



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

RFP TITLE: Annual Maintenance of SLPS Chillers

RFP# 034-1617

DATE OF ISSUANCE:	February 1, 2017
BIDDER'S CONFERENCE:	February 16, 2017, at 9:45 A.M.
BIDDER'S CONFERENCE LOCATION:	801 North 11th St. St Louis MO, 63101 (Conference room TBD)
FINAL QUESTIONS DUE:	February 22, 2017, 4:00 P.M.
BID DUE DATE:	March 3, 2017, 10:30 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.

TABLE OF CONTENTS

RFP Title: Annual Maintenance of SLPS Chillers
RFP #: 034-1617

1. ANNOUNCEMENT FOR SEALED PROPOSALS 2

2. SERVICES..... 3

3. PROPOSAL 3

4. INSTRUCTIONS TO BIDDERS 4

5. MINORITY PARTICIPATION 5

6. BIDDER’S CONFERENCE..... 6

7. BIDDER DISCLOSURE 6

8. EVALUATION CRITERIA, PROCESS AND CONTRACT AWARD..... 7

9. TENTATIVE SELECTION TIMELINE..... 8

10. RESERVATION/STIPULATED 8

11. QUESTIONS/ADDENDA 9

12. NON-SUBMITTAL RESPONSE FORM 10

13. BIDDER AFFIRMATION FORM 11

14. BIDDER’S CHECKLIST 12

ATTACHMENT ASCOPE OF SERVICES

ATTACHMENT B..... COST PRICING PROPOSAL

ATTACHMENT C.....E-VERIFY & FEDERAL WORK AUTHORIZATION

1. ANNOUNCEMENT FOR SEALED PROPOSALS

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 Annual Maintenance of SLPS Chillers.

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 **10:30a.m.** on **March 3, 2017**. A bidder’s conference will be held on **February 16, 2017 at 9:45 a.m. at 801 N. 11th Street, Saint Louis, Missouri 63101** at which time submitted questions will be answered. Copies of the RFP may be obtained from www.slps.org, “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 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 Annual Maintenance of SLPS Chillers 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

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

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

BID CONDITIONS

Bidder should prepare and submit a sealed Annual Maintenance of SLPS Chillers 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 one electronic proposal on CD.

The upper left hand corner of the envelope shall be plainly marked as RFP# **034-1617** 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 11th 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

- 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

- 6.2 Interested firms may attend an optional pre-submittal bidder's conference scheduled for February 16, 2017 at 9:45 a.m. at 801 N. 11th Street, Saint Louis, Missouri 63101 in conference room TBA. Attendance is not mandatory for responding to this RFP. Please RSVP via email Terrance Bullock at 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

- 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 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 **March 3 at 10:30 a.m.** shall be assembled and opened publicly promptly at that time in the district offices located at 801 N. 11th 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
John Zaegel	Director of Facilities
Rosmon Johnson	Maintenance Manager
Square Watson	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

February 1, 2017	Release RFP to the marketplace
February 16, 2017	Bidder's Conference at 9:45 a.m. (conference room TBD)
February 22, 2017	Final Questions Due at 4 p.m.
March 3, 2017	Bids due in Purchasing Department at 10:30 a.m.

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

10 RESERVATION/STIPULATED

- 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 Annual Maintenance of SLPS Chillers 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

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
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. The subject of the e-mail shall be "QUESTION - RFP# 034-1617". 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..

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

RFP Title: Annual Maintenance of SLPS Chillers
RFP #: 034-1617

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

RFP Title: Annual Maintenance of SLPS Chillers
RFP#: 034-1617

NAME OF COMPANY/CONSULTANT: _____

After careful examination of the solicitation document in its entirety, Request for Proposal for RFP# 034-1617-Annual Maintenance of SLPS Chillers, 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:

14 BIDDER'S CHECKLIST

RFP Title: Annual Maintenance of SLPS Chillers

RFP #: 034-1617

- () Submitted all information as requested.
- () Received _____ no. addendum (s).
- () Submitted _____ no. copies of the proposal.
The Proposal shall include one original, 3 copies and one electronic proposal on CD.
- () 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 SERVICE

PROJECT INTRODUCTION

Pursuant to the long range plan and continuation of the Mechanical Modernization and Maintenance Program of the St. Louis Public Schools, the schools listed below has been scheduled for annual maintenance on the chillers.

SPECIFICATIONS, DRAWINGS, EXISTING CONDITIONS AND WALK THROUGH:

Prior to submitting their proposals, bidders shall carefully examine the Request for Proposal (RFP) and any and all Addenda and fully inform themselves of the existing conditions at the individual project sites. Bidders shall make their proposals as necessary to carry out and complete the Work based upon the existing conditions and in strict accordance with the specifications and other requirements contained in the RFP.

Each bidder, by submitting a proposal, represents that its authorized agent has fully and carefully examined this RFP and all other contract documents, and has visited the site(s) of the work and that the bidder is fully informed prior to the submission of its proposal as to all existing conditions and limitations under which the work is to be performed and that the proposed sum(s) is sufficient to cover the cost of all items necessary to perform the work as set forth in the RFP. No allowance or change order whatsoever will be made to any bidder because of lack of such examination or knowledge.

Pursuant to the desire of the Board of Education to provide the best possible learning environment for the District's students, alternate proposals are encouraged and will be reviewed for consideration. However, in no event should this willingness to consider alternate proposals be construed to absolve the Bidder from ignoring the design criteria and technical specifications described herein. **ANY PROPOSAL THAT DOES NOT FULLY ADDRESS ALL OF THE REQUIREMENTS DESCRIBED IN THE RFP WILL BE DISCARDED AND NO ALTERNATE PROPOSAL WILL BE REVIEWED OR CONSIDERED.**

PART 1 - 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 #18 or the most current Annual Wage Order 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.

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.

PART 2 - GUARANTEE/WARRANTY:

The Contractor guarantees all work performed under this contract against defects in materials and workmanship for a period of two (2) years from and after final acceptance of the completed work by the Owner. Under no circumstances, shall this statement limit any special warranties, extended warranties, or guarantees provided by the Contractor, manufacturers, suppliers or others on installations, equipment, materials or supplies.

The Contractor agrees that it will at its expense, and without extra cost to the Board of Education, remove, repair or replace all defective materials, equipment, apparatus and work, and pay for all damages resulting from such defects to the satisfaction of the Owner.

PART 3 - SUBMISSION OF POST BID INFORMATION:

The Owner will notify the selected Bidder if either it has a reasonable and substantial objection to any person or organization proposed subcontractors and suppliers list. The Bidder may then withdraw his bid without forfeiture of Bid Security, or submit an acceptable substitution along with any increase in his bid price to cover the difference in cost caused by the submission. The Owner, at its sole discretion, may then either accept the increased bid price or disqualify the Bidder.

PROJECT SCHEDULE:

Project start date:	July 1, 2017
Start date for all work in occupied rooms:	N/A
Completion date for heating system:	N/A
Completion date for all on-site work:	June 30, 2018

END OF PROJECT INTRODUCTIONS

MINIMUM MAINTENANCE REQUIREMENTS FOR CENTRIFUGAL CHILLERS

1. Conduct oil analysis
 2. Check for refrigerant leaks including relief valve outlets
 3. Check main starter and control panel
 4. Inspect and tighten electrical connections
 5. Check relays, operating and safety controls for proper operation
 6. Check flow switch operation
 7. Lubricate inlet vane linkage, if applicable
 8. Check vane control setting and operation
 9. Test and record water side pressure drops across vessels
 10. Check log and last fault analysis and analyze performance
 11. Meg compressor and oil pump motors
 12. Clean oil cooler strainer
 13. Check oil sump heater operation
 14. Perform oil analysis for wear metals, moisture and acid
 15. Inspect vibration eliminators and water piping for leaks
 16. Blow down and clean condenser water strainers, as required
 17. Check head pressure control operation for tower fans or bypass valve
 18. Check minimum condenser water temperature operation
 19. Clean purge drum and oil separator, where applicable
 20. Check oil in purge pump and oil separator, where applicable
 21. Change oil, replace filter driers/cores
 22. Lubricate purge pump motor, where applicable
 23. Visually inspect water side of condenser
 24. Provide a written report on problem areas identified to SLPS staff upon completion
-

MINIMUM ANNUAL MAINTENANCE REQUIREMENTS FOR SCREW CHILLERS

1. Conduct oil analysis
 2. Inspect for refrigerant and oil leaks
 3. Inspect vibration eliminators and water piping for leaks
 4. Check freeze protection, evaporator and piping heaters
 5. Check and record glycol content
 6. Check, clean and blow down strainers
 7. Check refrigerant in sight glass
 8. Check oil level in sight glass
 9. Inspect and tighten electrical connections
 10. Check relays, operating and safety controls for proper operation
 11. Check crankcase heater operation
 12. Meg hermetic motor
 13. Check operation of electronic expansion valve(s)
 14. Check condenser fan operation for proper operation and sequencing
 15. Check condenser water flow
 16. Check flow switch operation
 17. Change oil, replace filter drier/cores
 18. Provide a written report on problem areas identified to SLPS staff upon completion
-

RECIPROCATING AND SCROLL CHILLERS

1. Conduct oil Analysis
 2. Inspect for water, oil and refrigerant leaks
 3. Check belts, sheaves and coupling alignment, where applicable. Adjust as required
 4. Check compressor oil level. Adjust as required
 5. Acid test oil and Meg hermetic motor
 6. Check compressor crankcase heater
 7. Check vibration eliminators
 8. Check and tighten electrical connections, contactors, relays, operation and safety controls
 9. Check flow switch operation
 10. Change oil, replace filter driers/cores
 11. Provide a written report on problem areas identified to SLPS staff upon completion
-

SCHOOL	STREET ADDRESS	ZIP CODE
Administrative Building	801 N. 11th St	63101
Ames	2900 Hadley St.	63107
Ashland	2921 N. Newstead Ave	63115
Beaumont	3836 Natural Bridge	63107
Blewett	1927 Cass Ave.	63106
Bryan Hill	2128 E. Gano Ave.	63107
Buder	5319 Lansdowne Ave	63109
Busch	5910 Clinton Ave.	63109
Carnahan	4041 S. Broadway	63118
Carr Lane	1004 N. Jefferson	63106
Central	3125 S. Kingshighway	63139
Clay	3820 N. 14th St.	63107
Clyde Miller	1000 N. Grand Ave.	63106
Cote Brilliante	2616 Cora Ave.	63113
Dewey	6746 Clayton Ave.	63139
Dunbar	1415 N. Garrison Ave.	63106
Fanning	3417 Grace Ave.	63116
Farragut	4025 Sullivan Ave.	63107
Ford	1383 Clara Ave.	63112
Gateway STEM	5101 Mcree	63110
Hamilton	5819 Westminster Pl.	63112
Herzog	5831 Oamplin Pl.	63147
Hickey	3111 Cora Ave.	63115
Jefferson	1301 Hogan St	63106
Kennard	5031 Potomac St.	63139
Laclede	5821 Kennerly Ave.	63112
Langston	5511 Wabada Ave.	63112
Long	5028 Morganford Rd.	63116
Lyons @ Blow	516 Loughborough Ave,	63111
L'Ouverture	3021 Hickory St.	63104
Mallinckrodt	6020 Pernod Ave	63139
McKinley	2156 Russell Blvd	63104
Meramec	2745 Meramec St.	63118
Mullanphy	4221 Shaw Blvd	63110
Nance	8959 Riverview Blvd.	63147
Trans Law @ Northwest	5140 Riverview Blvd	63120
Oak Hill	4300 Morganford	63116
Pamoja @ Cole	3935 Enright Ave.	63108
Patrick Henry	1220 N. 10th St.	63106
Peabody	1224 S. 14th St.	63104
Roosevelt	3230 Hartford St	63118
Shaw	5329 Columbia Ave.	63104
Sigel	2050 Allen Ave.	63104
Stevens	1033 N. Whittier St.	63113
Soldan	918 Union Blvd	63108
Sumner	4268 Cottage Ave	63113
Walbridge	5000 Davidson Ave.	63120

Washington Montessori	1130 N. Euclid Ave.	63113
Wilkinson @ Roe	1921 Prather Ave.	63139
Woodward	725 Bellerive Blvd.	63111
Yeatman	4265 Athlone Ave.	63115

School	Manufacturer	Type of Chiller	Model #	Serial #	Voltage	Water/Air Cooled	Year installed
Admin	Carrier	Reciprocating	#1,#2,#3 = 30HR120C600 #4 = 30HK040-600	#1=G833957 #2=G833952 #3=F803072 #4=K825913	460V	Water	
Ames	York McQuay	Screw/Recip	OS = YCAL0134EC17 IS = WHR060D-A	OS=RERM014920 IS=5588197400	208V 208V	Air	2006
Ashland	Carrier (2)	Reciprocating	30HXA146RY-661KA	0306005917/0036 005918	460V	Air	2006
Beaumont	Trane	Screw	RTAC35049R0NUAFNL1WY	1CDCNN0EA11BR	460V	Air	2009
Blewett	McQuay	Screw	ALS218C27-ER11	STN0U020300119	460V	Air	2001
Blow	McQuay	Screw	ALS218C27-ER11	STNU1020GH568		Air	2002
Bryan Hill	York	Screw	YCAC0157PA46VABB	RMRM016824	460V	Air	2007
Buder	McQuay	Scroll	AGZ190DHHNNJ	STNU120600152	460V	Air	2012
Busch	Trane	Screw	RTAC140A	U06e07997	230V	Air	2007
Carnahan	McQuay	Screw	ALS218C27-ER11	STNU030400088	460V	Air	
Carr Lane	Trane	Screw	RTAC1854UR0NUAG	W08H00558	460V	Air	2009
Central	Trane	Screw	RTAC2504UN0N	U06G08692	460V	Air	2005/2012
Clay	McQuay	Screw	ALS25DB27-ER10	STNU030300248	460V	Air	2002
Clyde Miller	York	Centrifugal	YTH1A4E2-CRJ	GGMM164462	460V	Water	
Cote Brilliante	McQuay	Scroll	AGS170C527-ER10	STNU061100017	460V	Air	2007
Cole	Carrier (2)	Reciprocating	#1 - 30HXA136-561KA #2 - 230HXA136RY-561KA	#1 = 0606005968 #2 = 066005969	230V	Air	2006
Dewey	Carrier	Scroll	30RBA2106-0977	4907Q85101	460V	Air	2008
Dunbar	York	Screw	YCAR0200SC46PADB	RDLM002913	460V	Air	2002
Fanning							
Farragut	Trane	Screw	RTAC140UMONUAEN	U06E08108	230V	Air	2006
Ford	York		YCAC0157PA46VABB	RMRM025987	460V	Air	2001
Gateway H.S.	McQuay	Reciprocating	WHR170DA	5WMO183100	115V	Air	
Hamilton	York	Screw	YCAS0150EC46ZGADBTX	RASM017274	414- 506V	Air	2007
Herzog	Carrier	Scroll	30RBA1706-03793	1906Q81515	460V	Air	2006
Hickey	McQuay	Reciprocating	EGR 160	EGRU 020500001	460V	Air/Water	
Jefferson	Trane	Screw	RTAA170GYM01A3DDBG	U97F03259	230V	Air	2011
Kennard	Carrier (2)	Reciprocating	30HXA096R661KA	0306Q5925	460V	Air	2006
Laclede	Trane	Screw	RTAC155AUM0NUAFN	U06E08109	230V	Air	2006
Langston	Trane	Screw	RTAC2504UD0NUAFNN1	U02H06089	460V	Air	2002
Long	Carrier	Reciprocating	30GTN190-E-71583	3502F76598	460V	Air	
L'Ouverture	Continental	Screw	ERAC-320-2-F	28100-072905	460V	Air	2005
Mallinckrodt	McQuay	Scroll	AGZ140DHSNN-ER10	STNU120600112	460V	Air	2012
McKinley	Trane	Screw	RTAC-2254	J08J01684	460V	Air	2009
Meramec	York	Screw	YCAS0140EC46YGADBT	RLMM006824	460V	Air	
Mullanphy	York	Scroll	AGZ180DHSNN-ER10	STNU110600058	460V	Air	2010/2011
Nance	McQuay	Screw	ALS171C27-ERY	STN9020300239	460V	Air	
Northwest	Trane	Screw	RTAC2504UD0	U06D07418	460V	Air	
OakHill	Carrier	Screw	30GXR208F651	4603F65116	460V	Air	

Patrick Henry	Carrier	Reciprocating	30GTN160-E-71583	3501F76589	460V	Air	2003
Peabody	York	Screw	YCAS0250EC	RBMM005154	460V	Air	
Roe	Carrier	Screw	30GXR174F64	1202F42925	460V	Air	
Roosevelt	McQuay (2)	Centrifugal	WSC087-BAABC	STNU080700165		Water	2009
Shaw	Trane	Screw	RATC1404UQONUAFN	U07B02275	460V	Air	2007
Sigel	York	Centrifugal	YRTBTBT0-46A	SNKM-680400	460V	Water	2002
Stevens	York	Screw	YCAS0300EC46YFADB	RKLM004222	460V	Air	
Soldan	Trane (2)	Screw	RTHDUD1FXH0UAF1A3LAL	U08G00345	460V	Water	2009
Sumner	Trane (2)	Screw	RTHDUL2FXH0YAD3A3L	#1 = U08G00347 #2 = Y08G00346	460V	Water	2009
Walbridge	Carrier	Screw	23XL1010EC40	4101Q66205	460V	Water	
Washington	Carrier	Scroll	30RBA2756--0977C	4907Q85102	460V	Air	2008
Woodward	York	Scroll	YCAV0207SA46V	RERM014947	460V	Air	
Yeaman	Trane	Screw	RTAC1704YD0NUAFNN1N	U0ZH06088	460V	Air	

SPECIAL CONDITIONS

OWNER POLICIES

The safety of the public as well as St. Louis Public Schools' students and employees is of the utmost priority. Therefore, it is the policy of St. Louis Public Schools that weapons (concealed or otherwise), smoking, alcohol, drugs, profanity, amplified sound, and inappropriate behavior (as defined by St. Louis Public Schools) are not allowed on any of its job sites. The Contractor shall comply with this policy. Violation of this policy will result in immediate dismissal of the individual, and/or Contractor committing the violation.

HAZARDOUS MATERIAL

Upon request, the successful Contractor(s) will be given a copy of the District's Hazardous Material Report for each building. It will be the Contractor's responsibility to distribute the information contained in the reports to his employees, sub-contractors, suppliers and any others that may enter the buildings.

All hazardous material abatement is the responsibility of St. Louis Public Schools. It is the responsibility of the Contractor to report all such materials immediately to the Owner Representative, if encountered during the course of the project.

SAFETY OF PROPERTY AND PERSONS

Hard hats and safety glasses are required by all personnel working on or visiting the site. The contractor shall have spare safety equipment on hand for visitors.

The Contractor shall be familiar with and adhere to the Owner's security rules and provisions. Specific areas will be designated as staging areas for students arriving or departing by school bus. No work will be performed in these areas while students are at the project site. Coordinate activities with the St. Louis Public Schools' designated representative.

The contractor's project specific safety program shall be submitted to the Owner prior to the first application for payment.

The Contractor shall furnish fire extinguishers in accordance with OSHA requirements, as needed.

SECURITY

The Contractor shall have care, control and custody of the site during unoccupied times.

The Contractor shall secure building materials, tools, or equipment that may be subject to theft. Theft or vandalism of work in place shall be addressed by the Owner's Builders Risk policy per the terms described herein.

Reasonable safeguards shall be employed by the Contractor to eliminate intrusion of unauthorized persons on the project site. At a minimum, the following measures shall be in place daily:

- a. When the building is unoccupied, all exterior openings shall be closed and locked by the Contractor.
-

b. Owner’s building security alarm will be activated by the Contractor. If the alarm is deactivated for any reason over a 12 hour period, the Contractor must supply guard service while building is unoccupied.

c. The telephone number and name of the contact person for emergency response 24 hours per day, 7 days per week, should be given to the Owner.

UTILITIES

The cost for consumption of water, electricity, natural gas will be borne by the Owner, Telephone and sewage treatment service will also be borne by the Owner. The Contractor shall not illegally discharge or dump any material into the sewer system.

CONTRACTOR’S LICENSE

City of St. Louis Ordinance 53560. On jobs within the City of St. Louis, all Contractors doing on-site work are required to have and maintain a City of St. Louis Contractor’s License for the duration of their involvement in the project.

WORKING HOURS

All Contractors will be allowed to work holidays, Saturdays, and Sundays to ensure the scheduled completion dates are met. Costs related to this premium time will be the responsibility of the Contractor.

Annual Increases:

Year 2018/2019 _____%

Year 2019/2020 _____%

Year 2020/2021 _____%



ATTACHMENT B
COST / PRICING PROPOSAL

Subject: Saint Louis Public Schools
RFP Title – Annual Maintenance on SLPS Chillers
RFP 034-1617

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:

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
<u>Allowance</u> _____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

3. Please attach the detail addressing Sections 5.3 as Attachment B, Exhibit 1.

Signature of Authorized Official **Date**

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.

By: _____
(Signature)

Printed Name and Title: _____

For and on behalf of: _____
(Company Name)



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

Purchasing Department
801 North 11th 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)

