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Part II – Cost Proposal

Tab I – Title Page I

RFP Title: Housekeeping and Laundry Services

RFP: 2104

Vendor Name: Morrison Management Specialists, Inc.

Address: 3230 Nelson Lane Ft. Collins, CO

Opening Date: March 22, 2016

Opening Time: 2:00 PM

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TAB II – COST PROPOSAL

ATTACHMENT H – COST SCHEDULE

Vendor Name Morrison Management Specialists, Inc.

Monthly Fee year 1	$46,808
Additional Hourly Rate *(as needed basis)*	$24.00 Inc benefits
Additional Anticipated Costs (*include brief description*)	
	$
Monthly Fee year 2	$47,978
Monthly Fee year 3	$49,178
Monthly Fee year 4	$50,407
	$
	$
	$
	$
	$
	$
	$

Morrison Management Specialists is proposing a monthly fixed fee arrangement that has a 3% annual adjustment to recognize anticipated payroll, benefits, and general cost increases each year. This also allows us to keep your costs down in the first two years of the agreement.

ATTACHMENT H – COST SCHEDULE Page 2

Vendor Name _____Morrison Management Specialists, Inc._____

Monthly Fee – Morrison is proposing a fix monthly fee that is adjusted annually to account for employee pay adjustments and overall CPI increases. As detailed on the first Cost Schedule, the fixed monthly fee that we will bill the State is as follows.	$
Year 1	$46,808
Year 2	$47,978
Year 3	$49,178
Year 4	$50,407
Additional Hourly Rate *(as needed basis)*	$24.00
Below is an example of our Budgeted Operating Costs included in our FEE for Year 1. Actual costs incurred will not impact your fixed monthly price. (*include brief description*)	
Labor with benefits	$515,318
Marketing	$150.00
Small Equipment	$500.00
Office Supplies/Postage	$1,200.00
Small Equipment Repairs	$1,200.00
Training	$1,200.00
Uniforms	$2,880.00
Software	$3,707.00
IT Support	$2,400.00
Employee Recognition	$350.00
Background Checks/Drug tests	$608.00
Travel	$1,500.00
General Liability Ins	$3,823.00
One time costs of opening – labor, travel, training, uniforms, etc.	$10,816.00

TAB III – ATTACHMENT I

ATTACHMENT I – COST PROPOSAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFP

I have read, understand and agree to comply with ***all*** the terms and conditions specified in this Request for Proposal.

YES X I agree to comply with the terms and conditions specified in this RFP.

NO _____ I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors ***must*** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Note: Only cost exceptions and/or assumptions should be identified on this attachment. Do not restate the technical exceptions and/or assumptions on this attachment.

Company Name
Morrison Management Specialists, Inc

Signature

Print Name Shawn Leary

3-15-16
Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab III of vendor's cost proposal.
This form MUST NOT be included in the technical proposal.

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