



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

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**RFP TITLE: District-Wide, Inspection, Repair and Maintenance of Bleachers**

**RFP# 076-1617**

**DATE OF ISSUANCE:** May 16, 2017

**BIDDER'S CONFERENCE:** May 22, 2017, at 11 A.M.

**BIDDER'S CONFERENCE LOCATION:** 3416 Cook Ave.  
St Louis MO, 63106  
(Conference room )

**FINAL QUESTIONS DUE:** May 29, 2017, 4:00 P.M.

**BID DUE DATE:** June 5, 2017, 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: (4) marked "Copies", (1) marked "Original", and (2) copies 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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## **ANNOUNCEMENT FOR SEALED PROPOSALS**

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The Special Administrative Board of the Transitional School District of the City of St. Louis (d/b/a St. Louis Public Schools System) (the “District”) wishes to provide District-Wide, Inspection, Repair and Maintenance of Bleachers.

### **NOTICE TO BIDDERS:**

The sealed Proposal shall be received in the Purchasing Office of Saint Louis Public Schools, 801 North 11th Street, Saint Louis, MO 63101, Second Floor - Cashier’s Window no later than **10:00a.m. on June 5, 2017**. A bidder’s conference will be held on **May 22, 2017 at 11:00 a.m. at 3416 Cook Ave, Saint Louis, Missouri 63106** at which time submitted questions will be answered. Copies of the RFP may be obtained from the [www.slps.org](http://www.slps.org). At this web site, click on the “Quick Links” button, click on “Procurement” and then click on “Non-Construction Bids”.

The District reserves the right to accept or reject any or all proposals and to waive any irregularities. The District also reserves the right to negotiate with selected firms regarding pricing and structure fees. All information included in your RFP response may be incorporated, at the District’s option, in the contract for District-Wide, Inspection, Repair and Maintenance of Bleachers to be entered into between the District and selected firm. 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.

### **SERVICES**

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#### **1.1. GENERAL**

1.1.1. Attachment A describes the scope of services

1.1.2. The contract will be a one year contract. The contract dates will be July 1, 2017 thru June 30, 2018.

#### **1.2. INSPECTION OF SITE AND EQUIPMENT**

By signature on the proposal, the bidder affirms that he has had sufficient opportunity to examine the work site, conditions, equipment and request for proposal, (RFP). Bidders are welcome to visit the Schools. Vendors must sign in at each school’s office and explain the reason for their visit. You should carry this RFP with you to support your visit. Late afternoon visits are preferred to avoid students and instruction.

#### **1.3. BID EVALUATION**

1.3.1. Please give pricing for all schools listed in this bid, Attachment B. The listing of equipment covered by this Contract may be altered by the addition or deletion of specific units and the amount of payment adjusted accordingly. (i.e., school closing) Payment for additional or modified units will be at an agreed upon price, based on the quoted price for comparable units, and deductions from payment for deleted items will be made at the quoted prices.

1.3.2. In order to provide a consistent basis for evaluating bids, please provide all the information required in section 7. However, selection will be made based upon the estimated annual price for all bidders deemed to be responsive.

## 2. PROPOSAL

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### 2.1. PART I - Qualifications/Resume and Operations Plan

The following information should be provided in Part I. The proposal should be clearly marked: "Part I-- Qualifications/Resume and Operations Plan."

2.1.1. Please respond briefly, but completely, to the following:

- 2.1.1.1. Firm Name
- 2.1.1.2. Address
- 2.1.1.3. Contact Person
- 2.1.1.4. Telephone Number
- 2.1.1.5. Fax Number
- 2.1.1.6. Email Address

2.1.2. Bid Response Elements

- 2.1.2.1. Firm Qualifications
- 2.1.2.2. References (Other school district where possible)
- 2.1.2.3. Brief description of firm's experience with providing the requested services
- 2.1.2.4. Copies of Licenses and Certifications
- 2.1.2.5. Bid Security and Insurance certification (Only when required)

### 2.2. PART II - Cost/Pricing Proposal

The following information should be included in the proposal clearly marked "Part II - Cost/Pricing Proposal."

- 3.2.1 Fill out Attachment B

## 4 INSTRUCTIONS TO BIDDERS

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### BID CONDITIONS

Bidder should prepare and submit a sealed District-Wide, Inspection, Repair and Maintenance of Bleachers Proposal. On the outside of the sealed Proposal, an envelope shall be securely affixed to the outside of the box or larger envelope containing the full response to this RFP and shall be delivered to the address listed below in sufficient time to ensure receipt of same prior to the scheduled bid opening as indicated herein. The Proposal shall include one original, 3 copies and two electronic proposal on CD.

The upper left hand corner of the envelope shall be plainly marked as RFP# **076-1617** along with the firm name and closing time and addressed to:

**PURCHASING OFFICE OF SAINT LOUIS PUBLIC SCHOOLS  
SECOND FLOOR – CASHIER'S WINDOW  
801 NORTH 11TH STREET  
SAINT LOUIS, MO 63101**

**4.2 Manner of Bid Submission** - Bids must be filled out as requested including all required signatures and pertinent information. Failure to do so is reason for rejection of the bids. If Bidder is a corporation, the corporate name must be correctly stated. The owner, a partner or an authorized officer must sign his name, and insert address of Bidder.

**4.3 Awards**- Bids will be accepted on unit basis for each numbered item, at the regular monthly meeting, of the District when awards will be made to the lowest responsible bidder complying with the terms of these specifications, except that the right is reserved by the District to make such selection, as in its judgment, is best suited for the purpose intended, or to reject any or all bids.

- 4.4 Rejection of Bids** - The District reserves the right to accept or reject any bid or any part of any bid.
- 4.5 Submitted Bids Considered Final** - All bids shall be deemed final, conclusive and irrevocable, and no bid shall be subject to correction or amendment for any error or miscalculation.
- 4.6 Form of Contract** - Each successful Bidder shall be required to enter a contract in the form prescribed by the District. A copy of each such form may be examined at the Department of Purchasing, 801 North 11<sup>th</sup> Street, St. Louis, MO 63101.
- 4.7 Bond** – A bid bond and performance bond will not be required.
- 4.8 Preference for Missouri Products** - The District will purchase and use only 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-state products. However, quality and fitness of articles will be considered in making purchases or letting contracts.
- 4.9 Taxes** - Bidders shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, and OR STATE RETAIL TAX in the Bid, as these taxes do not apply to the District.
- 4.10 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 theretofore 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, and cannot obtain them elsewhere. Then and in these events the contractor may furnish proof of said facts to the Director of Purchasing, who shall thereupon conclusively determine whether such facts exist. And said if facts are so found to exist, the contractor shall have the right to cancel such contract by notice in writing delivered to the Director of Purchasing within ten days after the date of such determination by the Director of Purchasing.
- 4.11 Compensation** - Bidders are cautioned that items and/or services must be furnished at the price submitted. No increase in price will be permitted during the term of the contract.

## **5 MINORITY PARTICIPATION**

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- 5.2** The St. Louis Public Schools has developed a plan for participation in projects by minority business. This plan includes the following elements:
- 5.2.1 Outreach-** A commitment to make every effort to inform contractors of pending contract opportunities through advertisements, workshops, brochures and availability of plans.
  - 5.2.2 Good Faith Effort-** A commitment to verify contractor solicitations to ensure that sufficient time and information are available to make a responsible reply.
  - 5.2.3 Identification and Recruitment** - A commitment to coordinate efforts with the City of St. Louis, Contract Office, in the development of potential minority contractor interest.
  - 5.2.4 Monitoring and Reporting-** A commitment to measure and report anticipated and actual MBE/WBE participation.
- 5.3 Discrimination In Employment By The Special Administrative Board**
- 5.3.1** During the performance of the contract, the SELECTED FIRM agrees as follows:
  - 5.3.2** The SELECTED FIRM will not discriminate against any employees or applicants because of race, age, handicap, religion, gender, sexual orientation, national origin or ethnicity. The SELECTED FIRM 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.

- 5.3.3 The SELECTED FIRM will, in all solicitations or advertisements for employees placed by or on behalf of the SELECTED FIRM, states that all qualified applicants will receive consideration for employment without regard to race, age, handicap, religion, gender, sexual orientation, national origin or ethnicity.
- 5.3.4 The SELECTED FIRM 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 Contractor's commitments under contracts with the District.
- 5.3.5 The SELECTED FIRM 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 FIRM 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 FIRM may be declared ineligible for further District contracts or subject to such other sanctions as the District deems appropriate.
- 5.3.6 In the event of the SELECTED FIRM'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 District, and the SELECTED FIRM may be declared ineligible for further District contracts or subject to such other sanctions as the District deems appropriate.

#### **5.4 MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE POLICIES**

- 5.4.2 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 MBEs: <http://www.oa.mo.gov>

For WBEs: <http://www.oa.mo.gov>

Phone: 573-715-8130

**City of St. Louis: Disadvantaged Business Enterprise Program**

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

Phone: 314-551-5000

**St. Louis Minority Business Council**

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

Phone: 314-241-1143

## 6 BIDDER'S CONFERENCE

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6.2 Interested firms may attend an optional pre-submittal bidder's conference scheduled for May 22, 2017 at 11:00 a.m. at 3416 Cook Ave., Saint Louis, Missouri 63106 in conference room. Attendance is not mandatory for responding to this RFP. Please RSVP via email Terrance Bullock at [Terrance.Bullock@slps.org](mailto:Terrance.Bullock@slps.org). At the pre-submittal bidder's conference, a representative from the District will be available to answer questions. Meeting minutes will be taken during the question and answer portion and distributed to all firms requesting the RFP.

## 7 BIDDER DISCLOSURE

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

- 7.2.1 Licensing and certification in the field of the requested services;
- 7.2.2 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;
- 7.2.3 Information regarding law suits relevant to the requested services that are pending or have been resolved within the past 12 months;
- 7.2.4 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.

## 8 EVALUATION CRITERIA, PROCESS AND CONTRACT AWARD EVALUATION CRITERIA

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8.3 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:

Criteria	Value	
8.3.1 Total price	20	
8.3.2 Overall effectiveness of proposal	30	
8.3.3 Prior working relationship with the district	10	
8.3.4 Vendor's experience and demonstrated expertise	10	
8.3.5 M/WBE Participation	30	
Total Points Possible		100

8.4 **Bid Opening** – All bids received on or before **June 5, 2017 at 10:00 a.m.** shall be assembled and opened publicly promptly at that time in the district offices located at 801 N. 11<sup>th</sup> Street in conference room TBA. All interested parties are welcome to attend.

8.5 **Evaluation** - The District will assemble a review committee to assist in evaluating all responses to this RFP. From this evaluation, the District may select a firm or consultant team solely on the basis of submittals, or may additionally identify a short list of firms for possible interviews. The District may contact any or all respondents to clarify submitted information.

8.5.1 **The Evaluation Team shall consist of the following individuals:**

Name	Title
	Director of Facilities
	Maintenance Manager

**8.6 Award** - Following the issuance of this RFP and until the Notice of Intent to Award, firms shall communicate only AND solely with the District authorized representative Terrance Bullock regarding this RFP. During this period, any other communication regarding this RFP with other members of the staff, representatives, or associates of the District is discouraged.

**8.7 CONTRACTING**

8.7.1 Upon selection of firm(s), the District will negotiate a scope of services and other terms and conditions of an agreement with the selected firm. If such negotiations are not successful, the District reserves the right to begin negotiations with other respondents. Respondents whose proposals are not accepted will be notified in writing as soon as practical.

<b>9 TENTATIVE</b>	<b>SELECTION</b>	<b>TIMELINE</b>
<b>May 16, 2017</b>	<b>Release RFP to the marketplace</b>	
<b>May 22, 2017</b>	<b>Bidder’s Conference at 11:00 a.m. (conference room)</b>	
<b>May 29, 2017</b>	<b>Final Questions Due at 4 p.m.</b>	
<b>June 5, 2017</b>	<b>Bids due in Purchasing Department at 10:00 a.m.</b>	

The District reserves the right to modify this schedule as needed.

**10 RESERVATION/STIPULATED** The District reserves the right, at its sole discretion, to 1) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information deemed necessary, 5) 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.

10.3 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. Such exemption from liability applies whether such costs are incurred directly by the vendor or indirectly through the vendor’s agent, employees, assigns or others, whether related or not to the vendor.

10.4 The District will give preference to firms based in the bi-state St. Louis metropolitan area when other considerations are equal.

10.5 Careful consideration should be given before confidential information is submitted to the District as part of your District-Wide, Inspection, Repair and Maintenance of Bleachers 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 you 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 be accepted.

10.6 Respondent acknowledges that, if respondent is selected for the engagement, all electronic, written and printed materials developed by the respondent 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 discretions.



- 10.7 By submitting a response to this RFP, respondent acknowledges that the qualifications of each member of the respondent team are important criteria in the selection process. The selected respondent will not be allowed to substitute any members of the respondent team in the response without prior approval by the District. The District, in its sole 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 teams.
- 10.8 By submitting a response to this RFP, respondent acknowledges that adherence to the schedule for the work is of critical importance to the District, and agrees to dedicate the personnel listed in the response to completing the work in accordance with the schedule outlined in this RFP. Respondent further acknowledges that the agreement for the engagement may include significant penalties for failure to perform in accordance with the schedule.
- 10.9 By submitting a response to this RFP, each respondent acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
- 10.10 By submitting a response to this RFP, each respondent acknowledges and agrees that the District, and any consultants retained by the District, have the right to make any additional inquiry or investigation they deem appropriate to substantiate or supplement information contained in respondent's submission, and authorizes the release to the District and/or the District consultants of any and all information sought in such inquiry or investigation.
- 10.11 Any misrepresentations or false statements contained in a response to this RFP or in 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.

## **11 QUESTIONS/ADDENDA**

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Questions regarding the meaning or interpretation of the RFP must be submitted in writing via mail, email or fax to:

**Terrance Bullock**  
**Purchasing Department**  
**Saint Louis Public Schools**  
**801 North 11th Street,**  
**Saint Louis, MO 63101**  
**Email: [Terrance.Bullock@slps.org](mailto:Terrance.Bullock@slps.org)**  
**Fax: (314) 345-2390**

All questions regarding this RFP shall be made electronically via e-mail in writing and directed to Terrance Bullock at [Terrance.Bullock@slps.org](mailto:Terrance.Bullock@slps.org). The subject of the e-mail shall be "QUESTION - RFP# 076-1617". 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](http://www.SLPS.org) as addenda no later than three (3) business days prior to the Proposal Due Date..

No communication shall be made with any other District employee regarding this RFP. Violation of this provision may result in the rejection of a vendor's bid.

**NON-SUBMITTAL RESPONSE FORM**

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**RFP Title: District-Wide, Inspection, Repair and Maintenance of Bleachers**  
**RFP #: 076-1617**

**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 requirements for this project.

\_\_\_\_\_ Unable to meet time frame established for start and/or completion of 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 maximum participation and competition.

\_\_\_\_\_  
AUTHORIZED SIGNATURE TITLE DATE

\_\_\_\_\_  
NAME OF COMPANY/CONSULTANT

\_\_\_\_\_  
COMPANY ADDRESS

(\_\_\_\_\_) \_\_\_\_\_

BUSINESS TELEPHONE NUMBER

(\_\_\_\_\_) \_\_\_\_\_

FACSIMILE

\_\_\_\_\_  
E-MAIL ADDRESS

**12 BIDDER AFFIRMATION FORM**

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RFP Title: **District-Wide, Inspection, Repair and Maintenance of Bleachers**

**RFP#: 076-1617**

NAME OF COMPANY/CONSULTANT: \_\_\_\_\_

After careful examination of the solicitation document in its entirety, Request for Proposal for RFP# 076-1617-District-Wide, Inspection, Repair and Maintenance of Bleachers, and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

The Bidder's Checklist in Section 14 has been complied with, is completed, and is enclosed with this Proposal.

For consideration of this proposal, the undersigned hereby affirms that (1) he/she is a duly authorized official of the company, (2) that the offer is being submitted on behalf of the bidder in accordance with any terms and conditions set forth in this document and (3) that the company will accept any awards made to it as a result of the offer submitted herein for a minimum of one year following the date of submission

If notified in writing by mail or delivery of the acceptance of these documents, the undersigned agrees to furnish and deliver to the District within three (3) days' proof of Liability Insurance.

The District shall provide the Bidder with a contract agreement, which will set forth the terms of this agreement. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Missouri.

Nondiscrimination in Employment: We the supplier of goods, materials, equipment or services covered by this proposal or contract have not discriminated in the employment, in any way, against any person or persons, or refused to continue the employment of any person or persons on account of their race, creed, color, or national origin.

Respectfully submitted,  
Authorized Official: Title: \_\_\_\_\_

\_\_\_\_\_

Print Name

Signature

Date

\_\_\_\_\_

Address

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Business Telephone Number

Facsimile

\_\_\_\_\_

E-mail Address

The full names and addresses of persons and organizations interested in the foregoing Request for Proposal as principals of the company are as follows:

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

**13 BIDDER'S CHECKLIST**

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RFP Title: **District-Wide, Inspection, Repair and Maintenance of Bleachers**

RFP #: **076-1617**

- ( ) Submitted all information as requested.
- ( ) Received \_\_\_\_\_ no. addendum (s).
- ( ) Submitted \_\_\_\_\_ no. copies of the proposal.  
**The Proposal shall include one original, 4 copies and 2 electronic proposals on CD or flash drive.**
- ( ) Signed Bidder Affirmation form (by an authorized official of the company where appropriate).
- ( ) 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 of license to conduct business for the City of St. Louis, Missouri.
- ( ) Submitted state tax identification number. \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Company Name**

**Attachment A  
Scope of Services**

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**Subject: Saint Louis Public Schools**

**RFP Title - District-Wide, Inspection, Repair and Maintenance of Bleachers**

**RFP 076-1617**

**Bleachers**

**Scope of Services:**

1. St Louis Public Schools (SLPS) is seeking proposal for Inspection, Repair and Maintenance of Bleachers to ensure that the District's schools and facilities are in compliance with all applicable laws and safety standards. A list of buildings and locations are listed below.
2. This contract will be a one year contract from July 1, 2017 to June 30, 2018
3. The vendor will be responsible for:
  - a. Conducting the yearly inspection and tagging of all Bleachers according to local, state and federal regulations  
The city of St Louis is currently using the below standards:

**Building**

2009 International Building Code Ordinance 68788

Date adopted: 11-08-10

**Existing Building**

2009 International Existing Building Code Ordinance 68790

Date adopted: 11-08-10

**Property Maintenance**

2009 International Property Maintenance Code Ordinance 68791

Date adopted: 11-08-10

**Fire Prevention**

2009 International Fire Code Ordinance 68638

Date adopted: 11-11-13

(Ordinance to be posted)

**Mechanical**

2009 International Mechanical Code Ordinance 68639

Date adopted 04-21-10

**Electrical**

2011 National Electrical Code Ordinance 68831

Date adopted 02-03-11

- b. The vendor shall provide the district with (3) three copies of each site's inspections and reports. Reports shall be sent weekly as the inspections are performed:
    - i. Two copies to be forwarded to the Buildings and Grounds Department
      1. 3416 Cook Ave, St Louis, MO, 63106
    - ii. One copy to be forwarded to the Operations Department
      1. Operations Department: 801 North 11<sup>th</sup> Street, St Louis, MO, 63101
  - c. Proposals for repair work shall be sent to Buildings and Grounds Department: 3416 Cook Street, St Louis, MO, 63106 for approval before proceeding.
  - d. All work shall be performed by trained technicians
4. After all facilities are inspected, vendor shall provide an updated list of all Bleachers and their locations.
  5. The vendor shall not disturb class instruction. Students shall not be present in the Gym or on the field being inspected. It is preferred that inspections be accomplished during times when students are not present at school, such as late afternoons, seasonal breaks or other (no-student days).
  6. The vendor shall coordinate with the school Principal and staff to accomplish inspections
  7. The vendor shall also coordinate with the Operations Department.
  8. The vendor shall verify the accuracy of Attachment B, list of buildings and number of Bleacher Seats, and make corrections as necessary to keep the list accurate. Changes to the list shall be forwarded with pay requests.
  9. Unit Cost Submission:
    - a. The vendor shall submit a bid for the total cost of inspection of the Bleachers by filling in the cost column for all of the locations listed below.
    - b. Submit hourly rates proposed for repairs or replacement work on **Attachment B**
    - c. The vendor shall invoice SLPS monthly listing the schools where work has been completed. All invoices shall include the SLPS issued purchase order number.

**ATTACHMENT B  
COST / PRICING PROPOSAL**

**Subject: Saint Louis Public Schools**  
**RFP Title - District-Wide, Inspection, Repair and Maintenance of Bleachers**  
**RFP# 076-1617**

School Name	Address	Interior/Exterior	# Seats	Cost
Beaumont	3836 Natural Bridge	Interior powered		
Carnahan	4041 S. Broadway 63118	Interior		
Central VPA	3125 South Kingshighway 63139	Both Interior powered		
Clyde C. Miller	1000 N. Grand 63106	Interior		
Gateway Complex	1200 N. Jefferson 63106	Interior		
Gateway STEM	5101 McRee 63110	Both Interior some powered		
McKinley CJA	2156 Russell Blvd. 63104	Interior		
Northwest	5140 Riverview 63120	Both		
Roosevelt	3230 Hartford 63118	Both		
Soldan IS	918 North Union Blvd 63108	Both Interior Powered		
Sumner	4248 West Cottage 63113	Interior		
Vashon	3035 Cass Ave 63106	Interior Powered		
Wyman ESM	1547 S Theresa Ave 63104	Interior		
		<b>Total</b>		

The following describes our cost/pricing proposal to provide services specified in this RFP.

**1. Brief Explanation of the Services to be provided under the above cost/pricing proposal.**

**Repair Service Rates:**

- A. Regular Hourly Rates                   \$\_\_\_\_\_
- B. Overtime Hourly Rates                \$\_\_\_\_\_
- C. Weekend and Holiday Rates         \$\_\_\_\_\_





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

Purchasing Department  
801 North 11<sup>th</sup> Street  
Saint Louis, Missouri 6301

**FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities 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 business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must 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.

Accordingly, your company:

- a) Agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its 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.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)

ATTACHMENT C

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: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: