

 Child Nutrition Services/WarehouseCarmen Fischer, MS, RD, LD

 17146 Manchester RDDirector, Child Nutrition Services

 Wildwood, MO 63040-1001

 (636) 733-3251

 (636) 458-7282 Fax

 fischercarmen@rsdmo.org

April 26, 2019

**REQUEST FOR PROPOSAL**

Rockwood R-6 School District is soliciting bids from qualified individuals, firms or organizations to provide cold storage for perishable food products purchased by the District’s Child Nutrition Services Department. The description of the intended services is contained within the RFP.

**PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS**

1. In order to be considered, proposers must submit one (1) hardcopy of the proposal and one (1) electronic copy. Proposals shall be signed and printed or type written, submitted sealed with the envelope plainly marked with the title and RFP No.: **RFP0419CNSCS.** Proposals shall be delivered to:

Purchasing Buyer

Rockwood School District

111 East North Street

Eureka, Missouri 63025

**SEALED PROPOSALS FOR FURNISHING THE SERVICES DESCRIBED HEREIN MUST BE RECEIVED BY 3:00 PM CDT ON MAY 8, 2019. Proposals submitted after that time and date will be rejected and returned.**

1. Proposals shall be prepared simply, but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. At the same time, proposals should be as thorough and detailed as possible so that the District may properly evaluate the Proposer's capabilities to provide the required services.

**Important Dates:**

Bid Documents Issued April 26, 2019

Proposal Due Date May 8, 2019 at 3:00 PM

Estimated Contract Award Date June 6, 2019

Intended Contract Period June 7, 2019 – June 30, 2020, with the option to renew four (4) additional 12-month terms

Please contact me with questions regarding our specifications or any other concern.

Sincerely,

Carmen S. Fischer, R.D., L.D.

Director of Child Nutrition Services

CSF/hk

Enclosures

**Rockwood School District Child Nutrition Services**

**Request for Proposal**

1. General Terms and Conditions
2. Specifications
3. Pricing
4. Ordering Process
5. Billing
6. Taxes/Surcharges
7. Pickups
8. Inspection and Receiving
9. Acts of God
10. Failure to Comply with Bid Terms and Conditions
11. Contract Provisions
12. Bid Protest Procedure
13. Affidavit of Non Collusion
14. Certification Regarding Lobbying
15. Exhibit 1
16. Affidavit of Work Authorization Annual Renewal Document
17. Signature Page
18. Schedule A (Attached)

**Terms and Conditions**

1. General Terms and Conditions
2. The Proposer bears the full responsibility to take the necessary steps to ensure its understanding of the needs of Rockwood Child Nutrition Services (CNS) by conducting site visits if necessary before the proposal submission date. Since the proposal is explicit, the Proposer is expected to thoroughly read the RFP documents and bears the responsibility to understand and meet all requirements.
3. Proposer shall provide written evidence that company will have adequate space to store perishable food products for CNS.
4. The District intends to enter into a thirteen (13) month contract with the vendor with the option to renew four (4) additional 12-month terms. It is anticipated services will commence on June 7, 2019.
5. Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications of the firm and staff assigned and quality and content of the manner in which the services are proposed to be performed. The District may request additional information and/or an interview with some or all Proposers as part of the selection process. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.
6. The follow criteria will be considered when awarding the contract:
	* + 1. Extent to which Proposer meets or exceeds specifications
			2. Prior experience or history between District and Proposer
			3. The financial strength of the Proposer’s Company
			4. Other factors deemed significant by District officials
7. The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.
8. All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.
9. The Rockwood School District Board of Education reserves the right to terminate any contract at any time for due cause, which includes unsatisfactory service.
10. As per 2 CFR 200.321 (a) Rockwood Child Nutrition will take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps include: (1) Placing qualified small and minority businesses, and women’s business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in items (1) through (5) of this section.
11. Contractors must maintain all required records for **three (3)** years after final payment and all other pending matters are closed for all negotiated contracts. Duly authorized representatives of the Local Education Agency, State Agency, United States Department of Agriculture, or Comptroller General must have access to any books, documents, papers and records of the contractor, which are directly pertinent to all negotiated contracts.
12. The successful Proposer must provide a certificate of insurance for general liability, including product liability in the amount of $1,000,000 listing Rockwood School District as an Additional Insured for the term of the contract.
13. Contractor agrees that any employee acting on behalf of the contractor and performing duties on District property will adhere to District policies related to staff conduct, including but not limited to: banning the use of tobacco on District property, drug-free workplace and activities that could be viewed as unethical or a conflict of interest. Contractors whose staff will regularly enter school buildings will perform background screening on each staff member to ensure that they are not on a sexual offender or predator list. A complete list of District policies can be found at:

<http://www.rsdmo.org/boardofeducation/policiesandregulations>

1. As an independent contractor of the District, Contractor will provide documentation and a sworn affidavit that all employees of the Contractor are not considered unauthorized aliens as defined by federal law and are enrolled in and actively participate in a federal work program (FWAP) used to verify citizenship information of newly hired employees under the Immigration Reform & Control Act of 1986. Contractor must also sign and provide to the District an affidavit indicating they do not knowingly employ any unauthorized aliens under this agreement.
2. Contractor is required to recognize mandatory standards and policies related to energy efficiency, which are contained in the Missouri State Energy Plan dated October 2015 issued in compliance with the Energy Policy and Conservation Act (PL 94-165).
3. Specifications
4. Proposer’s facility shall be located within a thirty-five (35) mile radius of Rockwood School District’s Warehouse.
5. Proposer shall have the capacity to store approximately 175 pallets of frozen food.
6. Successful Proposer shall be responsible for maintaining proper storage temperatures of at least zero (0) degrees or below.
7. Successful Proposer shall have accurate inventory processes in place.
8. Proposer’s storage facility shall have docks available for pickups.
9. It is preferred that the successful Proposer provide to the District access to online inventory reports.
10. Successful Proposer shall be responsible for using a first-in, first-out method of stock rotation for District’s products.
11. Successful Proposer shall be responsible for receiving and inspecting products as they are delivered to Contractor’s facility. Contractor shall note damaged products on the bill of lading.
12. Successful Proposer shall be responsible for reimbursing the District for products damaged while in Contractor’s possession.
13. Each pickup from Contractor’s facility must be accompanied by a legible delivery ticket. Successful Proposer will provide the CNS office with a **monthly** statement.
14. Pricing
15. A pricing sheet (Schedule A) is attached to this RFP and must be submitted as part of your proposal. **Prices are to remain firm throughout the term of the agreement.**
16. Any deviations from the specifications as stated herein, e.g. escalation clause, discount for early payment, must be stated in writing and included with the proposal.
17. The District will not incur any costs or deposits related to equipment (cases, coolers, racks, trays, etc.) supplied by Proposer.
18. Ordering Process
19. After awarding of contract, orders will be placed via Contractor’s online website, email, phone call, completed order form in person and/or any other method agreed upon between CNS and the Contractor.
20. Billing
21. Payment to vendors for purchases made with purchase orders will be submitted and processed under Rockwood School District and Child Nutrition Services normal payment procedures that generally provide for the issuance of payments within 45 days of the District’s receipt of invoice.
22. Successful Proposer must be able to provide to the satisfaction of the District accurate, reliable and timely reports, including but not limited to invoices, statement, rebates and credits.
23. Taxes/Surcharges
24. Surcharges for transportation, fuel and all other fees are to be included in the total bid cost. No additional charges will be considered after the bid has been submitted.
25. Pickups
26. All pick-ups shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered: Name of Article, Item Number, Quantity, Date and the Name of the Manufacturer.
27. Cases must be available on pallets to maximize delivery dock time.
28. Inspection and Receiving
29. The District reserves the right to inspect delivered/stored goods. If the goods cannot be inspected at time of pickup, the successful Proposer shall abide by the results of an inspection at a later time. The successful Proposer agrees that any discrepancies will receive prompt attention and correction.
30. Acts of God
31. Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.
32. Failure to Comply with Bid Terms and Conditions
33. If the successful Proposer fails to have goods available for pickup as ordered, the District reserves the right to cancel the contract and purchase the balance from other sources at the successful Proposer’s expense, or to purchase services from other sources and deduct the cost from the successful Proposer’s contract.
34. Contract Provisions
35. Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

As required by Executive Order 12549, the undersigned certifies the following:

1. The Proposer certifies that neither it nor any of its principals (e.g., key employees) has been proposed for debarment, debarred or suspended by a federal agency according to Executive Order 12549 title Debarment and Suspension.
2. The prospective Proposer shall provide immediate written notice to the person to which this proposal is submitted at any time the prospective bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. Federal and State penalties exist for vendors and districts that knowingly enter into contracts with suspended/debarred persons
4. Federal Work Authorization Program (“E-Verify”) Forms 23.1 and 23.2. Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of $5,000.00 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-Verified). 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.
5. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
6. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
7. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
8. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
10. Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
11. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
12. Bid Protest Procedure

Formal protests regarding the bid AWARD must be received in writing by the Director of Child Nutrition Services within ten (10) business days after the date of the award. If the tenth day falls on a Saturday, Sunday or District holiday, the period shall extend to the next business day. Protests filed regarding the bid AWARD after the ten (10) business days will not be considered.

The protest shall contain, at a minimum, the following information:

1. Clear indication that the communication is a formal, written protest
2. Name, address and phone number of the protestor
3. Solicitation Number
4. Detailed statement describing the grounds for the protest
5. Supporting exhibits, evidence or documents to substantiate the claim

A timely and complete bid protest will be reviewed and decided by the Director of Child Nutrition Services. An incomplete protest or one that does not establish that the protester has standing to challenge the award will be summarily denied. A decision addressing the merits of the protest will contain findings of fact and an analysis of the issues presented in the protest. The decision will sustain or deny the protest. If the protest is sustained, available remedies include canceling the award.

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| COUNTY OF |  | ) |
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| I, |  | holding the title and position of |
|  | at the firm |  |
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| affirm that I am authorized to speak on behalf of the company, board directors and owners in setting the price on the bid or proposal. I understand that any misstatements in the following information will be treated as fraudulent concealment of true facts on the submission of the bid or proposal.I hereby swear and depose that the following statements are true and factual to the best of my knowledge:1. The bid/proposal is genuine and not made on behalf of any other person, company or client.
2. The price of the bid/proposal was determined independent of outside consultation and was not influenced by other companies, clients or contractors.
3. No companies, clients or contractors have been solicited to propose a fake bid/proposal for comparative purposes.
4. No companies, clients or contractors have been solicited to refrain from bidding or to submit any form of noncompetitive bidding.
5. The price of the bid/proposal has not been disclosed to any client, company or contractor,
 |
|  | and will not be disclosed until the formal date on |  | . |
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| Affiant |  | Date |
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| Subscribed and sworn to before me this  |  | day of  |  | , 20 |  | . |
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|  |  |  |
| Notary Public (Print Name) |  | Notary Public (Signature) |
| My Commission Expires: |  |  |

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief,

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ''Disclosure of Lobbying Activities,'' in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

**Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ''Disclosure of Lobbying Activities,'' in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

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|  | Applicant’s Organization: |  |  |
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|  | Printed Name and Title of Authorized Representative: |  |  |
|  |  |  |  |  |  |  |
|  | Prefix |  | First Name |  | Last Name |  |
|  |  |  |  |  |  |  |
|  | Title: |  |  |
|  |  |  |  |
|  | Signature: |  |  | Date: |  |  |
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| **Certification Regarding****Debarment, Suspension, Ineligibility and Voluntary Exclusion****Lower Tier Covered Transactions** |

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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| Company Name |  | DUNS # |
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|  |  |  |
| Authorized Representative’s Printed Name |  | Authorized Representative’s Title |
| *Authorized Representative’s Signature*  |  | Date |

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**AFFIDAVIT OF WORK AUTHORIZATION ANNUAL RENEWAL DOCUMENT**

The contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization Annual Renewal Document.

Comes now \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

***In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)***

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| Authorized Representative’s Signature |  | Printed Name |
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|  |  |  |
| Title |  | Date |
| E-Mail Address |  | E-Verify Company ID Number |

Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am

 (DAY)(MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of

 (NAME OF COUNTY)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and my commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(NAME OF STATE) (DATE)

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| --- | --- | --- |
|  |  |  |
| Signature of Notary |  | Date |

1. Signature Page

Rockwood School District

Child Nutrition Services

General Bid Terms and Conditions

2019

**I have read the above bid terms and conditions and agree to them all.**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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