



**SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL
DISTRICT OF THE CITY OF ST. LOUIS**

**RFP TITLE: Repair Heating Ventilation Air Conditioner System at
Stix Early Childhood Center**

RFP# 016-1617

DATE OF ISSUANCE: October 18, 2016

MANDATORY BIDDER'S CONFERENCE: October 21, 2016
10:00 AM – 12:00 PM

BIDDER'S CONFERENCE LOCATION: Stix Early Childhood Center
647 Tower Grove,
St. Louis, MO 63110

FINAL QUESTIONS DUE: November 1, 2016

BID DUE DATE: November 4, 2016, 10:00 A.M.

SUBMIT TO: Purchasing Office, St. Louis Public Schools
Second Floor – Cashier's Window
801 North 11th Street
St. Louis, Missouri 63101

Number of copies required: (3) marked "Copies", (1) marked "Original", and (1) copy on electronic CD or flash drive. It is recommended that each original and copy have tabs corresponding to the required sections listed in this RFP, as appropriate. Original and copies are to be submitted in 3-ring binders or binding of some fashion.

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Section 1. INTRODUCTION AND ANNOUNCEMENT FOR SEALED PROPOSALS

INTRODUCTION:

The Special Administrative Board of the Transitional School District of the City of St. Louis (d/b/a St. Louis Public School System) (the “District”) wishes to contract a firm (s) to provide:

- 1) Design Builder Scope of Work is responsible for:
 - a) Engineering, design, building and management of construction work for the Heating Ventilation Air Conditioner System at Stix Early Childhood Center.

NOTICE TO BIDDERS:

Copies of this **RFP # 016-1617 - Repair Heating Ventilation Air Conditioner System at Stix Early Childhood Center** may be obtained from the District’s website at www.slps.org under “Site-Shortcuts”, “Purchasing / RFPs”, or from the Purchasing Department, St. Louis Public Schools, 801 North 11th Street, St. Louis, MO 63101.

The District reserves the right to accept or reject any or all Proposals (as hereinafter defined) and to waive any irregularities. The District also reserves the right to negotiate with selected firms regarding pricing and fee structures. All information included in a proposal may be incorporated into the contract to be entered between the District and the successful Bidder (as hereinafter defined). Any contract awarded as a result of this RFP will be awarded without discrimination on the basis of race, color, religion, age, sex, sexual orientation or national origin.

Section 2. NA

Section 3. INSTRUCTIONS TO BIDDERS/GENERAL INFORMATION

Form of Submissions: Each person or entity submitting a response to this RFP (each “Bidder”) should prepare and submit their proposal in response to this RFP (“Proposal”) in a sealed envelope or box. **The Proposal shall include one (1) original, three (3) copies and one (1) electronic Proposal on CD or flash drive.** The upper left hand corner of the package (envelope or box) shall be plainly marked as **RFP # 016-1617, Repair Heating Ventilation Air Conditioner System at Stix Early Childhood Center**

- 3.1 The proposal, along with the firm name and the package shall be addressed to:
Purchasing Office of the St. Louis Public Schools
Second Floor – Cashier’s Window
801 North 11th Street
St. Louis, MO 63101

- 3.2 Manner of Submission** – The sealed Proposal must be received at the address listed in Section 3.1 on or before, **November 4, 2016 at 10:00 A.M.** Each Proposal will be date and time stamped upon receipt at the Cashier’s Window. Proposals received after that date and time will not be considered and will remain unopened. Proposals must be filled out as requested including all required signatures and pertinent information. Failure to do so is reason for rejection of the Proposal. If Bidder is a corporate entity, the entity’s name must be correctly stated, and the Proposal must include the state of incorporation of such entity, and, if a foreign entity, proof of registration to transact business in the state of Missouri. A person with the authority to act on behalf of the entity (i.e. an authorized agent of the entity) must sign his or her name on the Proposal.
- 3.3 Format of Proposal** - Each Proposal must include the information required in Section 5. Each required response listed in Section 5 shall be included as a required document with Attachment B.
- 3.4 Questions About this RFP** - All questions regarding this RFP shall be made electronically via e-mail in writing and directed to Terrance Bullock at Terrance.Bullock@slps.org. The subject of the e-mail shall be “QUESTION - RFP# 016-1617”. Failure to provide the correct RFP number in the email will deem the question unanswerable and will not be considered as part of any addenda. Any questions submitted after the dates and times listed on the first page above shall not be considered or answered. Questions properly submitted in **writing** prior to the due date will be addressed. Answers to all properly submitted **written** questions will be posted on the District’s website at www.SLPS.org as addenda no later than three (3) business days prior to the Proposal Due Date.
- 3.5 Addenda** - The District may revise this RFP by issuing written addenda. Addenda will be posted to the District’s website at www.SLPS.org under “Shortcuts”, “Purchasing / RFPs”. Interested persons or entities are encouraged to check the District’s website frequently for addenda to this RFP. Bidders are responsible for viewing and understanding information in addenda to the same extent as the RFP. The District has no obligation or duty to communicate addenda to Bidders beyond the posting of addenda on its website.
- 3.6 Awards** – All Proposal selections must be approved by the Special Administrative Board prior to an award being final. Awards will be made to the lowest responsible bidder (**Construction project management pricing [to include engineering, design, build and management of construction]**) complying with the terms of these specifications, except the right is reserved by the District to make such selection, as in its judgment, is best suited for the

purpose intended. Notwithstanding anything contained herein to the contrary, a contract shall not exist between the District and the selected Bidder until: A) such agreement has been duly authorized and approved by the Special Administrative Board; and B) the agreement has been documented in accordance with Missouri Revised Statutes Section 432.070. After approval by the Special Administrative Board, all awards will be posted on the District website. A contract awarded pursuant to this RFP may not be assigned to any other entity without the express written authorization of an authorized agent of the District.

- 3.7 Rejection of Proposals** – The District reserves the right to accept or reject any proposal or any part of any proposal.
- 3.8 Submitted Proposals Considered Final** – All Proposals shall be deemed final, conclusive and irrevocable, and no Proposal shall be subject to correction or amendment for any error or miscalculation.
- 3.9 Form of Contract** – Each successful Bidder shall be required to enter a contract in the form prescribed by the District. Templates of certain form contracts may be examined at the Department of Purchasing, 801 North 11th Street, St. Louis, MO 63101 or may be found on the District’s website at www.SLPS.org under “Site-Shortcuts”, “Purchasing / RFPs”, “Contract Templates”. The District reserves the right to revise such templates or present a contract not contained within the template forms on the District’s website, in its sole and absolute discretion, to fit the unique situation presented by this RFP.
- 3.10 Preference for Missouri Products** – The District prefers to purchase those materials, products and supplies, which are produced, manufactured, compounded, made or grown, within the State of Missouri. When they are found in marketable quantities in the State of Missouri, and are of a quality suited to the purpose intended, and can be secured without additional cost over out-of-state products. Quality and fitness of articles will be considered in making purchases or letting contracts.
- 3.11 Bond** – A Bid Bond or Certified Check made payable to the school district, in the amount of **5% of the Base Bid shall accompany the Bid Package on November 4, 2016 at 10:00 am,** as a guarantee that the bidder, if awarded the Contract, will furnish a 100% Performance and Payment Bond; execute the Contract; and proceed with the work. Upon failure to do so, he shall forfeit the deposit or amount of the Bid Bond as liquidated damages, and no

mistakes or errors on the part of the Bidder shall excuse the Bidder or entitle him to a return of the deposit or Bid Bond. The bonds must be written by a Corporate Surety Company that is acceptable to the District and that meets the following minimum standards:

- a. Licensed pursuant to the Missouri Insurance Code
- b. Listed on the United States Department of the Treasury's Listing of Approved Sureties (Dept Circular 570) in the amount of \$5,000,000.
- c. The Bid Bond shall be valid for one hundred twenty (120) days following the deadline for submission of proposals.
- d. The Bid Bond must be accompanied by an original signed and notarized Power-of-Attorney bearing the seal of the issuing surety company and reflecting that the signatory to the bond is a designated Attorney-in-Fact.
- e. All bonds must be written by an insurance company that is rated in the A.M. Best key Rating Guide – Property & Casualty with a policy holder's rating of "A-" or better and a Financial size category of Class VII or larger.

3.12 Taxes – Bidders shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, and/or STATE RETAIL TAX in the Proposal, as these taxes do not apply to the District.

3.13 War Clause – In the event that during the existence of a state of war, the United States Government takes over the plant of any manufacturer with whom the contractor has therefore contracted to furnish the articles required under his contract with the District, or any essential element thereof, and because of such action of the government, the contractor may furnish and deliver the articles required under the contract.

3.14 Purchasing Card ("P Card") – The St. Louis Public School District is now processing vendor payments through a Purchasing Card ("P Card") Program with MasterCard. The "P Card" Program is a more simplified, efficient and cost effective method of remitting payments for approved expenditures. This payment program provides a faster payment to the vendor without the cost of check processing.

- 3.15 Compensation** – Bidders are cautioned that items and/or services must be furnished at the price (**Construction project management pricing [to include engineering, design, build and management of construction]**) submitted. No increase in price will be permitted during the term of the contract.
- 3.16 Grievances** - Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to Purchasing Office of the St. Louis Public Schools, 801 North 11th Street, St. Louis, MO, 63101, with a copy to Office of the General Counsel, c/o the Superintendent of Schools, 801 North 11th Street, St. Louis, MO 63101.

Section 4. BIDDER’S CONFERENCE

- 4.1** Interested persons or entities must attend the **mandatory** pre-submittal bidder’s conference (the “Bidder’s Conference”). Attendance is mandatory for responding to this RFP. At the Bidder’s Conference, a representative from the District will be available to answer **questions properly submitted in writing** pursuant to the process set forth in Section 3.4 above. Meeting minutes will be taken during the question and answer portion of the Bidder’s Conference and posted on the website as an addendum to the RFP pursuant to Section 3.4.
- 4.2** Please RSVP via email Terrance Bullock at Terrance.Bullock@slps.org on or before October 21st, 2016, if you plan to attend the bidder’s conference for this RFP. The subject of the e-mail shall be “BIDDER’S CONFERENCE RSVP - RFP #016-1617”.
- 4.3** No communication shall be made with any District employee, other than Terrance Bullock, regarding this RFP. Violation of this provision may result in the rejection of Proposal.

Section 5. THE PROPOSAL

- 5.1** The Scope of Services for this RFP is set forth in Attachment A.
- 5.2 Part I – Qualifications/Certifications/Resume and Operations Plan with Technical Proposal**
The following information should be provided in Part I of the Proposal. The documents should be clearly marked: “Part I – Qualifications”

5.2.1 Bidders should provide detailed information addressing each of the following areas:

5.2.1.1 Licensing and certification in the field of Design, Build and Project Management services;

5.2.1.1.1 Provide Certified Project Manager, Professional Engineer license and/ or certification.

5.2.1.2 Any citation or discipline action taken against the respondent by a licensing board or association related to the field of the requested services which is pending or has been resolved within the past 12 months;

5.2.1.3 Information regarding law suits relevant to the requested services that are pending or have been resolved within the past 12 months.

5.2.1.4 Failure to be forthright in disclosure shall be grounds for disqualification of a vendor. This section shall not be interpreted to require the disclosure of information shielded from disclosure by State or Federal Statutes and/or court order.

5.2.2 Please respond briefly, but completely, to the following:

5.2.2.1 Person/Entity Name

5.2.2.2 Address

5.2.2.3 Name and Title of Authorized Representative

5.2.2.4 Telephone Number

5.2.2.5 Fax Number

5.2.2.6 Email Address

5.2.2.7 Include the above information for each person/entity that is part of the project team for this Proposal

5.2.3 Bid Response Elements

5.2.3.1 Entity Qualifications

5.2.3.2 References (other school districts where possible)

5.2.3.3 Brief description of entity's experience with providing the requested services

5.2.3.4 Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the City of St. Louis, Missouri)

5.2.3.5 Provide a brief summary of the primary role(s) and resumes describing background and qualifications of each member of the project team for this Proposal.

5.3 Part II – Cost/Pricing Proposal

The following information should be provided in Part II of the Proposal. The Proposal should be clearly marked: "Part II – Cost/Pricing Proposal"

5.3.1 Attachment B – Cost/Pricing Proposal must be used as the first page for this Part II.

5.3.2 Outline specifically the cost/pricing proposal for **(Construction project management pricing [to include engineering, design, build and management of construction])** and reimbursable expenses proposed. This proposal should include open book pricing when procuring of contractors for the construction work.

5.3.3 The Cost/Pricing proposal should be itemized by project, and the detail of the cost/pricing should give the District a clear picture of overall costs as well as pricing criteria.

5.4 Part III –Required Documents

The following information should be provided in Part III of the Proposal. The Proposal should be clearly marked: “Part III – Required Documents”

5.4.1 Attachment B – Cost / Pricing Proposal

5.4.2 Attachment C - Federal Work Authorization Program Addendum and Affidavit

5.4.3 Attachment D - Bidder Affirmation Form

5.4.4 Attachment E - Bidder Checklist

5.4.5 Attachment G – Non Discrimination Employment Forms

5.4.6 Statement of M/WBE Participation

5.4.7 Good Faith Efforts Report

5.4.8 Good Faith Efforts Statement

5.4.9 Bid Bond **(Due at time of bid submittal, August November 4, 2016 at 10 am.**

5.4.10 List of Materials & Equipment Form

5.4.11 Construction Schedule generated on either Microsoft Project, Microsoft Visio Technical or Primavera Software

5.4.12 Complete listing of all proposed Sub-Contractors and suppliers

5.4.13 Listing of the assigned Project Team Members and their Qualifications (particularly the Energy Auditor(s), Design Engineer(s) and Project Manager(s) that will be assigned to the project(s).

5.4.14 Technical Proposal; including:

a. Detailed description of scope of work

All of the above information will be reviewed and evaluated during the bid evaluation process by the Owner.

Section 6. EVALUATION CRITERIA, PROCESS AND CONTRACT AWARD

- 6.1 Evaluation Criteria** - The following criteria will be used with the weighted values below to evaluate each Proposal received. The District reserves the right to request clarification to the Proposal in order to evaluate all proposals.

	Points
Total price (see Section 5.3) and effectiveness of proposal	30
Overall Proposal	20
M/WBE Participation	30
Prior working relationship with the District	10
Vendor's Experience and Demonstrated Expertise	10
Total Points Possible	100

- 6.2 Bid Opening** – All Proposals received on or before the Proposal Due Date and Time shall be assembled and opened publicly promptly at that time in the District Offices located at 801 North 11th Street, St. Louis, MO 63101 in a conference room to be designated. All interested parties are welcome to attend.

- 6.3 Evaluation** – The District will assemble a review committee to assist in evaluating all Proposals (the “Evaluation Team”). From this evaluation, the District may select a Bidder solely on the basis of submittals, or may additionally identify a short list of Bidders for possible interviews. The District may contact any or all respondents to clarify submitted information.

The Evaluation Team will consist of the following individuals:

Title
Deputy Superintendent of Operations/Building Commissioner
Director of Facilities
Maintenance Manager
Energy Analyst
Budget Analyst

- 6.4 Contracting** – Upon selection of a Bidder, the District will negotiate a scope of services and other terms and conditions of an agreement with the selected Bidder. If such negotiations are not successful, the District reserves the right to begin negotiations with other respondents.

Section 7. MINORITY PARTICIPATION

(See Attachment G for further information and District forms)

7.1 It is the policy of the District to pursue the goal of at least **40% Minority Business Enterprise (MBE) and 5% Women's Business Enterprise (WBE)** utilization in the provision of goods and services to the District while at the same time maintaining the quality of goods and services provided to the District through the competitive bidding process. It is the purpose of this policy to allow minority and women's business enterprises to expand their opportunities and capacities by participating in all District operated programs. The District also has a goal of **40%/5%, M/WBE field participation**. The District has developed a plan for participation in projects by minority business. This plan includes the following elements:

7.1.1 Outreach – A commitment to make every effort to inform contractors of pending contract opportunities through advertisements, workshops, brochures, and availability of plans.

7.1.2 Good Faith Effort – A commitment to verify contractor solicitations to ensure that sufficient time and information are available to make a responsible reply. Two forms in Attachment G must be filled out and submitted with the proposal. They are:

- Contractor's Good Faith Efforts Statement
- Contractor's Good Faith Efforts Report

7.1.3 Identification and Recruitment – A commitment to coordinate efforts with the City of St. Louis, Contract Office, in the development of potential minority contractor interest.

7.1.4 Monitoring and Reporting – A commitment to measure and report anticipated and actual MBE/WBE participation. (Monthly M/WBE Manpower Utilization Report, see attachment G)

7.2 Discrimination in Employment by the Special Administrative Board

7.2.1 During the performance of the contract, the SELECTED BIDDER agrees as follows:

- 7.2.1.1 The SELECTED BIDDER will not discriminate against any employees or applicants because of race, age, handicap, religion, gender, sexual orientation, national origin or ethnicity. The SELECTED BIDDER will take affirmative action to ensure that all qualified applicants will receive consideration for employment without regard to race age, handicap, religion, gender, sexual orientation, national origin or ethnicity.
- 7.2.1.2 The SELECTED BIDDER will, in all solicitations or advertisements for employees placed by or on behalf of the SELECTED BIDDER; state that all qualified applications will receive consideration for employment without regard to race age, handicap, religion, gender, sexual orientation, national origin or ethnicity.
- 7.2.1.3 The SELECTED BIDDER will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising that labor unions or workers representative of the Bidder's commitment under contracts with the District.
- 7.2.1.4 The SELECTED BIDDER will maintain and, upon request make available to the District all records and data necessary or useful to the review and monitoring of compliance with the non-discrimination clauses of this contract. In the event the SELECTED BIDDER fails or refuses to make such records available, this contract may be cancelled, terminated, or suspended in whole or in part by the District, and the SELECTED BIDDER may be declared ineligible for further District contracts or subject to such other sanctions as the District deems appropriate.
- 7.2.1.5 The SELECTED BIDDER's non-compliance with the non-discrimination clauses of this contract, the contract may be cancelled, terminated, or suspended in whole or in part by the District, and the SELECTED BIDDER may be declared ineligible for further District contracts or subject to such other sanctions as the District deems appropriate.

7.3 Minority and Women Owned Business Enterprise Policies

- 7.3.1 It is the policy of the District that minority and women-owned businesses shall have the maximum opportunity to participate in the performance of contracts utilizing District funds. MBE/WBE firms included in the respondent's submittal, either as prime consultants or subcontractors, must be certified by one or more of the following agencies on or before the date of the submission of qualifications:

Missouri Division of Purchasing and Material Management

Online: For MBE's: <http://www.oa.mo.gov/>

For WBE's: <http://www.oa.mo.gov/>

Phone: (573) 715-8130

City of St. Louis: Disadvantaged Business Enterprise Program

Online: <http://www.mwdbe.org/>

Phone: (314) 551-5000

St. Louis Minority Business Council

Online: <http://www.slmhc.org/>

Phone: (314) 241-1143

- 7.32 See Attachment G for further information and District forms.

Section 8. RESERVATIONS / STIPULATIONS

- 8.1** The District reserves the right, at its sole discretion, to A) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so; B) waive minor informalities of a submittal; C) cancel, revise, or extend this solicitation; D) request additional information deemed necessary; and E) extract, combine, and delete elements of individual proposals and to negotiate jointly or separately with individual respondents with respect to any or all elements of the proposal.
- 8.2** This RFP does not obligate the District to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this RFP prior to the issuance of a valid contract under Missouri law. Such exemption from liability applies whether such costs are incurred directly by the Bidder or indirectly through the Bidder's agent, employees, assigns or others, whether related or not to the Bidder.

- 8.3** The District will give preference to firms based in the bi-state St. Louis metropolitan area when other considerations are equal.
- 8.4** Careful consideration should be given before confidential information is submitted to the District as part of this RFP Proposal. Review should include whether it is critical for evaluating a bid, and whether general, non-confidential information, may be adequate for review purposes. Any and all documents submitted by the respondent may become public if and when they are submitted to any advisory or legislative public body, or pursuant to the Missouri Sunshine Law. The Missouri Sunshine Law provides for public access to information the District possesses. Information submitted to the District that Bidders wish to have treated as proprietary and confidential trade secret information should be identified and labeled “Confidential” or “Proprietary” on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should not be disclosed.
- 8.5** Bidders acknowledge and agree, by submitting a Proposal, that:
- 8.5.1 Once a Bidder is selected for the engagement, all electronic, written and printed materials developed by such Bidder as a result of this engagement shall become the property of the District, and the District shall be entitled to use any and all such materials in any way desired by the District, in its sole and unfettered discretion.
- 8.5.2 The qualifications of each member of the respondent team are important criteria in the selection process. The selected Bidder will not be allowed to substitute any member of the team listed in the Proposal without prior written approval by the District. The District, in its sole and absolute discretion, reserves the right to accept or reject proposed changes to the team and personnel associated with the team and/or to negotiate the composition of the team.
- 8.5.3 Adherence to the schedule for the work is of critical importance to the District as time is of the essence, and agrees to dedicate the personnel listed in the Proposal to completing the work in accordance with the schedule outlined in this RFP. Bidders further acknowledge that the contract for the engagement may include significant liquidated damages for failure to perform in accordance with such schedule.
- 8.5.4 To having read this RFP in its entirety and agreeing to all terms and conditions set out in this RFP. Bidders also accept the responsibility to review and understand all applicable policies of the District, which may be found on

the District's website www.slps.org under "Shortcuts", "Board Policies".

- 8.5.5 The District, and any consultants retained by the District, has the right to make any additional inquiry or investigation they deem appropriate to substantiate or supplement information contained in respondent's submission, and authorize the release to the District and/or the District consultants of any and all information sought in such inquiry or investigation.
- 8.5.6 Under penalty of perjury, that to the best of his/her belief: A) the prices in the Proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter or agreement for the purpose of restriction competition as to any matter relating to such prices with any other Bidder, or any other competitor; B) unless otherwise required by law, the prices in this Proposal have not been knowingly disclosed by the Bidder, and will not be knowingly disclosed by the Bidder, prior to opening, directly or indirectly, to any other Bidder or competitor; and C) no attempt has been made or will be made by the Bidder to induce any other person, partnership, corporation, or entity to submit or not to submit a proposal in response to this RFP for the purpose of restriction competition.
- 8.5.7 It is not delinquent in any real estate, personal property, or earning taxes assessed against it or which it is obligated to pay to St. Louis, Missouri.
- 8.5.8 No fictitious name of any entity or person has been used in this Proposal, and no unidentified third-party will have an interest in any resulting contract or in the performance of any work under this Proposal.
- 8.5.9 It does not do business as or operate under any fictitious name.
- 8.5.10 It has only presented one Proposal in response to this RFP.
- 8.5.11 The Proposal is made in good faith.
- 8.5.12 Its affiliates, subsidiaries, officers, directors, employees, and all team members listed in the Proposal have not been convicted of a felony within the last five (5) years, which felony is related in any way to providing the services and/or items referenced in this RFP, or to the competency of the service provider to perform under any resulting contract.
- 8.5.13 Its affiliates, subsidiaries, officers, directors, employees,

and all team members listed in the Proposal are not currently under investigation by any governmental agency and have not in the past four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, including conspiracy or collusion with respect to responding to any public contract.

8.5.14 Its affiliates, subsidiaries, officers, directors, employees, and all team members listed in the Proposal have not been excluded from any procurement or non-procurement programs with the government as identified by the U.S. General Service Administration Office of Acquisition Policy.

8.6 Any misrepresentations or false statements contained in a response to this RFP or to any request for additional information related to this RFP, whether intentional or unintentional, shall be sufficient grounds for the District to remove respondents from competition for selection at any time.

8.7 Bidders shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist between the Bidder, any employee, officer, director, or principal of the Bidder or District and any other party. The District reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The District also reserves the right to decide in its sole and absolute discretion whether disqualification of the Bidder and/or cancellation of the award shall result. Such disqualification or cancellation shall be without fault or liability to the District. In the event that the District disqualifies a Bidder based on such an improper communication or relationship, and that Bidder's Proposal would have otherwise been considered the lowest responsible bid complying with the terms of these specifications, the District reserves the right to select as the winning Proposal the next most qualified responsible bidder complying with the terms of these specifications.

8.8 Bidders agree that they will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements that apply to the scope of work in this RFP, including, but not limited to, all reporting and registration requirements. Bidders further agree that this RFP and any contract awarded pursuant to it will be governed under the laws of the State of Missouri.

Section 9. FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”)

Pursuant to Missouri Revised Statute 285.530, all Bidders awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the Bidder must affirm the same through sworn affidavit and provisions of documentation, and sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District. Such agreement and affidavit is included as Attachment C to this RFP.

ATTACHMENT A - SCOPE OF WORK

RFP# 016-1617

SCOPE AND SPECIFICATIONS

1. All work on site is to be performed safely in accordance with all OSHA standards. It is the responsibility of this contractor to enforce its safety program.
2. No contractor will be allowed to operate in an unsafe manner. Any designated Saint Louis Public School District Operation Manager and/or Representative shall stop any work activity by contractor employees that presents a serious safety hazard. Any costs incurred as a result of non-compliance will be borne by the contractor. Repeated non-compliance may result in the removal of employees from the project. Continual non-compliance may result in contract termination.
3. The school district has a **ZERO** tolerance of sexual harassment of its contractors in any form and requires that all contractors avoid all offensive or inappropriate sexually harassing behavior. The school district prohibits the following towards, students, staff and visitors; unwelcome sexual advances; request for sexual favors, verbal or physical conduct of a sexual nature, unwelcomed verbal or physical conduct that creates an intimidating, hostile or offensive environment for the school districts staff, students and visitors. Any person in violation will be immediately removed from the jobsite.
4. This contractor shall submit pre-construction photos to the Saint Louis Public School District Building Commissioner and/or prior to any demolition or construction work. The photos should show existing conditions of adjoining construction that might be misconstrued as damage caused by current construction operation.
5. All contractor employees will be required to provide the School District's, a background check that identifies at a minimum, persons under suspicion of, charged with, or convicted of child abuse, or sex offender relate offenses and fingerprinting. Employees whose background reports indicate such activity shall not be allowed on school premises. The cost of securing criminal background checks shall be borne by each respective contractor or subcontractor affected by this specification. The contractor must furnish this background report to the SLPS Building Commissioner prior to being admitted to the school premises.
6. This contractor will be required to submit drug testing results for all employees and subcontractors working onsite within the past six months. This project prohibits the unlawful possession, use or distribution of controlled substances and alcohol and prohibits contractor's employees and employees of subcontractors from being under the influence of such controlled substances or alcohol on the jobsite. This contractor shall provide drug testing of its employees and employees of its subcontractors on a pre-employment, post-

accident or for cause basis. All drug negative testing results will be required before an employee or an employee of a subcontractor can perform any work onsite. The minimum screenings are as follows; Drug Description; Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolite, Marijuana Metabolites, Methadone, Methaqualone, Opiates, Phencyclidine (PCP), Propoxyphene, Alcohol.

7. This contractor must abide by the Saint Louis Public School District's discrimination policy for the duration of this project.

8. This contractor will be allowed to place the following maximum percentages of mark-up for profit and overhead for extra work performed; Labor (10%), Material (10%), Subcontract (5%) and Equipment (5%). Unit rates and hourly rates, if requested, should include the noted percentages as part of the hourly or unit rate.

9. This contractor must submit for approval a site logistics plan that outline exit paths from the building in case of an emergency, material storage and laydown area, dumpster location, proposed contractor parking, etc.

10. **ALL WORK WILL GENERALLY BE SCHEDULED AFTER SCHOOL HOURS UNLESS SCHOOL IS OUT DURING SUMMER "SCHEDULED" BREAK. CONTRACTORS SHOULD CONFIRM THIS INFORMATION PRIOR TO SUBMITTING THEIR BID.**

11. During construction, each contractor must direct all correspondence to the SLPS Operations Department for distribution to the school district.

12. Each Contractor is responsible for reviewing the Project Schedule for timing of delivery of equipment and materials to the jobsites. This includes accounting for material escalation costs associated with material to be installed as well as potential labor rate increases.

13. Consumption of alcohol on this site will not be permitted. SLPS reserves the right to remove anyone from this site for consumption of alcohol.

14. No smoking or tobacco products will be allowed on school property. SLPS reserves the right to remove anyone from this site for smoking on school property. Reference Attachment K for district policy.

15. Firearms are not permitted on the school district's property.

16. The Contractor shall be represented at the site by a competent full-time superintendent/foreman or other person empowered to act on behalf of the contractor from beginning of the work until acceptance unless otherwise instructed by the Saint Louis Public School District Operation Management Team.

17. The Contractor shall submit a Daily Manpower Report.

This report shall include a brief description of the Contractor's activities for the day and a manpower count for both the Contractor and any Sub-subcontractors which highlights sex and race of all workers.

18. Each Contractor shall submit to the each month a requisition for payment on a pre-approved schedule of values. This requisition shall be incorporated into an AIA document G702 and G703 form and is due on the 25th of each month. The pay request shall also include a certified payroll for all workers onsite. The certified payroll must include the worker name, address, sex and race. Also, partial/final lien waivers must be submitted as required.

19. This contractor shall submit for approval a method for identifying their workers working onsite that have been approved by the school district to work onsite. Approved workers include workers that have submitted a complete and approved background check and a negative drug test.

Construction Scope of Work for HVAC System at Stix Early Childhood Center

The District is seeking to install two (2) make-up units and two (2) roof top units for Stix Early Childhood Center. The selected company will provide “a directed design-build approach for completing” the HVAC system for Stix Early Childhood Center.

PART 1 - GENERAL

SUMMARY

Stix Early Childhood School has (2) Make up air units that provide conditioned outdoor air to the heat pumps throughout the school. Each Make up air unit supplies 100 percent outdoor air to one half of the building broken up into east and west wings. These units condition the outside air all year round by utilizing both gas fired heating capabilities and packaged refrigeration systems.

In addition, (2) Gym Package Roof Top Units that provide conditioned air to the gymnasium. These units condition the gymnasium year round by utilizing both gas fired heating capabilities and packaged refrigeration systems.

SUBMITTALS

Product Data: Include performance data, operating characteristics, furnished specialties, and accessories.

1. Shop Drawings/ As Built: For Make-up air units and Package Roof Top units and accessories.
2. Include plans, elevations, sections, details, and attachments to other work.

Wiring Diagrams: Power, signal, and control wiring.

Source quality-control test reports: Indicate and interpret test results for compliance with performance requirements before shipping.

Field quality-control test reports: Indicate and interpret test results for compliance with performance requirements.

Warranty: Standard warranty specified in this Section.

Provide all necessary service tools (includes software and hardware components) for maintenance of equipment.

CLOSEOUT SUBMITTALS

Operation and Maintenance Data: For Make-up air units to include (but not limited to): operation and maintenance manuals.

Operation and Maintenance Data: For Package Roof Top to include (but not limited to): operation and maintenance manuals.

QUALITY ASSURANCE

Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

ASME Compliance: Fabricate and label Make up air units to comply with ASHRAE/IESNA 90.1 Compliance: Make up air units shall have minimum efficiency according to "Package refrigeration and gas Furnace - Minimum Efficiency Requirements."

AHRI Compliance: make up air units shall be AHRI listed and must meet the minimum efficiency specified under AHRI 340/360 (IP)-2015 and defined by Department of Energy in 10 CFR Part 431.

CSA Compliant: Make up air units shall be compliant with CSA certification.

WARRANTY

Standard Warranty: Make-up air units shall include manufacturer's standard form in which manufacturer agrees to repair or replace components of Make-up air units that fail in materials or workmanship within specified warranty period.

Warranty Period for Make-up air units:

Heat Exchanger, Compressor and Condensation Collection Basin shall carry a 10 year limited warranty against defects in materials or workmanship and failure due to thermal shock.

All other components shall carry a one year warranty from date of unit start ups.

PART 2 - PRODUCTS

MANUFACTURERES

1. Daikin McQuay

MAKE UP AIR UNITS CONSTRUCTION

Furnish and install the (2) Make up air units.

Verify BTU calculations for sizing the (2) Make up air units.

Verify Tonnage calculations for sizing the (2) Make up air units.

Provide engineered drawings.

Provide all permits (city & state) and other documentation or tags required for project.

Verify new Make-up air units fit old foot print of existing curb for proposed Make-up air units or install a new curb and all associated roofing material.

Modify existing piping, Duct work, wiring and controls to safely operate and perform (routine & annual) maintenance of Make-up air units.

Provide material and labor associated with insulating all new piping and duct work per above specification.

Provide material and labor associated with the adjustment of the existing natural gas pressure including all required gas pressure regulating valves and piping to allow for the gas pressure to be increased to the new Make-up air unit per manufacturer recommendations.

Install new local disconnects for Make-up air units.

CONTROLS

Refer to Division 23 Section "Instrumentation and Control for HVAC."

Building Automation System Interface:

1. Make up air unit shall have the ability to receive an Enable/Disable signal from a building management system and control by the following:
 - a. Input to control Modulation or Set point to existing Ibex automation system
 - b. Output signal from existing Ibex automation system
 - c. Input Enable/Disable signal from existing Ibex automation system

ELECTRICAL POWER

Controllers, Electrical Devices, and Wiring: Electrical devices and connections are specified in the CSI codes.

Single-Point Field Power Connection: Factory-installed and factory-wired switches, motor controllers, transformers, and other electrical devices necessary shall provide a single-point field power connection to Make-up air units.

Electrical Characteristics:

Bidders are responsible to verify voltage, but its most likely 480V / 3PH, Frequency: 60 Hz Must match existing units.

DEMOLITION

Disconnect natural gas supply service, electrical service, wiring and controls from units.

Remove and dispose all related Make-up air units with associated equipment and piping from site.

Reinstall any piping, roof top equipment, roofing material, wiring that is damaged during the removal and disposal of the existing Make-up air units.

CONNECTIONS

Install piping from the new Make-up air units' equipment drain connection to nearest roof drain. Piping shall be at least full size of connection.

Reconnect gas piping to the Make-up air units' gas-train inlet with union. Piping shall be at least full size of equipment connection. Provide a reducer if required.

Reconnect air intake, electrical service, exhaust ductwork and control wiring making connections and transitions as required.

FIELD QUALITY CONTROL

Contractor to ensure proper operation, i.e. cycling parameters, control parameters, and provide results to SLPS designee.

Verify all safety inspections have been completed, documented and submitted to HVAC staff.

Perform pressure test, start-up and commission control points to verify operation with SLPS Maintenance and HVAC Manager.

Prepare test reports for submission to SLPS Maintenance and HVAC Manager.

Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies, and equipment installations, including connections, and to assist in testing.

Tests and Inspections:

1. Perform installation and startup checks according to manufacturer's written instructions. Complete startup form included with Make-up air units and return to Manufacturer as described in the instructions.
2. Operational Test: Start units to confirm proper motor rotation and unit operation. Adjust air-fuel ratio and combustion.
3. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
4. Check and adjust initial operating set points and high and low-limit safety set points of fuel supply.
5. Set field-adjustable switches and circuit-breaker trip ranges as indicated.

Contractor will make the necessary corrections to ensure proper operation of the Make-up air units.

Occupancy Adjustments: When requested within 12 months of date of Substantial Completion, provide on-site assistance in adjusting system to suit actual occupied conditions. Provide up to two visits to Project during other than normal occupancy hours for this purpose.

DEMONSTRATION

Engage a factory representative or a factory-authorized service representative for Make-up air units' startup. Start-up sheet shall be completed and a copy shall be sent to the Engineer and the Manufacturer. A combustion analysis shall be completed and the gas valve adjusted per the Installation and Operations manual and note in start-up report.

Factory representative or a factory-authorized representative shall provide Owners training to instruct maintenance personnel to adjust, operate, and maintain Make-up air units.

PROJECT PRICING

The company will request that Contractors provide open book and itemized billing for the Make-up air units' Replacement. The billing will be broken down by materials cost & labor, design, testing and etc.

ROOF TOP UNITS CONSTRUCTION

Furnish and install the (2) Package Roof Top Units

Verify BTU calculations for sizing the (2) Package Roof Top Units.

Verify Tonnage calculations for sizing the (2) Package Roof Top Units.

Provide engineered drawings.

Provide all permits (city & state) and other documentation or tags required for project.

Verify new Package Roof Top Units fit old foot print of existing curb for proposed Package Roof Top Units or install a new curb and all associated roofing material.

Modify existing piping, Duct work, wiring and controls to safely operate and perform (routine & annual) maintenance of Package Roof Top Units.

Provide material and labor associated with insulating all new piping and duct work per above specification.

Provide material and labor associated with the adjustment of the existing natural gas pressure including all required gas pressure regulating valves and piping to allow for the gas pressure to be increased to the new Package Roof Top Units per manufacturer recommendations.

Install new local disconnects for Package Roof Top Units.

CONTROLS

Refer to Division 23 Section "Instrumentation and Control for HVAC."

Building Automation System Interface:

1. Package Roof Top Units shall have the ability to receive an Enable/Disable signal from a building management system and control by the following:
 - a. Input to control Modulation or Set point to existing Ibex automation system
 - b. Output signal from existing Ibex automation system
 - c. Input Enable/Disable signal from existing Ibex automation system

ELECTRICAL POWER

Controllers, Electrical Devices, and Wiring: Electrical devices and connections are specified in CSI codes.

Single-Point Field Power Connection: Factory-installed and factory-wired switches, motor controllers, transformers, and other electrical devices necessary shall provide a single-point field power connection to Make up air units.

Electrical Characteristics:

Bidders are responsible to verify voltage, but its most likely 480V / 3PH, Frequency: 60 Hz Must match existing units. ***THIS NEEDS TO BE CHECKED ON SITE FOR THE RTU'S***

DEMOLITION

Disconnect natural gas supply service, electrical service, wiring and controls from boiler

Dispose and remove all related Package Roof Top Units with associated equipment and piping from site.

Reinstall any piping, roof top equipment, roofing material, wiring that is damaged during the removal and disposal of the existing Make up air units.

CONNECTIONS

Install piping from the new Package Roof Top Units' equipment drain connection to nearest roof drain. Piping shall be at least full size of connection.

Reconnect gas piping to the Package Roof Top Units' gas-train inlet with union. Piping shall be at least full size of equipment connection. Provide a reducer if required.

Reconnect air intake, electrical service, exhaust ductwork and control wiring making connections and transitions as required

FIELD QUALITY CONTROL

Contractor to ensure proper operation, i.e. cycling parameters, control parameters, and provide results to SLPS designee.

Verify all safety inspection have been completed, documented and submitted to HVAC staff.

Perform pressure test, start-up and commission control points to verify operation with SLPS Maintenance and HVAC Manager.

Prepare test reports for submission to SLPS Maintenance and HVAC Manager.

Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies, and equipment installations, including connections, and to assist in testing.

Tests and Inspections:

1. Perform installation and startup checks according to manufacturer's written instructions. Complete startup form included with Package Roof Top Units and return to Manufacturer as described in the instructions.
2. Operational Test: Start units to confirm proper motor rotation and unit operation. Adjust air-fuel ratio and combustion.
3. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
4. Check and adjust initial operating set points and high- and low-limit safety set points of fuel supply.
5. Set field-adjustable switches and circuit-breaker trip ranges as indicated.

Contractor will make the necessary corrections to ensure proper operation of the Package Roof Top Units.

Occupancy Adjustments: When requested within 12 months of date of Substantial Completion, provide on-site assistance in adjusting system to suit actual occupied conditions. Provide up to two visits to Project during other than normal occupancy hours for this purpose.

DEMONSTRATION

Engage a factory representative or a factory-authorized service representative for Package Roof Top Units startup. Start-up sheet shall be completed and a copy shall be sent to the Engineer and the Manufacturer. A combustion analysis shall be completed and the gas valve adjusted per the Installation and Operations manual and note in start-up report.

Factory representative or a factory-authorized representative shall provide Owners training to instruct maintenance personnel to adjust, operate, and maintain packaged roof top units.

PROJECT PRICING

The company will request that Contractors provide open book and itemized billing for the Package Roof Top Units Replacement. The billing will be broken down by materials cost & labor, design, testing and etc.

END OF SPECIFICATION

ATTACHMENT B

**COST / PRICING
PROPOSAL**

Purchasing Office of the St. Louis Public Schools,
Second Floor – Cashier’s Window
801 North 11th Street St. Louis, Missouri 63101

Subject: Saint Louis Public Schools
RFP Title – Repair HVAC System at Stix Early Childhood Center
RFP 016-1617

Energy Service Company

Company Name: _____
Contact Person: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____

In the event electrical load calculations and/or drawings are required to correctly complete these projects, the Energy Service Company contractor shall have available a licensed Electrical and Mechanical Engineer capable of providing the necessary technical expertise to advise and provide the guidance and construction documents (in necessary) in order to fully Execute this project.

The cost of this service shall be included in the Energy Service Company proposal.

Proposed Engineer:

Company Name: _____ Discipline: _____
Contact Person: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____

1. The Undersigned Bidder offers and agrees, if this Proposal is accepted, to enter into an Agreement with the Saint Louis Public School District in the form included in the Contract Documents and to complete all work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this proposal and in accordance with the Contract Documents.

2. BIDDER has examined and is familiarized with the Instructions to Bidders, all of the other Bidding Documents, and all of the Contract Documents; Bidder has examined the actual site and locality where the Work is to be performed; Bidder has familiarized themselves with the legal requirements (federal, state, and local laws, ordinances, rules, and regulations); Bidder has made independent investigations as they deem necessary; and Bidder has satisfied themselves as to all conditions affecting cost, progress, or performance of the scope of work outlined in this RFP.
3. BIDDER accepts all of the terms and conditions as outlined in this RFP.
4. BIDDER agrees to perform the work in the time specified and accepts the provisions of and assessment of liquidated damages as defined in the General Conditions of the Contract for Construction
 - a) Contract Period – The Contractor shall complete all work required as specified in Attachment B.
5. BIDDER upon acceptance of this bid will execute the Agreement and will furnish the required Contract security and insurance certificates within 5 days after the award of the Contract.
6. BIDDER agrees to furnish all labor, materials, supplies, equipment, services, and other facilities necessary or proper for, or incidental to, all work as required by, and in accordance with the Contract Documents for this RFP for the lump sum price as noted in the “Base Bid Proposal” section.
7. Bidders should be advised that, prior to award of any contract, the Saint Louis Public School District reserves the right to conduct a pre-award survey for the purpose of determining the bidder's responsibility and capacity to perform the contract. This survey may include review of subcontracting agreements, financial capacity, and quality of work performed on other contracts.
8. Bidder agrees to indemnify the Board of Education, Operations Department, and its Project Managers from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description made, brought or recovered against the Board of Education by reason of any act of omission of the Bidder.
9. Bidder agrees that in all required bonds, the bidder shall include such provisions as will guarantee the faithful performance of the prevailing hourly wage clause as provided by contract.
10. Bidder and their subcontractors shall be required to submit weekly payroll sheets with their monthly invoices, showing compliance to the Prevailing Wage Standard, as well as an Affidavit of Compliance with Prevailing Wage Law at the conclusion of the project, prior to final payment.

11. Bidder agrees that accurate records pertaining to wages paid all workers employed on the contract shall be kept within the state by the contractor and each subcontractor, for a period of one (1) year following the issuance of final payment for the subject work.
12. Bidder will forfeit a penalty to the St. Louis Public Schools of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing wage rate for any work done under the contract by the contractor or by any subcontractor.
13. Bidder and all subcontractors to the contract must require all on-site employees to complete the ten- hour safety training program required under Section 292.675, RSMo, (enclosed in the laws section), if they have not previously completed the program and have documentation of having done so.
14. Bidder will forfeit a penalty to the St. Louis Public Schools of \$2,500 plus an additional \$100 for each employee employed by the contractor or subcontractor, for each calendar day, or portion thereof, if such employee is employed without the required training.
15. Bidder agrees that during periods of excessive employment (any month immediately following two consecutive calendar months during which the level of unemployment in the state has exceeded five percent as measured by the United States Bureau of Labor Statistics) only Missouri laborers (persons who have resided in Missouri for at least thirty days and intend to become or remain Missouri residents) and laborers from non-restrictive states (persons who are residences of a state which has not enacted state laws restricting Missouri laborers from working on public works projects in that state, as determined by the Labor and Industrial Relations Commission) (see Excessive Unemployment section), may be employed under the contract, except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, if so certified by the contractor and approved by the contracting officer.
16. Bidder agrees that every transit employer, as defined in section 285.230 RSMo, enclosed in the laws section, must post in a prominent and easily accessible place at the work site a clearly legible copy of the following: (1) The notice of registration for employer withholding issued to such transient employer by the director of revenue; (2) Proof of coverage for workers' compensation insurance or self-insurance signed by the transient employer and verified by the department of revenue through the records of the division of workers' compensation; and (3) The notice of registration for unemployment insurance issued to such transient employer by the division of employment security. Any transient employer failing to comply with these requirements shall, under section 285.234, RSMo, enclosed in the laws section, be liable for a penalty of five hundred dollars per day until the notices required by this section are posted as required by that statute.

ACKNOWLEDGEMENT

In response to the Advertisement for Bidders and in accordance with the accompanying Bidding Documents therein listed, the undersigned, upon written notice of award of contract, acknowledges and agrees to provide all labor, material, equipment, tools, supervision, safety, technical services, taxes, insurance, overhead, profit, bonds and to pay all permit costs and fees necessary or required, and to supply the operations necessary and incidental to perform the Contract work in accordance with the provisions of the above referenced documents in a safe, timely and workmanlike manner for the Lump Sum Price(s) as stated below:

A. ADDENDA

Addenda to the Bidding Documents are included in the above Base Bid Proposal, and receipt thereof is acknowledged as follows:

Addendum No :	_____	Date:	_____
Addendum No :	_____	Date:	_____
Addendum No :	_____	Date:	_____
Addendum No :	_____	Date:	_____

B. BASE BID PROPOSAL

The following describes the cost/pricing proposal to provide services specified in this RFP # 016-1617 - Repair HVAC System at Stix Early Childhood Center

Dollars and (in words)

<u>Total Base Bid</u>	\$ _____ (_____)
Alternate 1	\$ _____ (_____)
Alternate 2	\$ _____ (_____)
Alternate 3	\$ _____ (_____)
Alternate 4	\$ _____ (_____)
Alternate 5	\$ _____ (_____)
Total Alternates	\$ _____ (_____)

1. Explanation of the Alternate Services to be provided with the above cost/pricing proposal.

Signature of Authorized Official

Date

Company Name

C. PERFORMANCE BOND

Performance Bonds and Labor and Material Payment Bonds will be required for the proposed Contract work described in the above Bid Category. The amount included in the Total Base Bid Amount above is:
\$ _____

Performance and payment bonds will be required on or before the date of contract execution.

**D. VALUE ENGINEERING
(Recommendations to save time or Money)**

Enclose with the Bid Form, at the Bidder’s option, recommendations that may assist in evaluation of cost and duration of any bid categories:

- 1. Submit a Voluntary Alternate proposal describing Bidder’s recommending adjustments to the Plans and Specifications, which will reduce the cost or improve the Project Schedule. Attached separate sheet(s) describing the proposal.

E. CONTRACTOR LABOR RATES (attach additional sheets as necessary)

With this bid, contractor shall provide the cost per hour for all labor classifications in its employ. These rates will be used for any extra work ordered by the school district or Project Manager and should include all wages, taxes, tools, and any other miscellaneous costs deemed necessary by the contractor. Provide for each work classification. All rates should be costs per hour. Labor rates shall not include any mark-ups as related to Overhead and Profit.

These rates will be a critical part of each bid analysis. **Labor rates shall remain valid for the total duration of the project.**

Craft/Work Classification: _____ Rate: \$ _____ /HR

Craft/Work Classification: _____ Rate: \$ _____ /HR

Craft/Work Classification: _____ Rate: \$ _____ /HR

Craft/Work Classification: _____ Rate: \$ _____ /HR

(Attached information on separate sheet for additional Craft/Work classifications if necessary)

Note: Labor rates shall not include any marks as related to Overhead and Profit. Contractors shall also note that additional breakdown may be required by the School District/Project Manager prior to acceptance of quoted rates.

F. STATEMENT OF MBE/WBE PARTICIPATION

All contractors submitting a bid must complete and sign the minority contractor's good faith effort form. Failure to do so is cause of rejection of this bid.

MBE/WBE Percentage included in Base Bid: Percent (____%)

Name, Address, & Telephone _____

WBE/MBE _____

Work Covered _____

Dollar Amount of MBE/WBE Firm Participation _____

(List any additional on additional sheets as necessary)

OPPORTUNITY for ADDITIONAL MBE/WBE Participation

List below any additional MBE/WBE opportunities not included in the above bid amounts and the cost change to include these opportunities:

\$ _____ DOLLARS

(\$ _____) Add/Deduct

\$ _____ DOLLARS

(\$ _____) Add/Deduct

\$ _____ DOLLARS

(\$ _____) Add/Deduct

(List any additional on additional sheets as necessary)

G. LISTING OF MAJOR SUBCONTRACTORS & VENDORS

All subcontractors to be utilized in the performance of the scope of work anticipated by this bid must be listed below. The Bidder hereby certifies that the following proposed Subcontractors will be used in the performance of the work. (Additional sheets may be attached)

NAME OF SUBCONTRACTOR
PERFORMED VENDOR
EQUIPMENT
SUPPLIED

WORK TO BE
MATERIAL OR

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

H. SCHEDULE

The contractor acknowledges that all work must be completed by:

- **All Energy Audits must be completed 60 days after a signed contract.**

1. Calendar days required after award to prepare shop drawings/submittals for review: _ Days

2. Calendar days required for material delivery to site after receipt of approved shop drawings/submittals:
_____ Days

3. Calendar days required to complete all work in this bid package: _ Days

4. Average crew size by Trade: ___/Day

5. Average MBE/WBE field workforce: ___/Day

PROPOSED EQUIPMENT:

SPECIAL PROVISIONS TO BE PROVIDED BY OTHER CONTRACTORS AND/OR PROJECT MANAGER:

The Undersigned certifies that it has examined and is fully familiar with all of the provisions of the Bidding Documents and any Addenda thereto; and that it has carefully reviewed all of the words and figures shown in the Bid Documents and the accuracy of all statements in this Bid Proposal; and that he/she has been fully authorized to make such statements and submit this Proposal in his/her companies behalf.

Respectfully submitted,

Legal Name of Firm:

Address of Business: _____

Telephone Number: _____

Federal Employee No: _____

Contractor acknowledges they are in Registered in Good Standing to Perform Work in the State of Missouri

YES_____

NO_____

Signature: _____

Title: _____

DATE SIGNED: _____

We operate as :(check accordingly)

Individual Owner: _____

Partnership: _____

Corporatio _____

n: _____

Joint/Vent _____

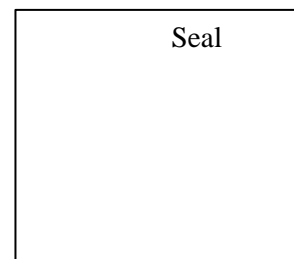
ure: _____

Limited Liability Corporation: _____

Other: _____

Located in the state of:

(Seal the Original Bid Proposal Form if Bid is by aCorporation)



CONTRACTORS GOOD FAITH EFFORT REPORT

PROJECT: _____ SUBCONTRACTOR: _____

BID PACKAGE NO.: _____ BID PROPOSAL AMOUNT: _____

PART I: (COMPLETE IF BIDDER IS AN MBE SUBCONTRACTOR/SUPPLIER; SIGN BELOW)

1. THIS BID PROPOSAL HAS BEEN SUBMITTED BY (CHECK ONE)

_____ A MINORITY BUSINESS ENTERPRISE

_____ A WOMAN BUSINESS ENTERPRISE

2. BIDDER IS A MBE OR WBE FIRM CERTIFIED BY (CHECK ONE)

_____ Saint Louis Lambert Airport Authority

_____ Saint Louis Minority Business Council

_____ Missouri Department of Transportation

_____ Illinois Department of Transportation

_____ Bi-State Transit Authority dba METRO

_____ Saint Louis Development Corporation

PART II: (COMPLETE IF BIDDER IS NOT AN M/WBE SUBCONTRACTOR/SUPPLIER; SIGN BELOW)

NAME OF MBE SUBCONTRACTOR	MWBE	TYPE OF WORK	BID AMOUNT	AMOUNT APPLICABLE TO GOAL

TOTAL: _____

MBE Participation: _____ %

WBE Participation: _____ %

Total MBE/WBE Participation _____ %

Anticipated M/WBE Workforce (Labor in Field): _____ %

The Undersigned certifies that it is an M/WBE firm or will enter a formal agreement with MBE contractors for work identified above conditioned upon award of a sub-contract agreement.

CONTRACTOR: _____

BY: _____

DATE: _____

E-Verify AGREEMENT

[Name of Vendor]:

- a) Agrees to have an authorized person execute the “Federal Work Authorization Program Affidavit” attached hereto and deliver the same to The Special Administrative Board of the Transitional School District of the City of St. Louis (d/b/a St. Louis Public School System) (“District”) prior to or contemporaneously with the execution of a contract with the District;
- b) Affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) Affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) Affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) Agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

(Signature)

(Date)

Printed Name and Title:

(Company Name)

ATTACHMENT C

AGREEMENT

[Name of Vendor]:

a) Agrees to have an authorized person execute the “Federal Work Authorization Program Affidavit” attached hereto and deliver the same to The Special Administrative Board of the Transitional School District of the City of St. Louis (d/b/a St. Louis Public School System) (“District”) prior to or contemporaneously with the execution of a contract with the District;

b) Affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) Affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) Affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;

e) Agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

(Signature)

Printed Name and Title: _____

(Company Name)

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

- 1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
- 2. I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
- 3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
- 4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For _____ (company name)

Title: _____

STATE OF MISSOURI)

) ss.

COUNTY OF _____)

On this ___ day of _____, 20___, before me, _____, a Notary Public in and for such County and State, personally appeared _____ of _____, known to me to be the person who executed the affidavit on behalf of said _____ and acknowledged to me that he or she executed the same for the purposes therein stated. Subscribed and affirmed before me this _____ day of _____, 20___.

Notary Public _____

My commission expires on: _____

ATTACHMENT E BIDDER CHECKLIST

RFP TITLE: Repair HVAC System at Stix Early Childhood Center

RFP #: 016-1617

- () Submitted all information as requested.
- () Received _____ number of addendum(s).
- () Submitted one (1) original, (3) copies and one (1) electronic CD or flash drive
- () Signed Federal Work Authorization Program Agreement.
- () Signed and notarized Federal Work Authorization Program agreement and affidavit
- () Signed Bidder Affirmation Form (by an authorized official of the company where appropriate).
- () Signed and dated Cost / Pricing Proposal.
- () No conditions or restrictions have been placed by the company on this Proposal that would declare it non-responsive.
- () Prepared to provide the insurance required.
- () Submitted a copy all certificates and license including, but not limited to, the license (to conduct business in the City of St. Louis, Missouri).
- () Submitted state tax identification number. _____
- () Bid Bond attached
- () MBE/WBE Check-off Sheet

Signature of Authorized Official

Date

Company Name

ATTACHMENT F
NON-SUBMITTAL RESPONSE FORM

RFP TITLE: Repair HVAC System at Stix Early Childhood Center

RFP #: 016-1617

NOTE TO BIDDER:

If your company's response is a "non-submittal", the District is very interested in the reason for such response since the District desires to ensure that the procurement process is fair, non-restrictive and attracts maximum participation from interested companies. We, therefore, appreciate your response to this non-submittal response form.

Please indicate your reason for responding with a "non-submittal":

- Unable to meet the requirements for this project.
 - Unable to meet the time frame established for start and/or completion of the project.
 - Received too late to reply. Received on _____.
 - Please remove our company's name from receiving similar type solicitations.
 - Other: _____
-

Your response will be given careful consideration, and included in the contract file. Your input will assist the District in determining changes necessary to increase participation and competition.

Authorized Signature	Title	Date
-----------------------------	--------------	-------------

Name of Company / Consultant

Company Address

() _____	() _____
Business Telephone Number	Facsimile

E-Mail Address

ATTACHMENT G

Non-Discrimination in Employment by Board of Education Contractors And Subcontractors

During the performance of this contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, age, handicap, religion, sex or national origin. The Contractor will take affirmative action to ensure that all applicants are employed without regard to their race, age, handicap, religion, sex, or national origin.
2. The Contractor will, in all solicitation or advertisement for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, age, handicap, religion, sex, or national origin.
3. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising that labor union or worker's representative of the Contractor's commitments under contracts with the Board of Education.
4. The Contractor will maintain and, upon request, make available to The Board of Education, all records and data necessary or useful to the review and monitoring of compliance with the non-discrimination clauses of this contract. In the event the Contractor fails or refuses to make such records available, this contract may be cancelled, terminated or suspended in whole or in part by the Board of Education and the Contractor may be declared ineligible for further Board of Education contracts or such other sanctions as the Board deems appropriate.
5. In the event of the Contractor's non-compliance with the non-discrimination clauses of this contract, this contract may be cancelled, terminated or suspended in whole or in part by the Board of Education and the Contractor may be declared ineligible for further Board of Education contracts or such other sanctions as the Board deems appropriate.
6. The contractor will include the provision of Paragraph 1 through 5 in every subcontract or purchase order unless specifically exempted by the Board so that such provisions will be binding on each subcontractor or vendor.

UTILIZATION OF MINORITY AND WOMEN BUSINESS ENTERPRISES

The Board of Education of the City of St. Louis is committed to providing minority and women- owned business enterprises (“M/WBE”) with an equal opportunity to do business with the St. Louis Public School System.

The Board of Education has adopted the following goals to address equitable M/WBE involvement in its Capital Improvements Programs:

- 40% of Contracts to Minority Owned Businesses
- 5% of Contracts to Female Owned Businesses
- 40% of Field Employment to Minorities and/or Females

The achievement by bidders of the M/WBE participation goals and/or submission of documentation of efforts to obtain M/WBE participation will be a consideration in the award of a contract.

I. DETERMINATION OF M/WBE PARTICIPATION

- A. The total dollar value of the contract or subcontract awarded or to be awarded to a certified M/WBE is counted toward achieving the goal. In order to qualify for consideration as a M/WBE firm, a firm must be certified by one of the following:

- SLDC - St. Louis Development Corporation
- MoDOT - Missouri Highway Department of Transportation
- IDOT - Illinois Department of Transportation
- Metro - Bi-State Development Agency

The Board of Education then will make its own determination which shall be final as to M/WBE certification of a firm.

- B. ***The portion of the total dollar value of a contract awarded to a joint Venture shall be equal to the percentage of the ownership of the M/WBE in the joint venture is counted toward the goal. However, this percentage will only apply for non-subcontracted work.***

For a joint venture involving an M/WBE firm and a non-M/WBE general contractor, the general contractor may count towards the MBE/WBE goals only the M/WBE percentage of the non-subcontracted work to be directly self-performed by the joint venture.

- C. Twenty percent (20%) of expenditures for materials and supplies obtained from an M/WBE supplier and one hundred percent (100%) of such expenditures from an M/WBE manufacturer or dealer certified as such by SLDC are counted toward the goal.

II. BIDDING PROCEDURE

- A. Bidder shall submit the “Statement of M/WBE Participation” form included in this document as part of the Bid Proposal. If the Bidder is an M/WBE firm, Part I should be completed. This form cannot be changed after the bid opening without approval of the Board of Education. Any firm being considered for removal from this list must submit written confirmation to the Saint Louis Public Schools Purchasing Department requesting such removal. This statement, if accepted by the Board of Education, will become a part of the contract documents.
- B. All Bidders shall submit the “Statement of M/WBE Participation” form included in this document as part of the Bid Proposal. Failure to complete this form in its entirety will be cause for rejection of the bid. This form cannot be changed after the bid opening without approval from the Board of Education. Any firm being considered for removal from the list must submit written confirmation to the Saint Louis Public Schools Purchasing Department requesting such removal.

III. EVALUATION PROCEDURES

- A. After the bid opening, the low bidder and the second bidder shall re- evaluate and confirm M/WBE firms to be used on the project. A confirmed “ Statement of M/WBE Participation” signed by an officer of the company shall be submitted to the Saint Louis Public Schools Purchasing Department, before 10:30 A.M. on the second (2nd), working day after the bid opening. This statement, if accepted by the Board of Education, will become part of the contract documents.
- B. If the utilization goals are not satisfactorily addressed, the efforts related to securing M/WBE participation will be evaluated by the Board of Education, taking into account, among other things, the following:
1. Comparison with M/WBE participation in other bid proposals.
 2. Evaluation, including review of pertinent documents, of a bidder’s good faith effort of solicitation and follow-up to obtain M/WBE bids.
 3. When the MBE and WBE participation goals cannot be met the bidder shall document and submit justification as to why the goal(s) could not be met and demonstrate the good faith efforts taken to meet the MBE and WBE participation goals, including but not limited to the following recommended efforts:
 - i. Efforts made to break down contracts and portions of work into economically feasible units such that the MBE/WBE utilization goals can be met.
 - ii. Written notification to disadvantage economic development assistance agencies, organization, local, state and federal disadvantage business assistance offices, and other organizations which provides assistance in recruitment and placement of MBE/WBE’s on this project.

iii. Efforts made to negotiate with MBE's and WBE's for specific item(s)
of

Work including evidence on:

a. The names, addresses, telephone numbers of the MBE's and WBE's who were contacted, the dates of initial contact and whether solicitations of interest were followed up by contacting the MBE's and WBE's to determine with certainty whether the MBE or WBE is interested. Personal or phone contacts are expected; and

b. A description of the information provided the MBE/WBE's regarding the plans and specifications and the work to be performed; and

c. A statement of why additional agreements with other MBE/WBE's were not reached;

d. Documentation of each MBE/WBE contacted but rejected and the reason for the rejection.

iv. Examples made to assist the MBE/WBE's that need assistance in obtaining bonding, insurance of lines of credit required by the contractor.

v. Documentation that qualified MBE/WBE's are not available or are not interested. vi. Examples

of actions not acceptable for failure to meet the MBE/WBE goals are:

a. MBE/WBE unable to provide performance and/or payment bond. b. Union versus non-union status.

c. Contactor would normally perform all or most of the work of the contract, or restricts solicitation only to those general groups of items which may be listed in proposal under such heading as "Items Subcontractable to MBE/WBE Firms."

d. Solicitation by mail only.

vii. The demonstration of good faith efforts must, in the end, prove the contractor had actively and aggressively sought out MBE/WBE's to participate in the project. All the information provided must be accurate in every detail.

The ability to achieve the M/WBE goals and the good faith efforts demonstrated will be used to evaluate each Bidder's responsiveness.

The information provided will be evaluated to determine if the low bidder is responsive.

All information provided must be accurate in every detail. The apparent low bidder's attainment of the MBE/WBE goals or the demonstration of good faith efforts will determine the award of contract.

Documentation of initial good faith efforts is to be submitted before 10:30A.M. on the second (2nd) working day after the bid opening to the Board of Education utilizing the *Contractor's Good Faith Effort Statement, and Contractor's Good Faith Effort Report*.

IV. CONTRACTOR VERIFICATION OF M/WBE PARTICIPATION

A. The Contractor will be required to submit the "Monthly M/WBE Report" describing amounts paid to M/WBE firms with each payment application.

B. Prior to the release of the final one percent (1%) of contract retainage, the Contractor shall furnish a final Monthly M/WBE Report with supporting final lien waivers from all M/WBE firms used on the project. It is understood and agreed that in the event the total M/WBE participation on the project is less than that identified in the approved "Statement of M/WBE participation" provided by the Contractor prior to commencement of the project, the Board of Education will suffer a loss which will be difficult or impossible to determine. As a result, a liquidated damage amount equal to the difference between the dollar amount of the proposed and approved M/WBE participation, and the actual dollar amount of M/WBE participation, will be paid by the Contractor. Such amount shall be deduction from the final retainage owed to the Contractor, and will not exceed an amount equal to one percent (1%) of the original contract amount. No such deduction will be made when the proposed and approved M/WBE participation is not met for reasons beyond the control of the Contractor. Such determination is in the sole discretion of the Board of Education. The amount set forth above is agreed upon as liquidated damages, and not as a penalty.

C. Compliance with the forty percent (40%) field employment goal will be monitored by the Saint Louis Public Schools Project Manager.

V. REPLACEMENT OF M/WBE FIRMS

A. The Contractor shall make good faith efforts to replace an M/WBE subcontractor, who is unable to perform satisfactorily, with another M/WBE subcontractor. Replacement firms must be approved by the Board of Education.

COUNTING M/WBE PARTICIPATION

The Saint Louis Public Schools (SLPS) district utilizes the following guidelines in determining the percentage of Minority/Women-Owned Business Enterprise (M/WBE) participation that will be counted toward the overall M/WBE goals for a prime contractor:

- A. If a firm is not currently certified as an M/WBE at the time of the execution of the contract, the firm's participation towards any M/WBE goal will not be counted.
- B. The dollar value of work performed under a contract with a firm after it has ceased to be certified will not be counted toward the overall goal.
- C. When an M/WBE participates in a contract, the value of the work actually performed will be counted as follows:
 - 1. The entire amount of that portion of a construction contract that is performed by the M/WBE's own forces. This includes the cost of supplies and materials obtained by the M/WBE for the work of the contract, including supplies purchased or equipment leased by the M/WBE (except supplies, and equipment the M/WBE subcontractor purchases or leases from the prime contractor or its affiliates).
 - 2. The entire amount of fees or commissions charged by an M/WBE firm for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of the work, toward M/WBE goals, provided that SLPS determines the fee to be reasonable and not excessive as compared with fees customarily allowed for similar services.
 - 3. When an M/WBE subcontracts part of the work of its contract to another firm, the value of the subcontractor work may be counted toward M/WBE goals only if the M/WBE's subcontractor is itself an M/WBE firm. Work that an M/WBE subcontracts to a non-M/WBE firm will not count toward M/WBE goals.
- D. When an M/WBE performs as a participant in a joint venture, SLPS will count a portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the M/WBE performs with its own forces toward M/WBE goals.
- E. SLPS will count expenditures of an M/WBE contractor toward M/WBE goals only if the M/WBE is performing a commercially useful function on that contract:
 - 1. An M/WBE performs a commercially useful function when it is responsible for the execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the M/WBE must also be responsible with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, installing (where applicable) and paying for the material itself. To determine whether an M/WBE is performing a commercially useful function, SLPS will evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the M/WBE credit claimed for its performance of the work, and other relevant factors.

2. An M/WBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which the funds are passed in order to obtain the appearance of M/WBE participation. In determining whether an M/WBE is such an extra participant, SLPS will examine similar transactions, particularly those in which M/WBEs do not participate.

3. If an M/WBE does not perform or exercise responsibility for at least 30 percent of the total cost of its contract with its own work force, or the M/WBE subcontracts a greater portion of the work of a contract than would be expected on the basis of normal industry practice for the type of work involved, SLPS will presume that it is not performing a commercially useful function.

4. When an M/WBE is presumed to not be performing a commercially useful function as provided in this program, the M/WBE may present evidence to rebut this presumption. SLPS may determine that the firm is performing a commercially useful function given the type of work involved and normal industry practices.

F. SLPS will count expenditures with M/WBEs for material or supplies towards M/WBE goals as provided in the following:

1. SLPS will count 100% of the cost of the materials or supplies toward M/WBE goals if the materials or supplies are obtained from an M/WBE manufacturer. For purposes of this paragraph, a manufacturer is a firm that operates or maintains a factory or establishment that produces, on the premises, the material, supplies, articles, or equipment required under the contract and of the general character described in the specifications.

2. SLPS will count 20% of the cost of the materials or supplies towards M/WBE goals if the materials or supplies are purchased from an M/WBE regular dealer. For purposes of this section a regular dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character described by the specifications and required under the contract are brought, kept in stock, and regularly sold to or leased to the public in the usual course of business.

To be a regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question.

A person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating, or maintaining a place of business if the person both owns and operates distribution equipment for the products. Any supplementing of regular dealers' own distribution equipment shall be by a long-term lease and not on an ad hoc or contract-by- contract basis.

Packagers, brokers, manufactures' representatives, or other persons who arrange or expedite transactions will not be considered regular dealers.

3. With respect to materials or supplies purchased from an M/W/DBE which is neither a manufacturer nor a regular dealer, SLPS will count the entire amount of fees or commissions

charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for delivery of materials or supplies required on a job site, toward M/W/DBE goals, provided that SLPS has determined the fees to be reasonable and not excessive as compared with fees customarily allowed for similar services. SLPS will not count any portion of the cost of the materials and supplies themselves toward M/WBE goals, however.

Note: All M/W/DBE firms must, as of the date bids are due, be certified as an MBE, WBE or DBE by at least one of the following certifying agencies:

MoDOT (Missouri Department of Transportation) IDOT
(Illinois Department of Transportation)
City of St. Louis/ St. Louis Lambert International Airport
BiState Transit Authority dba Metro.

A copy of the firm's certifying letter must accompany the bid. If a company's certification lapses before the closing out of the project, the firm must be recertified before the close of the project for its participant to be counted.

Finding an M/DBE Partner

The following agencies and organization may be of assistance in helping you find an M/WBE firm with the skills and or services you are looking for:

Association of General Contractors of St. Louis

6330 Knox Industrial Drive
Suite 200
St. Louis, MO
63139 (314) 781-
2356

City of St. Louis

The city maintains a database of certified firms. That database may be accessed at www.mwdbe.org

Central Contractor Registration

The Federal government maintains a database of minority firms desiring to do business with the government. That list can be accessed at http://dsbs.sba.gov/dsbs/dsp_dsbs.cfm.

IDOT

The Illinois Department of Transportation maintains a database of certified firms. That database is located at <http://www.dot.state.il.us/sbe/dbeprogram.html>.

MoDot

The Missouri Department of Transportation maintains a database of certified firms. The database is located at http://www.modot.mo.gov/business/contractor_resources/External_Civil_Rights/DBE_program.htm.

Mo-Kan CCAC

4114 Lindell
Suite 316
St. Louis, MO
63108 (314) 535-
9200

St. Louis Business Diversity Initiative

This organization maintains a list of some Minority Business Enterprises (MBE) from the City of St. Louis/St. Louis Lambert Airport, State of Missouri, Bi-State Development Agency and the Missouri Department of Transportation. The directory contains some members of the St. Louis Minority Business Council and the St. Louis Regional Chamber and Growth Association (RCGA).

Their directory is accessible at http://www.stlbizdiversity.com/mbe_directory.asp.

St. Louis Minority Business Council

308 N. 21st Street
Suite 700
St. Louis, Mo
63103 (314) 241-
1143

State of Missouri

The State of Missouri maintains a database of minority and women owned businesses. That database can be accessed at <http://www.oa.mo.gov/oeo/cp.html>.

**St. Louis Board of Education
Monthly M/WBE Manpower Utilization Report**

Contractor Name

Submitted for Month/Year of

Subcontractor Name

Letting No.

School

Contract Amt.

% Complete

Job Categories	Trade	Total		Black		Hispani		Other		Apprentice		On- the-job- training		Total Manhours	
		M	F	M	F	M	F	M	F	M	F	M	F	Total	Minority
Acoustical Tilers	1														
Brick Masons	2														
Carpenters	3														
Cement Mason	4														
Ceramic Tile Setters	5														
Custodians	6														
Electricians	7														
Equip. Operators	8														
Fencing Guardrails	9														
Foreman	10														
Glaziers	11														
Insulators	12														
Iron Workers	13														
Laborers	14														
Landscaping	15														
Lather (Metal/Wood)	16														
Mechanics	17														
Metal Deck Roofers	18														
Movers	19														
Painters	20														
Pipefitters	21														
Plasterers	22														
Plumbers	23														
Project Manager	24														
Roofers	25														
Safety Officers	26														
Sandblast/Waterproof	27														
Sheet Metal	28														
Sprinkler Fitter	29														
Superintendent	30														
Tapers	31														
Temperature Control	32														
Test & Balance Tech.	33														
Truck Driver	34														
Well Drilling	35														
Total															

Reported by

Title

STATEMENT OF M/WBE PARTICIPATION

Project: _____ Prime Contractor: _____

Letting No.: _____ Bid Proposal Amount: \$ _____

PART I: (Complete if Prime Contractor is an M/WBE firm; sign below)

This bid proposal has been submitted by (check one):

- _____ A Non-Minority, Non-Women Business Enterprise
- _____ A Minority Business Enterprise
- _____ A Women Business Enterprise

This M/WBE firm is certified by (check one):

- _____ SLA _____ MDOT _____ IDOT _____ Metro

PART II: (Complete if Prime Contractor is not an M/WBE firm; sign below)

NOTE: All applicable columns and blanks must be filled-in with the requested M/WBE information and dollars at the time of bid; the 40% MBE & 5% WBE goal shall be met at the time bids are submitted (Suppliers = 20%, Manufacturers = 100%, M/WBE firms actually doing the work = 100% towards participation goals.)

Name of M/WBE Subcontractors, Suppliers Or Joint Venture Partners	Certified by*		Type of Work	Total Dollars	Dollars Applicable To Goal
	MBE	WBE			
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total: _____

*Insert SLA, MDOT, IDOT, Metro

MBE Participation: _____ %
 WBE Participation: _____ %
 Total M/WBE Participation: _____ %

This undersigned is an M/WBE firm or will enter a formal agreement with M/WBE contractors for work listed in this schedule conditioned upon execution of a Contract with the Board of Education, City of St. Louis. If the Statement of M/WBE PARTICIPATION DOES NOT APPLY to the Contractor/Company, the Contract/Company must sign and indicate non- applicable.

Contractor's Signature: _____

Title: _____ Date: _____

**ST. LOUIS PUBLIC SCHOOLS
MONTHLY M/WBE REPORT**

Prime Contractor: _____ Project: _____

Street Address: _____ Letting Number: _____

City/State/Zip: _____ Pay Application Date: _____

List all minority and women business enterprises which will be utilized on the project either as subcontractor(s) or supplier(s): (***Note: only 20% of total "supplier" amount is applicable towards M/WBE goal.**)

Prime Contractor: Original Contract Amount _____ Current Contract Amount _____

MBE Participation

MBE Subcontractor/ Suppliers	Current Contract Amount	*Dollar Amount Applicable to Goal	Total Paid to Date	Amount Requested This Application

Totals:				
Total MBE Participation:		%	%	%

Note: For percentage- divide totals by Prime Contractors Original Contract Amount.

WBE Participation

WBE Subcontractors/ Suppliers	Current Contract Amount	*Dollar Amount Applicable to Goal	Total Paid to Date	Amount Request This Application

Totals:				
Total MBE Participation:		%	%	%

Total M/WBE Participation:		%	%	%
-----------------------------------	--	---	---	---

Note: For percentage- divide totals by Prime Contractors Original Contract Amount.

Report Prepared by: _____

Date: _____

**ST. LOUIS BOARD OF EDUCATION MINORITY/WOMEN-OWNED
BUSINESS ENTERPRISE UTILIZATION CONTRACTOR'S GOOD FAITH
EFFORTS REPORT**

PROJECT NAME: _____ LETTING NUMBER: _____

NAME OF CONTRACTOR: _____

In addition to the minority or women-owned business enterprises that are listed and proposed for utilization on this contract, the following minority or women-owned business enterprises were also contacted regarding this contract. However, prime contractor is unable to utilize these firms for the reasons listed below:

Firm Name Address, Phone # Contact	Bid item(s) of work to be performed and/or material	Bid Amounts	Date and Method of Solicitation	Comments: Reasons Rejected

Prime Contractor's Signature: _____

Date: _____

Project: _____

**ST. LOUIS BOARD OF EDUCATION MINORITY/WOMEN-
OWNED BUSINESS ENTREPRISE UTILIZATION CONTRACTOR'S
GOOD FAITH EFFORTS STATEMENT**

Please indicate those efforts you made to maximize the utilization of minority and/or women-owned business enterprises (MBE/WBE's) and the hiring of minorities and women for this contract.

Name: _____

Date: _____

Contractor's Authorized Signature: _____

Date: _____

	YES	NO
Attended the pre bid conference held on this contract.		
Selected portions of work proposed to be performed by MBE/WBE firms in order to increase the likelihood of meeting the participation goals.		
Solicited individual MBE/WBE firms written notifications at least seven (7) calendar days prior to bid opening to participate in the contract as subcontractor, regular dealer, manufacturer, consultant, or service agency for specific items or type of work.		
Followed up the initial solicitation of interest by contacting MBE/WBE firms to determine whether or not said firms will submit a bid.		
Provided interested MBE/WBE firms with adequate information regarding plans, specifications and requirements for bidding on City-financed construction.		
Negotiated in good faith with MBE/WBE firms. MBE/WBE firms shall not be disqualified without sound reasons based upon a thorough investigation of their capabilities.		
Made efforts to negotiate with MBE/WBE firms for specific items of work.		
Made efforts to assist MBE/WBE firms that requested assistance in obtaining bonding, insurance, or lines of credit required to participate in the contract.		
Advertised in general circulation media, trade associate publication(s), MBE/WBE-focused media for MBE/WBE firms and areas of interest for this contract. Name of Publication(s) 1. _____ Date: _____ 2. _____ Date: _____ 3. _____ Date: _____ 4. _____ Date: _____		
Contacted MoKan, (314) 535-9200, as a first source regarding the hiring of minorities and women on this project.		
Notified in writing, organizations which provide assistance in the recruitment and placement of MBE/WBE firms of the types of work, supplies or services considered on this contract. List the organizations, contractor's groups, local, state and disadvantaged business assistance offices and other organizations that were contacted for assistance in achieving maximum participation of MBE/WBE firms on this contract. Please note the name of the person contacted and the date of contact. Organization _____ Contact Person _____ Date _____ _ Organization _____ Contact Person _____ Date _____ _ Organization _____ Contact Person _____ Date _____ _ Organization _____ Contact Person _____ Date _____ _		

ATTACHMENT J
Prevailing Wage Requirements and Wage Order

PREVAILING WAGE LAW:

All bidders submitting a proposal for this project must comply with the Department of Labor and Industrial Relations of the State of Missouri, pursuant to Section 290.210 to 340 V.A.M.S., which states that prevailing rates of wages shall be paid to all workers (as defined by Annual Wage Order #23 and associated Incremental Wage Increases).

In all required bonds, the Contractor shall include such provisions as will guarantee the faithful performance of the prevailing hourly wage clause as provided by contract.

Contractor and their subcontractors shall be required to submit weekly payroll sheets with their monthly invoices, showing compliance to the above Prevailing Wage Standard, as well as an Affidavit of Compliance with Prevailing Wage Law at the conclusion of the project, prior to final payment.

Accurate records pertaining to wages paid all workers employed on the contract shall be kept within the state by the contractor and each subcontractor, for a period of one (1) year following the issuance of final payment for the subject work.

The contractor will forfeit a penalty to the St. Louis Public Schools of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing wage rate for any work done under the contract by the contractor or by any subcontractor.

The contractor and all subcontractors to the contract must require all on-site employees to complete the ten-hour safety training program required under Section 292.675, RSMo, (enclosed in the laws section), if they have not previously completed the program and have documentation of having done so.

The contractor will forfeit a penalty to the St. Louis Public Schools of \$2,500 plus an additional \$100 for each employee employed by the contractor or subcontractor, for each calendar day, or portion thereof, if such employee is employed without the required training.

During periods of excessive employment (any month immediate following two consecutive calendar months during which the level of unemployment in the state has exceeded five percent as measured by the United States Bureau of Labor Statistics) only Missouri laborers (persons who have resided in Missouri for at least thirty days and intend to become or remain Missouri residents) and laborers from non-restrictive states (persons who are residences of a state which has not enacted state laws restricting Missouri laborers from working on public works projects in that state, as determined by the Labor and Industrial Relations Commission) (see Excessive Unemployment section), may be employed under the contract, except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, if so certified by the contractor and approved by the contracting officer.

Every transit employer, as defined in section 285.230 RSMo, enclosed in the laws section, must post in a prominent and easily accessible place at the work site a clearly legible copy of the following: (1) The notice of registration for employer withholding issued to such transient employer by the director of revenue; (2) Proof of coverage for workers' compensation insurance or self-insurance signed by the transient employer and verified by the department of revenue through the records of the division of workers' compensation; and (3) The notice of registration for unemployment insurance issued to such transient employer by the division of employment security. Any transient employer failing to comply with these requirements shall, under section 285.234, RSMo, enclosed in the laws section, be liable for a penalty of five hundred dollars per day until the notices required by this section are posted as required by that statute.

St. Louis Public Schools seeks to ensure that the highest quality workmanship will be performed on the project and requires the Contractor to use a qualified Project Superintendent at all times that work is being performed on the job site.

Wage order 23 is provided. If a more recent version exists, it is the company responsibility to be in compliance.