



5853 SW 29th ST
Topeka, KS 66614

Phone: (785) 329-5269

Fax: (785) 329-5270

Office@ljbuildings.com

7/28/2022

Topeka Metropolitan Transit Authority
Attn: Richard Appelhanz
201 North Kansas Avenue
Topeka, KS66603

Dear Mr. Appelhanz:

RE: RFB TO-23-04

L&J Building Maintenance, LLC would like to submit a bid for Janitorial Services at the Metro Locations including Administration 201 N Kansas, Maintenance 200 NW Crane, and Quincy Street Station 820 SE Quincy. Per the RFB instructions, we have included the following:

- 1) This cover letter, signed by Angela Frendle, Member/Business Manager, with her contact information.
- 2) Brief description of our understanding of and ability to fulfill the contract requirements: We have a clear understanding of and ability to fulfill the contract requirements as we are the incumbent contractor and have been providing these services since May 2021.
- 3) Our experience: L&J Building Maintenance, LLC (L&J) started in 1987 as a part-time janitorial business providing services to the local community. The firm began operating as an LLC in 2003. Over the past 19 years as an LLC, our family owned and operated firm has expanded services to include janitorial, total building maintenance, grounds maintenance, and snow removal. We provide services to private businesses and the Federal, State, and local government. We have grown from 10 employees in Kansas to close to 20 employees, with contracts currently in KS, NE, and MO.
- 4) Three references: please see the following page
- 5) The completed forms and certifications on pages 11-17 are included.

Sincerely,

A handwritten signature in blue ink that reads "Angela M. Frendle".

Angela M. Frendle, MBA
Member/Business Manager
785-329-5269
Angie@LJBuildings.com



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REFERENCES

1. NAME: Bobbi Mariani, Director of Administrative Operations and Human Resources
COMPANY: State of Kansas, KS Insurance Department
ADDRESS: 1300 SW Arrowhead RD
TELEPHONE: (785) 296-7802
E-mail: bobbi.mariani@ks.gov

2. NAME: Danny Decker, KDC Building Services Manager
COMPANY: State of Kansas, KS Department of Commerce
ADDRESS: 1000 SW Jackson St., Ste. 100, Topeka, KS 66611-1354
TELEPHONE: (785) 296-6294
E-mail: danny.decker@ks.gov

3. NAME: Gerald Wilson, Building Manager, Charles Evan Whittaker U.S. Courthouse
COMPANY: General Services Administration
ADDRESS: 401 East 9th ST, Kansas City, MO 64106
TELEPHONE: (816) 564-6001
E-mail: gerry.wilson@gsa.gov


COVER SHEET

Proposer Information

Company Name L&J Building Maintenance, LLC
Address 5853 SW 29th St
City, State, Zip Topeka, KS 66614
Main Phone 785 329-5269

Contact Person Information

Name Daina Williams
Job Title Member/General manager
Phone 785 329-5269
Alt. Phone 785-554-9919
Email office@ljbuildings.com

Signature 
Date: 7-22-22

Topeka Metro Cleaning Schedule

CLEANING SCHEDULE				
Description	820 SE Quincy	201 N Kansas	200 W Crane	Notes
Floor Cleaning via Sweeping	5x Week	5x Week	5x Week	
Dust Mop	5x Week	5x Week	5x Week	
Damp Mop	5x Week	5x Week	5x Week	
Restroom Cleaning	5x Week	5x Week	5x Week	
Cleaning, High Traffic Areas	5x Week	5x Week	5x Week	
Damp Wiping	5x Week	5x Week	5x Week	
Empty Waste Receptacles	5x Week	5x Week	5x Week	
Cleaning/Disinfecting Fountains	5x Week	5x Week	5x Week	
Dusting	5x Week	5x Week	5x Week	
Horizontal Surfaces	5x Week	5x Week	5x Week	
Glass Cleaning (Lobby/Entrance)	5x Week	5x Week	5x Week	
Carpet Cleaning via Vacuuming	No	2x Week	No	
Wet Mopping and Scrubbing	2x Week	2x Week	2x Week	
Scrub - Hard Surface Floors	2x Week	2x Week	2x Week	
Wet Mopping and Buffing	2x Month	2x Month	2x Month	
Carpet cleaning by Water Extraction	No	2x Year	No	
Carpet Spot Cleaning	No	As needed	No	
Wall Spot Cleaning	As needed	As needed	As needed	
Hazardous Conditions	As needed	As needed	As needed	
Optional Items				

PRICE QUOTE

Proposer L+J Building Maintenance, LLC

Total Per-Month Charge for
Each Year of the Contract

Total Annual Charge for
Each Year of the Contract

Year 1	<u>\$3,845.95</u>	Year 1	<u>\$46,151.40</u>
Year 2	<u>\$4,115.17</u>	Year 2	<u>\$49,382.04</u>
Year 3	<u>\$4,403.23</u>	Year 3	<u>\$52,838.76</u>

Monthly charge quoted is an all-inclusive price. The price quoted here is the total invoice price for each year of the contract. All charges for labor, supplies, required cleanings and any and all other charges must be included in your monthly bid price.

If you do not bill on a flat monthly fee basis, please provide us with a schedule of how you bill and your proposed fees.

Topeka Metro is tax exempt. Do not include sales tax in your proposed price.

DISADVANTAGED BUSINESS ENTERPRISES (DBE) CERTIFICATION

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. Metro's overall 2019-2021 goal for DBE participation is 2.00%; the race neutral goal is 1.12%, and the race conscious goal is 0.88%. There is no contract goal for this procurement.

The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Metro deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from Metro.

The contractor may not hold retainage from its subcontractors.

The contractor must promptly notify Metro, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Metro.

Signature: Angela M. Frenkle

Name and Title: ANGELA M. Frenkle, Member/Business Manager

Company Name: L&J Building Maintenance, LLC

Date: 7/18/22

LOBBYING CERTIFICATION

The undersigned contractor certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. See 49 CFR 20.100.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 USC 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure. See 49 CFR 20.400.]

The undersigned contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 USC 3801, et seq, apply to this certification and disclosure, if any.

Signature: Angela M. Frendle

Name and Title: ANGELA M. FRENDE, Member/Business Manager

Company Name: L&J Building Maintenance, LLC

Date: 7/18/22

NON-COLLUSION CERTIFICATION

This is my sworn statement to certify that this proposal was not made in the interest of or on behalf of any undisclosed entity. This proposal is not collusive.

This proposer has not been a party to any agreement or collusion in restraint of freedom of competition by agreement to bid a fixed price, to refrain from bidding, or otherwise. This proposer has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of Topeka Metropolitan Transit Authority, or of any proposer, or anyone else interested in the proposed contract.

Signature: Angela M. Frendle

Name and Title: ANGELA M. FRENDE, Member/Business Manager

Company Name: L&S Building Maintenance, LLC

Date: 7/18/22

SUSPENSION / DEBARMENT CERTIFICATION

In regard to 2 CFR Parts 180 and 1200

In accordance with 2 CFR Parts 180 and 1200, the contractor is required to verify that none of its principals or affiliates:

- 1) is included on the federal government's suspended and debarred list;
- 2) is proposed for debarment, declared ineligible, voluntarily excluded or disqualified;
- 3) within three years preceding this proposal, has been convicted of or had a civil judgment rendered against them for (a) commission of fraud or criminal offense pertaining to performing a public transaction, (b) violation of any federal or state antitrust statute, or (c) embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 4) is indicted or charged by a governmental entity for any of the charges in 3) above; and
- 5) has had any public transaction terminated for cause or default within three years preceding this proposal.

The contractor is required to include this requirement in any subcontracts related to this contract.

By signing and submitting its proposal, the proposer certifies that the certification in this clause is a material representation of fact relied upon by Metro. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to remedies available to Metro, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The proposer agrees to verify that none of its principals or affiliates is included on the federal government's suspended and debarred list at any time throughout the period of this contract. The proposer further agrees to include a provision requiring the same compliance in its subcontracts related to this contract.

Signature: Angela M. Frendle

Name and Title: ANGELA M. FRENDE, Member/Business Manager

Company Name: L&J Building Maintenance, LLC

Date: 7/18/22