



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

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**RFP TITLE:**

**District-Wide Cleaning and Repair of Kitchen Exhaust Hoods and Grease Traps,  
Inspection and Servicing of Pre-Engineered Fire Suppression Systems**

**RFP# 055-1617**

<b>DATE OF ISSUANCE:</b>	<b>March 9, 2017</b>
<b>FINAL QUESTIONS DUE:</b>	<b>March 15, 2017, 4:00 P.M.</b>
<b>BID DUE DATE:</b>	<b>March 22, 2017, 11:00 A.M.</b>
<b>SUBMIT TO:</b>	<b>Purchasing Office, St. Louis Public Schools Second Floor – Cashier’s Window 801 North 11th Street St. Louis, Missouri 63101</b>

**Number of copies required: (4) 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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## **1. 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 Cleaning and Repair of Kitchen Exhaust Hoods and Grease Traps, Inspection and Servicing of Pre-Engineered Fire Suppression Systems .

### **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 **11:00a.m.** on **March 22, 2017**. 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 Cleaning and Repair of Kitchen Exhaust Hoods and Grease Traps, Inspection and Servicing of Pre-Engineered Fire Suppression Systems 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.

## **2. SERVICES**

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### **2.1. GENERAL**

- 2.1.1. Attachment A describes the scope of services
- 2.1.2. The contract will be a one year contract with three renewal options. The initial contract dates will be July 1, 2017 thru June 30, 2018.
- 2.1.4 Bidders shall fill in Attachment B price sheet along annual renew increases (percentage) for each of three additional years:

### **2.2. 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.

### **2.3. BID EVALUATION**

- 2.3.1. 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.
- 2.3.2. 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.

## **3. PROPOSAL**

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### **3.1. 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."

- 3.1.1. Please respond briefly, but completely, to the following:
  - 3.1.1.1. Firm Name
  - 3.1.1.2. Address
  - 3.1.1.3. Contact Person
  - 3.1.1.4. Telephone Number
  - 3.1.1.5. Fax Number
  - 3.1.1.6. Email Address
- 3.1.2. Bid Response Elements
  - 3.1.2.1. Firm Qualifications
  - 3.1.2.2. References (Other school district where possible)
  - 3.1.2.3. Brief description of firm's experience with providing the requested services
  - 3.1.2.4. Copies of Licenses and Certifications
  - 3.1.2.5. Bid Security and Insurance certification (Only when required)

### 3.2. 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 Cleaning and Repair of Kitchen Exhaust Hoods and Grease Traps, Inspection and Servicing of Pre-Engineered Fire Suppression Systems 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, 4 copies and one electronic proposal on CD.

The upper left hand corner of the envelope shall be plainly marked as RFP# **055-1617** 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.mwdbe.org/>

Phone: 314-551-5000

**St. Louis Minority Business Council**

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

Phone: 314-241-1143

## **6 BIDDER'S CONFERENCE**

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6.2 There will not be a Bidder's Conference.

## **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**

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

8.4 **Bid Opening** – All bids received on or before **March 22, 2017 at 11:00 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
<b>John Zaegel</b>	Director of Facilities
<b>Rosmon Johnson</b>	Maintenance Manager
<b>Square Watson</b>	Energy Analyst

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.

## **9 TENTATIVE SELECTION TIMELINE**

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<b>March 9, 2017</b>	<b>Release RFP to the marketplace</b>
<b>March 15, 2017</b>	<b>Final Questions Due at 4 p.m.</b>
<b>March 22, 2017</b>	<b>Bids due in Purchasing Department at 11:00 a.m.</b>

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

## **10 RESERVATION/STIPULATED**

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- 10.2 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 Cleaning and Repair of Kitchen Exhaust Hoods and Grease Traps, Inspection and Servicing of Pre-Engineered Fire Suppression Systems 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 exempt 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# 055-1617". 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.

**12 NON-SUBMITTAL RESPONSE FORM**

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**RFP Title: District-Wide Cleaning and Repair of Kitchen Exhaust Hoods and Grease Traps, Inspection and Servicing of Pre-Engineered Fire Suppression Systems**  
**RFP #: 055-1617**

**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

**13 BIDDER AFFIRMATION FORM**

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**RFP Title: District-Wide Cleaning and Repair of Kitchen Exhaust Hoods and Grease Traps, Inspection and Servicing of Pre-Engineered Fire Suppression Systems**  
**RFP#: 055-1617**

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

After careful examination of the solicitation document in its entirety, Request for Proposal for RFP# 055-1617-District-Wide Cleaning and Repair of Kitchen Exhaust Hoods and Grease Traps, Inspection and Servicing of Pre-Engineered Fire Suppression Systems, 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
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\_\_\_\_\_

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:

\_\_\_\_\_

**14 BIDDER'S CHECKLIST**

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**RFP Title: District-Wide Cleaning and Repair of Kitchen Exhaust Hoods and Grease Traps, Inspection and Servicing of Pre-Engineered Fire Suppression Systems**  
**RFP #: 055-1617**

- ( ) Submitted all information as requested.
- ( ) Received \_\_\_\_\_ no. addendum (s).
- ( ) Submitted \_\_\_\_\_ no. copies of the proposal.  
**The Proposal shall include one original, 4 copies and one electronic proposal 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

1. The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified and licensed firms interested in contracting with the St. Louis Board of Education to provide District-Wide Cleaning and Repair of Kitchen Exhaust Hoods and Grease Traps, Inspection and Servicing of Pre-Engineered Fire Suppression Systems in accordance with International Kitchen Exhaust Cleaning Association (IKECA) Standards, National Fire Protection Association 17 (NFPA-17), and National Fire Protection Association 96 (NFPA-96) regulations and any and all other applicable local, state or federal regulations. Proposals will be evaluated in the following two parts:
    - a. **Part 1 - Kitchen Exhaust Hood Cleaning, Inspection and Repairs**
      - i. The vendor will be responsible for providing all necessary, labor, services, equipment and parts to undertake and to perform exhaust hood cleaning services for all of the District's kitchen exhaust hoods, flues, duct work and related equipment, and inspection, testing, or maintenance of the pre-engineered fire suppression systems in accordance with International Kitchen Exhaust Cleaning Association (IKECA) Standards, National Fire Protection Association 17 (NFPA-17), and National Fire Protection Association 96 (NFPA-96) regulations and any and all other applicable local, state or federal regulations.
    - b. **Part 2 - Grease Trap Cleaning and Repairs**
      - i. The vendor will be responsible for providing all necessary, labor, services, equipment and parts to undertake and to perform grease trap cleaning and repair. The Vendor must also be licensed to dispose of grease trap waste at an EPA licensed facility and have the capability to track and keep all manifest for MSD inspection for a period of 3 years after service.
    - c. **Part 3 - Inspection, Testing, and Maintenance of the Pre-Engineered Fire Suppression Systems**
      - i. The vendor will be responsible for providing all necessary, labor, services, equipment and parts to perform inspections, testing, and maintenance of the Pre-Engineered Fire Suppression Systems in accordance with International Kitchen Exhaust Cleaning Association (IKECA) Standards, National Fire Protection Association 17 (NFPA-17), and National Fire Protection Association 96 (NFPA-96) regulations and any and all other applicable local, state or federal regulations.
  2. The District reserves the right to award the various parts to separate vendors. Combination bids will be considered
  3. Contractor shall insure that all fans and all kitchen exhaust equipment are cleaned and working prior to the start of school, mid-August.
  4. Contractor shall clean up all areas affected by its cleaning process.
  5. Contractor shall date and replace service stickers on all hoods.
  6. The following is a list of Schools to be maintained. Site visits are optional. Bidders are welcome to visit the Schools on their own. Vendors must sign in at the 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 lunch room and kitchen activities.
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**SLPS Kitchen Exhaust Hoods 2017-2018 School Year**

<b>School Name</b>	<b>Address</b>	<b>Hood Location</b>	<b># of Hoods</b>	<b>Pricing</b>
Beaumont	3836 Natural Bridge Ave.	Main	1	
		1st front line	1	
		2nd front line	1	
		1st back line	1	
		2nd back line	1	
Blewett Middle	1927 Cass Ave	Kitchen	1	
Carnahan	4041 S. Broadway	Home Ec Room	5	
Carr Lane	1004 N. Jefferson	Kitchen	1	
Central VPA	3125 S. Kingshighway Blvd.	Kitchen	1	
Clyde C. Miller	1000 N. Grand	Main	2	
		Front line fryer	1	
		Snack bar	1	
	Culinary Arts	Culinary Arts	2	
		2nd line	1	
Cole Elementary	3935 Enright	Kitchen	1	
Dewey Elementary	6746 Clayton	Kitchen	1	
Food Service	5020 Lexington Ave	Kitchen	1	
Froebel Elementary	3709 Nebraska	Kitchen	1	
Gateway	5101 McRee Ave.	Kitchen	1	
Jefferson Elementary	1301 Hogan	Kitchen	1	
Kottmeyer	1530 S. Grand	Kitchen	1	
L'Overture	3021 Hickory	Kitchen	1	
Lyon @ Blow	516 Loughborough	Kitchen	1	
McKinley	2156 Russell Blvd.	Kitchen	1	
		Front Hood	1	
		Duct work		

Metro	4015 McPherson Ave.	Kitchen	1	
		Back line	1	
Northwest	5140 Riverview Blvd.	Main	1	
Nottingham	4915 Donovan	Kitchen	1	
Peabody Elementary	1224 S 14th	Kitchen	1	
Roosevelt	3230 Hartford Ave.	Main	1	
		1st front line	1	
		2nd front line	1	
		1st back line	1	
		2nd back line	1	
Stix Elementary	647 Tower Grove	Home Ec Room	1	
Soldan	918 N. Union Blvd.	Front line	1	
		Kitchen	2	
Sumner	4268 Cottage Ave.	Frontline	1	
		Main	2	
		Main2	1	
		Snack bar	1	
Vashon	3035 Cass Ave.	Main	2	
		Front fryer	1	
		Front fryer	1	
		Home Ec Room	5	
		PIP	1	
Washington Montessori	1130 N Euclid	Kitchen	1	
Warner Elementary	6131 Leona	Kitchen	1	
			Total Cost	



7. Part 2. The vendor will be responsible for providing all necessary, labor, services, equipment and parts to undertake and to perform grease trap cleaning services for all of the District's grease traps and related equipment in accordance with city ordinance 8472 and any and all other applicable local, state or federal regulations.
  
8. Contractor shall clean all grease traps 3 times during the year as listed.
  - i. Summer July 1 – August 15
  - ii. Winter Break, December, Dates: TBD
  - iii. Spring Break, March, Dates: TBD

Contractor shall clean any mess and debris from all areas affected by its cleaning process. Contractor shall date and replace service stickers on all grease traps.

School Name	Address	Grease Trap Location	Cost 3 Cleanings Yearly
Ames	2900 Hadley Avenue	Inside	
Ashland	3921 N. Newstead	Inside	
Beaumont	3836 Natural Bridge Ave.	Inside	
Blewett Middle	1927 Cass Ave	Inside	
Bryan Hill	2128 Gano Avenue	Inside	
Buder	5319 Lansdowne Avenue	Inside	
Busch	5910 Clifton Ave.	Inside	
Carnahan	4041 So. Broadway	Inside	
Carr Lane	1004 N. Jefferson	Outside	
Carver Elementary	3325 Bell Ave	Inside	
Central VPA	3125 S Kingshighway	Inside	
Clay	3820 North 14th Street	Inside	
Clyde C. Miller	1000 N. Grand	2 Inside	
Cole	3935 Enright Avenue	Inside	
Collegiate School of Med	1547 S. Theresa Avenue	Inside	
Compton Drew	5130 Oakland Ave.	Inside	
Dewey	6746 Clayton Avenue	Inside	
Dunbar	1415 Garrison Avenue	Inside	
Fanning	3417 Grace Ave.	Inside	
Farragut	4025 Sullivan Avenue	Inside	
Food Service	5020 Lexington Ave	inside	
Ford	1383 Clara Avenue	Inside	
Froebel	3709 Nebraska Avenue	Inside	
Gateway Complex	1200 N. Jefferson Ave.	Inside	
Gateway High	5101 Mcree	Inside	
Hamilton	5819 Westminster Road	Inside	
Henry	1220 North 10th Street	Inside	
Herzog	5831 Pamplin Place	Inside	
Hickey	3111 Cora	Inside	

Humbolt	2516 S 9th	Inside	
Jefferson	1301 Hogan Street	Inside	
Kennard	5031 Potomac Street	Inside	
Kottmeyer	1530 S Grand	Inside	
Laclede	5821 Kennerly Avenue	Inside	
Long	5028 Morganford Rd.	Inside	
L'Overture	3021 Hickory	Inside	
Lyon @ Blow	516 Loughborough	Inside	
Mallinckrodt	6020 Pernod Avenue	Inside	
Mann	4047 Juniata St.	Inside	
Mason	6031 Southwest Avenue	Inside	
McKinley	2156 Russell Blvd.	Inside	
Mitchell	955 Arcade Avenue	Inside	
Meramec	2745 Meramec Avenue	Inside	
Metro	4015 McPherson Ave.	Inside	
Monroe	3641 Missouri	Inside	
Mullanphy	4221 Shaw Blvd.	Inside	
Nance	8959 Riverview Blvd.	Inside	
Northwest	5140 Riverview Blvd.	Outside	
Nottingham	4915 Donovan	Inside	
Oak Hill	4284 Morganford Road	Inside	
Peabody	1224 South 14th Street	Inside	
Pruitt Military (Kipp)	1212 N 22nd	Inside	
Roosevelt	3230 Hartford Ave.	Inside	
Shaw	5329 Columbia Avenue	Inside	
Shenandoah	3412 Shenandoah Avenue	Inside	
Sigel	2050 Allen Avenue	Inside	
Soldan	918 N. Union Blvd.	Inside	
Stix Elementary	647 Tower Grove	Inside	
Sumner	4268 W Cottage Ave.	Outside	
Vashon	3035 Cass Ave.	2 Inside/ Includes PIP	
Walbridge	5000 Davison Avenue	Inside	
Washington Montessori	1130 N Euclid	Inside	
Wilkinson Roe	1921 Prather	Inside	
Woerner	6131 Leona Street	Inside	
Woodward	725 Bellerive Avenue	Inside	
Yeatman	4265 Athlone Ave.	Inside	
			Total Cost

9. BID COST

- a. Please fill in the cost sheets and totals listed in this bid for the exhaust hoods and grease traps. 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.
- b. Renewal Option: This contract shall be bid for one year with 3 optional renewal years. List the annual renew increases (percentage) for each of three additional years:
  - c. 2018/2019: % \_\_\_\_\_
  - d. 2019/2020: % \_\_\_\_\_
  - e. 2020/2021: % \_\_\_\_\_

<u>f. Repair Service Rates</u>	<u>Grease Traps</u>	<u>Exhaust Hoods</u>
i. Regular Hourly Rates	\$ _____	\$ _____
ii. Overtime Hourly Rates	\$ _____	\$ _____
iii. Weekend and Holiday Rates	\$ _____	\$ _____

10. INSPECTION OF SITE AND EQUIPMENT

- g. By signature on the proposal, the bidder affirms that he has had sufficient opportunity to examine the work site, conditions, equipment and all Contract documents. Bidders are welcome to visit the Schools. Vendors must sign in at the 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 lunch room activities.

11. Regulatory Agency Requirements

- h. Any licenses or certifications required to perform work on all SLPS equipment must be obtained by the vendor and presented to the owner or their representative. The vendor is responsible for payment of all certifications, licenses and permits required by all local state and national regulatory agencies to complete any repairs.



**ATTACHMENT B**

**COST / PRICING PROPOSAL**

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**Subject: Saint Louis Public Schools**

**RFP Title – District-Wide Cleaning and Repair of Kitchen Exhaust Hoods and Grease Traps, Inspection and Servicing of Pre-Engineered Fire Suppression Systems**

**RFP 055-1617**

**Design-Build Contractor**

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 Design-Build contractor shall have available a licensed Electrical 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 Contractor 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 within 180 calendar days.
    - b) If the reason for any delay in the commencement or progress of the Work is not attributed to any of the causes listed in the General Conditions, then the Contractor and his Surety shall be liable for and shall pay to the Owner the sum of **\$1,500 for each calendar day** of delay as liquidated damages. The liquidated damages shall be paid for each day of delay until the Contract Work is Substantially Complete as defined herein.
  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, Construction Managers 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 certified 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.
- 17.

### **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:

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Addendum No : \_\_\_\_\_

Date: \_\_\_\_\_

Addendum No : \_\_\_\_\_

Date: \_\_\_\_\_

Addendum No : \_\_\_\_\_

Date: \_\_\_\_\_

Addendum No : \_\_\_\_\_

Date: \_\_\_\_\_

**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.**

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

**2. Optional Proposal**

**Elements of Cost / Pricing**

**Cost**

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

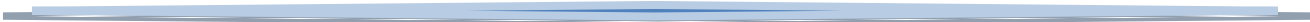
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Total**

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

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

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





**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:

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