

The Contractor acknowledges that some of the areas for which carpet cleaning services are to be provided are security sensitive. (See **Building Security**).

Personnel may be removed by the Library at any time for any reason.

All Contractor personnel employed by Contractor for carpet cleaning services at the Library shall have undergone full and complete background screening including abuse or sex offender registry and eligibility to work in the United States under I-9 regulations. Under no circumstances will Contractor hire convicted sex offenders, regardless of what job they are being considered for, if they are to be assigned to work on-site at any Library site.

While providing carpet cleaning services, the Contractor's employees shall be respectful and courteous to all persons with whom they come in contact, and shall observe acceptable standards of appearance, hygiene, and conduct.

During non-business hours, the Contractor shall not permit access to library buildings (and during business hours, access to restricted areas) to any person other than those authorized employees of the Library or the Contractor. (See **Building Security**.)

During Contractor's work hours at the Library, Contractor's employees are not to use library property or equipment, such as computers, copy machines, telephones, etc.

Contractor's employees shall undergo an emergency situations training orientation provided by the Library. Contractor is responsible for making sure that all employee's assigned to Library sites undergo this orientation.

Contractor's employees will not use electrical wall outlets where computers and other sensitive equipment are plugged in.

Identification passes must be worn at all times while on site by Contractor's personnel so as to be clearly visible.

Contractor's personnel shall wear clean and neat attire and must be in uniforms.

## **Other Considerations**

### **Disputes**

Should any doubt or difference of opinion arise between the Library and the successful proposal awarded this Contract as to the items to be furnished hereunder or the interpretation of the provisions of this RFP, the decision of the Library shall be final and binding upon all parties.

### **Prohibition of Public Benefits to Unauthorized Workers**

Pursuant to State of Missouri's RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized worker to perform work within the state of Missouri. Consultants shall comply with the provisions of

Section 285.525 through 285.550 of the State of Missouri statutes and execute the notarized affidavit attached hereto as **Attachment D**, Affidavit of Work Authorization before the Agreement can be finalized.

## Attachment A

### Library Facilities and Carpet Cleaning Schedule

***Please note that for the Central Library and Plaza Branch, carpet cleaning occurs twice per month.***

***Not all of the square footage listed in the table below is carpet. Proposers are welcome to visit sites and take measurements.***

***The Library welcomes suggestions from Proposers on how to meet its carpet cleaning schedule while making changes to this schedule to maximize cost savings for the Library.***

Location	Description	Number of Full Carpet Cleans
Administrative Annex 913 Baltimore Kansas City, MO 64105	15,000 square ft. 3 floors	1 time per year
Central Library 14 W. 10 <sup>th</sup> Street Kansas City, MO 64105	175,000 square ft. 8 floors	1 time per <b>month</b> (1 <sup>st</sup> floor/5 <sup>th</sup> floor (spot cleaning and section rotation each month). Floor plan maps will be provided upon contract award.
L. H. Bluford Branch 3050 Prospect Kansas City, MO 64128	15,000 square ft. 1 floor	3 times per year
North-East Branch 6000 Wilson Road Kansas City, MO 64123	15,000 square ft. 1 floor	2 times per year
Trails West Branch 11401 East 23 <sup>rd</sup> Street Independence, MO 64052	15,000 square ft. 1 floor	1 time per year
Plaza Branch 4801 Main Kansas City, MO 64112	35,000 square ft. (first floor); 15,000 square ft. (lower level) 2 floors	1 time every two <b>months</b> at Entry Zone (spot cleaning and section rotation each month). Floor plan maps will be provided upon contract award.
I.H. Ruiz Branch 2017 West Pennway	4,000 square ft. 1 floor	1 time per year

Kansas City, MO 64130		
Southeast Branch 6242 Swope Parkway Kansas City, MO 64130	15,000 square ft. 1 floor	2 times per year
Sugar Creek Branch 102 South Sterling Sugar Creek, MO 64054	3,500 square ft. 1 floor	1 time per year
Waldo Branch 201 E. 75 <sup>th</sup> Street Kansas City, MO 64114	15,000 square ft. 1 floor	2 times per year
Westport Branch 118 Westport Road Kansas City, MO 64111	7,000 square ft. 3 floors Note: Westport has a Second Floor Meeting Room which is 1,612 square feet.	2 times per year

**Additional Note: The carpet manufacturer for each Library location:**

- **Central Library – Lees;**
- **Plaza Branch – Lees, Crossley, and Monterey Mills;**
- **Ruiz Branch – Shaw;**
- **Southeast Branch – Patcraft**

**Due to the age of the carpet at the other locations, the manufacturer is not known.**

## Attachment B

### Scope of Services Checklist

*Please see cleaning schedule in Attachment A and the Library's operating hours at <http://www.kclibrary.org/branches>*

#### Carpet Cleaning Costs

Location	Annual Cost for Carpet Cleaning Services	Other Charges (please list and explain all other charges)	Total Annual Cost
<b>Administrative Annex</b> 913 Baltimore Kansas City, MO 64105			
<b>Central Library</b> 14 W. 10 <sup>th</sup> Street Kansas City, MO 64105			
<b>L. H. Bluford Branch</b> 3050 Prospect Kansas City, MO 64128			
<b>North-East Branch</b> 6000 Wilson Road Kansas City, MO 64123			
<b>Trails West Branch</b> 11401 East 23 <sup>rd</sup> Street Independence, MO 64052			
<b>Plaza Branch</b> 4801 Main Kansas City, MO 64112			
<b>I.H. Ruiz Branch</b> 2017 West Pennway Kansas City, MO 64130			
<b>Southeast Branch</b> 6242 Swope Parkway Kansas City, MO 64130			
<b>Sugar Creek Branch</b> 102 South Sterling Sugar Creek, MO 64054			



<b>Waldo Branch</b> 201 E. 75 <sup>th</sup> Street Kansas City, MO 64114			
<b>Westport Branch</b> 118 Westport Road Kansas City, MO 64111			

**Please provide your total annual cost for carpet cleaning services (please ensure that the annual totals provided for each branch add up to your total annual cost amount):**

<b>Total Annual Cost for Carpet Cleaning Services</b>	
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**Please quote how much it would cost, at an hourly rate, for emergency carpet cleaning service:**

<b>Hourly Rate for Emergency Carpet Cleaning Service</b>	
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**Please quote how much it would cost per chair to clean furniture (the Library estimates that approximately 6 chairs per month, or 72 chairs per year, will need to be cleaned)**

<b>Cleaning Cost per Chair</b>	
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**Please include any alternative suggestions or proposals concerning how you might meet the Library's carpet cleaning schedule while making changes to the schedule to maximize cost savings for the Library. Although all Proposers are required to complete Attachment B, alternative pricing solutions may be supplied to the Library for consideration.**

**Attachment C**  
PROPOSAL RESPONSE FORM

DATE \_\_\_\_\_

Proposal of : \_\_\_\_\_, (herein after called Vendor), a Corporation/Partnership/an Individual doing business as \_\_\_\_\_.

TO: The Kansas City Public Library (hereinafter called the Owner).

The Proposer, in compliance with your Request for Proposal for Carpet Cleaning Services and having examined the RFP and Scope of Services with related documents and being familiar with all of the conditions surrounding the work, hereby agrees to perform the work required by the project in accordance with the contract documents, within the time set forth in the Instructions to Proposers, and at the price stated therein. These prices are to cover all expenses incurred in performing the work required by the contract documents, of which this proposal is a part.

Proposer acknowledges receipt of the following addenda in the event subsequently issued.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by authorized representative:

_____ Firm	_____ FEI/SSN
_____ Signature	_____ Typed Name & Title
_____ Address	_____ City, State, Zip Code
_____ Telephone	_____ Fax Number

## Attachment D

### AFFIDAVIT OF WORK AUTHORIZATION

I. \_\_\_\_\_, of lawful age and being first duly sworn my oath, state as follows to the Kansas City Urban Public Library District, a political subdivision of the State of Missouri:

1. In accordance with R.S.Mo. § 285.530(2) \_\_\_\_\_ (“Contractor”) is enrolled and will continue to participate in a federal work authorization program in respect to employees that will work in connection with the contracted service Data Storage Backup System (the “Project”) for the duration of the contract.

2. I also affirm that Contractor does not and will not knowingly employ any person who is an unauthorized worker in connection with the contracted services related to the Project for the duration of the contract, if awarded.

3. Furthermore, I also affirm that all subcontractors working on this contract for services to the Kansas City Urban Public Library District shall affirmatively state in writing in their contracts with Contractor that they are not in violation of R.S.Mo. § 285.530(1), and shall not thereafter be in violation. Alternatively, the subcontractor shall submit to the Contractor a sworn affidavit under penalty of perjury attesting that all employees are lawfully present in the United States.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
(Signature)  
Dated: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.