



ROCKWOOD SCHOOL DISTRICT

REQUEST FOR BID

RFB No.: 0921SCREPREV

Title: Stage Rigging System Repairs

Issue Date: September 24, 2021

This document constitutes Rockwood School District's (hereafter called the "District" or "RSD") Request for Bids ("RFB") soliciting bids from qualified individuals, firms or organizations to provide stage rigging system repair services as described in this RFB.

BID PREPARATION AND SUBMISSION REQUIREMENTS:

In order to be considered, bidders must submit one (1) hard copy of the bid prior to the deadline and submit an electronic copy via email after 2:00 pm on October 20, 2021 in order to be considered. Bids shall be signed and printed or type written, submitted in a sealed envelope plainly marked with the title and RFB No. **0921SCREPREV** to the address below, and must be received no later than 2:00 pm on October 20, 2021.

Coordinator of Purchasing
Rockwood School District
0921SCREPREV
17146 Manchester Road
Wildwood, MO 63040

INTRODUCTION:

The District is a nationally recognized, diverse community of learners. Currently the District serves nearly 21,000 students, made up of four high schools, six middle schools, and nineteen elementary schools, a talented and gifted campus, and a school for at-risk high school students. The District employs over 3,500 people, and covers 150 square miles in much of western St. Louis and northern Jefferson counties. The District has consistently earned the accreditation of Distinction in Performance by the Missouri Department of Education. Additional detailed information about the District may be found at www.rsdmo.org.

GENERAL TERMS AND CONDITIONS:

AWARD

Award(s) will be made to the lowest, responsible Bidder(s) whose bid(s) is deemed to be the most the most advantageous to the District, taking into account overall content of the Bid, cost, overall Bid, experience and qualifications, and quality of Bidder's products. The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a Bid.

BIDS 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. The District reserves the right to request clarification or additional information. In no event shall the District be required to explain the evaluation process or award selection to any bidder.

RIGHT TO REJECT

The District reserves the right to accept any Bid, to reject any and all Bids, and to waive any irregularities or informalities in any Bids. Conditional Bids will not be accepted.

PRICE

Bidders are cautioned that the Products must be furnished at the prices, costs and/or rates submitted and proposed unless otherwise stated.

TAXES

Bidders shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost Bid, as these taxes do not apply to the District.

BILLING AND PAYMENT

Invoices shall be submitted directly to the Rockwood School District via email at accountspayable@rsdmo.org or mailed to the District's Accounts Payable Department at 111 East North Street, Eureka, Missouri 63025. Each invoice should contain the District purchase order number, date of shipment, quantity, price and items(s) shipped. Invoices will not become due and payable until all items listed on the invoice are received complete.

Rockwood School District's payment terms are Net 45.

PREVAILING WAGE/OTHER LABOR REQUIREMENTS

- A. This proposal solicitation, the project(s) being proposed, and the resulting contract are subject to prevailing wage requirements under applicable Missouri Law. Not less than the prevailing hourly rate of wages, as set out in the annual wage order attached to and made part of this bid solicitation, must be paid to all workers performing work pursuant to any contract awarded for the project. All Proposers must familiarize themselves with the current hourly rate of wages pursuant to said wage order before submitting their proposals in response to this proposal solicitation. Each Contractor awarded a contract will be held responsible for paying the prevailing wages. The Contractor will forfeit as a penalty to the Rockwood School District the amount of \$100 per calendar day (or portion thereof) for each worker who is paid less than the prevailing rate for any work performed under the contract by the Contractor or by any Subcontractor.
- B. In all Contractors' bonds, the Contractor shall include such provisions as will guarantee the faithful performance of the prevailing hourly wage clause as provided by contract.
- C. Contractor and their Subcontractors shall be required to submit weekly payroll sheets with their monthly invoices showing compliance to the above Prevailing Wage Standard.

- D. Accurate records pertaining to wages paid all workers employed on the contract shall be kept within the state by the Contactor and each Subcontractor for a period of one year following completion of the public work.
- E. Rockwood School District encourages Proposer to employ St. Louis City and St. Louis County residents for these projects.

PAYMENT AND PERFORMANCE BOND

- A. If the proposal is over \$50,000, the District will require the successful Proposer to furnish bonds covering the faithful performance of the maximum contract value of \$100,000 and the payment of all obligations in the amount of One Hundred Percent (100%). The cost of the bonds shall be included in Proposal's proposal.
- B. In all Contractors' bonds, the Contractor shall include such provisions as will guarantee the faithful performance of the prevailing hourly wage clause as provided by contract.

LIEN WAIVERS

Lien Waivers shall be submitted with Contractor's invoices.

OSHA TRAINING

The Contractor and each Subcontractor to perform work on the project must provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program consistent with Section 292.675, Missouri Revised Statutes, for their onsite employees, and any employees who have not previously completed the construction safety program shall complete the program within sixty (60) days of beginning work on the project. For projects with a cost of \$100,000 or more, all onsite employees must have completed the safety program prior to beginning work on the project.

TOBACCO-FREE DISTRICT

The Rockwood School District Board of Education has adopted a policy to provide a tobacco-free environment within Rockwood School District's boundaries, including buildings, facilities, grounds, parking lots, etc. The use of any tobacco products by any visitor, including employees of Contractors and Subcontracts, is prohibited at all times. The complete District policy can be found at:

www.rsdmo.org/departments/boe/policiesandregulations/Pages/Policy1410-Tobacco-FreeDistrict

CONTRACT

The Rockwood Board of Education must formally approve the award of any contract(s) or agreement to purchase with approval anticipated to be received by November 18, 2021. The successful Bidder may be required to enter into a written contract with the District, which will include, but not be limited to, the Products described herein and the contract provisions included herein.

EXCEPTIONS

If a Bidder takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the Bid. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

WARRANTY FOR SERVICES

Contractor warrants and represents to the District that Contractor possesses the background, experience, expertise and qualifications to undertake and to carry out the Services. Contractor further warrants and represents that the Services will be performed in a professional, good, thorough and workmanlike manner, and consistent with accepted industry standards.

REMEDIES FOR UNSATISFACTORY SERVICES

In the event Contractor fails to provide the Services consistent with the warranties and representations set forth in Section 2 above, the District at its option, may: (a) require Contractor to reperform the unsatisfactory Services at no cost to the District; (b) refuse to pay Contractor for Services, unless and until Services are corrected and performed satisfactorily; (c) require Contractor to reimburse the District all amounts paid for such unsatisfactory Services; and/or (d) proceed with, and assert, any and all remedies available at law. The foregoing options and remedies available to the District shall be deemed to be mutual and severable, and not exclusive.

FORCE MAJEURE

In the event either party is unable, as a result of a Force Majeure Event, to perform Services as set forth in this Agreement, neither party shall have any liability under this Agreement with respect to one another. Neither party shall be liable to the other for any additional costs, expenses or damages arising out of the rescheduling or cancellation of the Services pursuant to this Section. "Force Majeure Event" means unforeseeable causes beyond the parties' control and without their fault or negligence, including but not limited to, governmental action or inaction, war, acts of God or of the public enemy, riots, fires, floods, earthquakes, pandemics, epidemics, coronavirus, COVID-19, or any other deadly and communicable virus or disease, quarantines, strikes, lockouts, freight embargoes, electrical outage, computer or communication failures.

USE OF INFORMATION

- A. Any specifications, drawings, sketches, models, samples, data, computer programs or documentation or other technical or business information ("Information") furnished or disclosed to interested parties under this RFB, or as the result of this RFB, shall remain the property of the District and, when in tangible form, all copies of such information shall be returned to the District upon request. Unless such information was previously known to a party, free of any obligation to keep it confidential, or has been or is subsequently made public by the District or a third party, it shall be held in confidence by such party, shall be used only for the purposes of this RFB, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.
- B. No specifications, drawings, sketches, models, samples, tools, or other apparatus programs, technical information or data, written, oral or otherwise, furnished by any

interested party to the District under this RFB shall be considered to be confidential or proprietary.

INSURANCE

Contractor will be required to issue a certificate of insurance naming Rockwood School District as additionally insured. Insurance limits must include \$ 2M per occurrence for Comprehensive General Liability Insurance (personal and property damage), Workman's comp (as required by law), personal and automotive liability.

Contractor shall maintain occurrence-based insurance including comprehensive general liability, automotive liability, and if applicable, workers' compensation and employers' liability in the amounts described herein. Such insurance shall be provided by insurance companies authorized to do business in the State of Missouri.

The District shall be included as an additional insured on all required insurance policies, except Workers' Compensation and Employers' Liability, with respect to the liability arising out of the performance of Contractor's Products under this Agreement.

Certificates of insurance of Contractor's insurance coverage shall be furnished to the District at the time of commencement of the Products.

All such insurance shall provide for notice to the District of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

TERMINATION

The District may terminate this Agreement with or without cause at any time by giving 30 days' prior written notice to the other party of its intention to terminate as of the date specified in the notice. Contractor shall be paid for Products delivered and accepted up to the date of termination.

In the event of a breach of this Agreement by either Contractor or the District, the non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have 15 days within which to cure the default. If the default is not cured within that time, the non-breaching party shall have the right to then terminate this Agreement by providing written notice of such termination.

INDEMNITY

Contractor agrees to indemnify and hold harmless the District and the members of the Rockwood Board of Education, and the District's officers, employees, servants and agents from and against any and all liabilities, losses, damages, costs and expenses of any kind (including, without limitation, reasonable legal fees and expenses in connection with any investigative, administrative or judicial proceeding, whether or not designated a party thereto), which may be suffered by, incurred by or threatened against the District or any members, officers, employees, servants or agents of the District on account of or resulting from injury, or claim of injury, to person or property arising from Contractor's Products actions or omissions relating to this Agreement, or arising out of Contractor's breach or failure to perform any term, covenant, condition or agreement herein provided to be performed by Contractor.

GOVERNING LAW – JURISDICTION

This Agreement shall be governed, construed and interpreted under Missouri law, and shall be deemed to be executed and performed in the County of St. Louis, Missouri. Any legal action arising out of, or relating to this Agreement shall be governed by the laws of the State of Missouri, and the parties agree to the exclusive exercise of jurisdiction and venue over them by a court of competent jurisdiction located in the County of St. Louis, Missouri.

REPORTING

During the term of this Agreement, Contractor shall report to, and confer with, the District's Coordinator Maintenance and Grounds and/or his or her designee on a regular basis, and as may be reasonably requested, concerning the Products provided by Contractor and issues related to the Products. Contractor also agrees to meet and confer with other District administrators, officers and employees as directed, or as may be necessary or appropriate.

ASSIGNMENT

Contractor agrees, for Contractor and on behalf of Contractor's successors, heirs, executors, administrators, and any person or persons claiming under Contractor, that this Agreement and the obligations, rights, interests, and benefits hereunder cannot be assigned, transferred, pledged, or hypothecated in any way and shall not be subject to execution, attachment, or similar process, without the express written consent of the District. Any attempt to do so, contrary to these terms, shall be null and void and shall relieve the District of any and all obligations or liability hereunder.

LICENSES AND PERMITS

Contractor shall obtain at Contractor's expense all licenses and permits necessary to provide the Products.

CONTRACTOR REPRESENTATIONS

Contractor acknowledges and represents that (i) Contractor is legally authorized to transact business in the State of Missouri and to provide the Products required hereunder, (ii) the entering into this Agreement has been duly approved by the Contractor, (iii) the undersigned is duly authorized to execute this Agreement on behalf of Contractor and to bind Contractor to the terms hereof, and (iv) Contractor will comply with all State, federal and local statutes, regulations and ordinances, including civil rights and employment laws, and agrees not to discriminate against any employee or applicant for employment or in the provision of Products on the basis of race, color, national origin, sex, sexual orientation, age or disability. Contractor also agrees to abide by all applicable District policies and regulations.

INDEPENDENT CONTRACTOR

The District and Contractor agree that Contractor will act for all purposes as an independent contractor and not as an employee, in the providing of the Products, and in the performance of Contractor's duties under this Agreement. Accordingly, Contractor shall be responsible for payment of all taxes, including federal, state and local taxes arising out of Contractor's Products, including by way of illustration but not limitation, federal and state income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes. In addition, Contractor and Contractor's employees shall not be entitled to any vacation, insurance, health, welfare, or

other fringe benefits provided by the District. Contractor shall have no authority to assume or incur any obligation or responsibility, nor make any warranty for or on behalf of the District or to attempt to bind the District.

NON-DISCRIMINATION

The District actively follows a policy of nondiscrimination on the basis of age, race, color, religion, sex, national origin, sexual orientation, marital status, disability, and Vietnam-Era-veteran-status. The District also complies with the following laws and implementing regulations: Title VI and Title VII of the Civil Rights Act of 1964 regarding race, color, national origin, religious and sex discrimination; Title IX of the Education Amendments Act of 1972 regarding sex discrimination; the Americans with Disabilities Act, as amended by the ADA Amendments Act; the Missouri Humans Rights Act; Section 504 of the Rehabilitation Act of 1973 regarding discrimination based on disabilities and handicaps; the Age Discrimination in Employment Act; the Missouri Anti-Discrimination Against Israel Act; and other state and federal laws and regulations. By entering into this Agreement, Contractor agrees to be bound by all aforementioned laws and regulations. Contractor shall also comply with all legal requirements of the Americans with Disabilities Act and the Missouri Human Rights Act regarding accessibility of facilities and programs, as may apply. Further, Contractor certifies that it is not currently engaged in and shall not, for the duration of this Agreement, engage in a boycott of goods or services from the State of Israel; companies authorized by, licensed by, or organized under the laws of the State of Israel; or companies, persons, or entities doing business in or with the State of Israel.

FEDERAL WORK AUTHORIZATION PROGRAM

As an independent contractor of the District, Contractor will provide documentation and a sworn affidavit that all employees of Contractor are not considered unauthorized aliens as defined by Federal law and are enrolled in and actively participate in a federal work authorization program (FWAP) used to verify citizenship information of newly hired employees under the Immigration Reform and Control Act of 1986.

Pursuant to section 285.530, RSMo, if the Contractor meets the section 285.525, RSMo, definition of a "business entity" (<http://revisor.mo.gov/main/PageSelect.aspx?section=285.530>) the Contractor must affirm the Contractor's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The Contractor should complete applicable portions of Exhibit A, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. The applicable portions of Exhibit A must be submitted prior to an award of a contract.

Contractor's Personnel:

The Contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

If the Contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the Contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the Contractor from doing business

with the state. The state may also withhold up to twenty-five percent of the total amount due to the Contractor.

The Contractor shall agree to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

If the Contractor meets the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, the Contractor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the Contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then the Contractor shall, prior to the performance of any services as a business entity under the contract:

Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND

Provide to the District the documentation required in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND

Submit to the District a completed, notarized Affidavit of Work Authorization provided in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization.

In accordance with subsection 2 of section 285.530, RSMo, the Contractor should renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to award any new contracts.

SCOPE OF WORK:

Through this RFB, the District is seeking to obtain bids from qualified and experienced persons, organizations, companies or firms with certification(s) for Entertainment Technician Certification Program (ETCP) Certified Rigger – Theatre, to conduct necessary repairs to the counterweight rigging system at (4) high school theaters. Recent inspections of the stage rigging systems yielded some necessary repairs and maintenance that need to be completed on the systems. Please see the details of each location below.

Bidders should include an estimated timeframe to complete each repair in their bid.

The selected company will be responsible for providing all the equipment necessary to complete the repairs.

Marquette High School Theater

Marquette is located at 2351 Clarkson Road, Chesterfield, MO 63017. The stage rigging system is comprised of (23) single-purchase line sets with (7) loft block pickups on each set. It is managed by a J-Bar wall.

Lafayette High School Theater

Lafayette is located at 17050 Clayton Road, Wildwood, MO 63011. Lafayette's stage rigging

system is comprised of a motorized mine set system including (15) line sets and (6) light ladders.

Rockwood Summit High School Theater

Rockwood Summit is located at 1780 Hawkins Road, Fenton, MO 63026. The stage rigging system is comprised of (23) single-purchase line sets with (7) loft block pickups on each set. It is managed by a J-Bar.

Eureka High School Theater

Eureka is located at 4525 Highway 109, Eureka, MO 63025. The stage rigging system is comprised of (23) single-purchase line sets with (7) loft block pickups on each set. It is managed by a T-Bar. There is an inspection grid at Eureka.

- Please review the following information and pictures for the required repairs.
- Bidders must provide an estimated timeline of completion of the repairs and maintenance on the system. *Repairs should be completed between December 22, 2021-December 31, 2021.*
- Bidders must work with the existing schedule of the facility to complete the maintenance and repairs.

Required Repairs @ Marquette High School

Termination Concerns:

- Nico Sleeves
 - Aluminum sleeves are being used as terminations on the (4) electrics. This is against code and is a safety concern. The electrics need to be terminated with proper termination hardware that meets code.

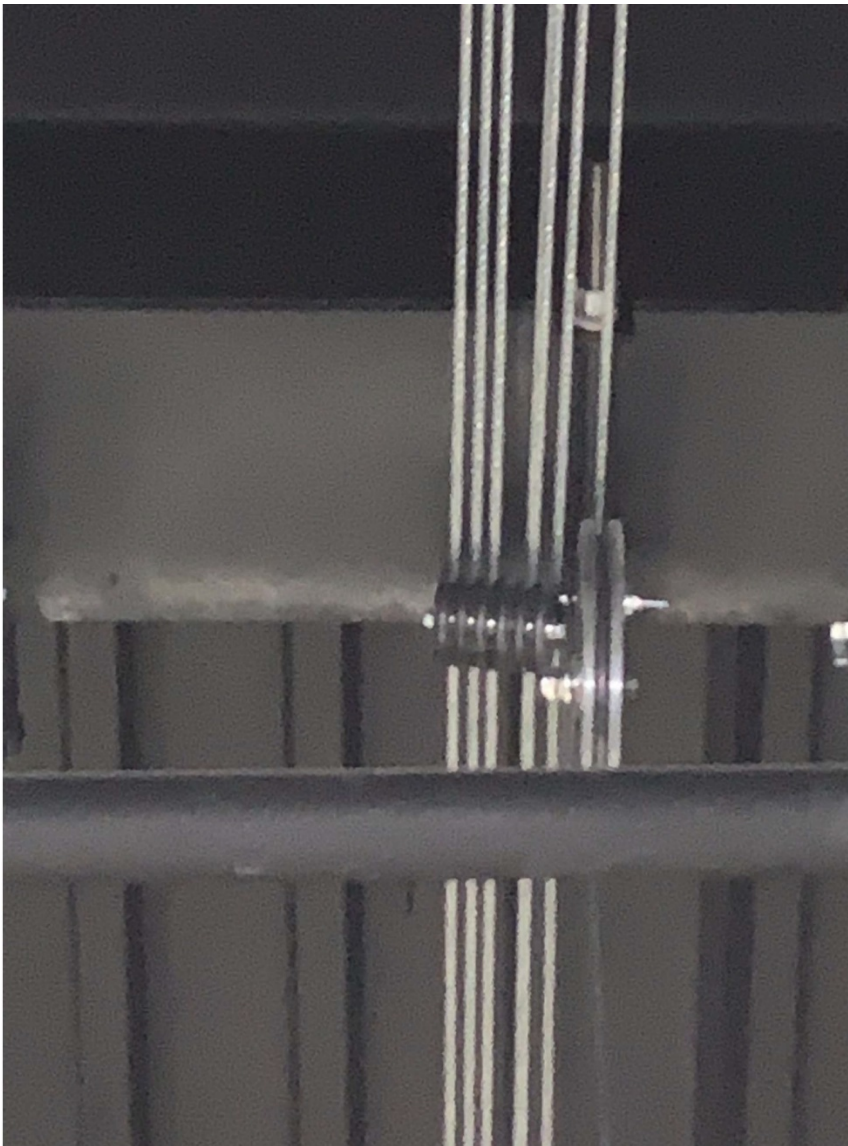


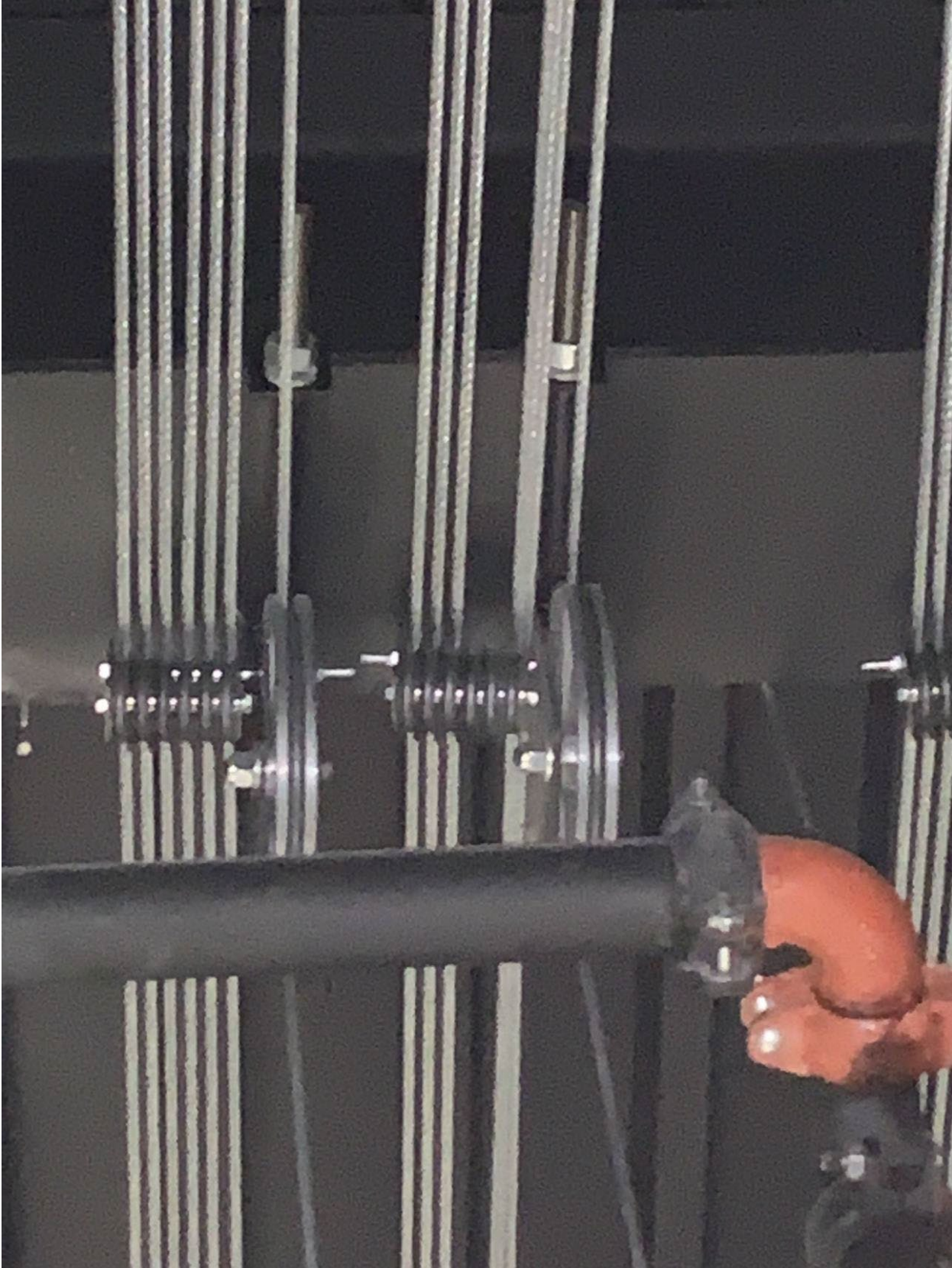
- Termination points on all lines need to be adjusted to align with loft block positions.



Loft & Mule Block Concerns:

- A general adjustment of the loft blocks on all lines with relationship to the fleet angles needs to be made. Many lines are climbing out of their shives because they are not running true.
- Idler rollers need to be adjusted to match the alignment of the lift lines and loft blocks related to the above concern.
- The main curtain lift lines are cutting into loft block one. Adjustments must be made to make sure all loft blocks and lift lines are in proper alignment to repair this safety issue. Replace main curtain lift lines as necessary due to abrasions formed on lines from cutting into the loft block.





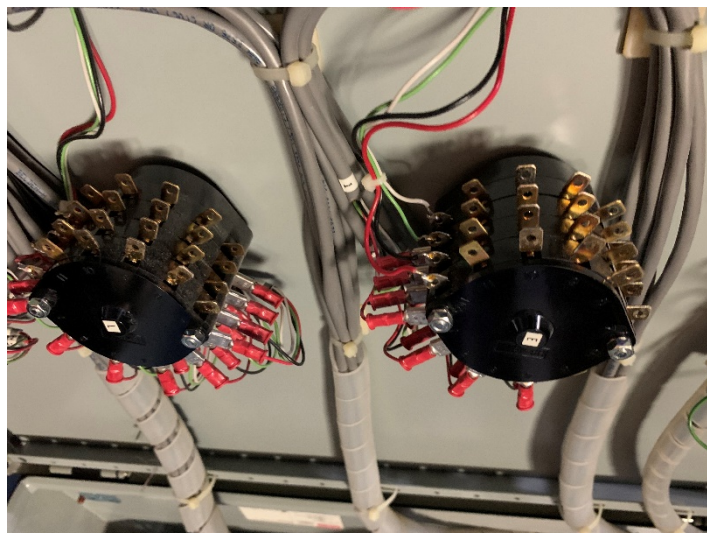
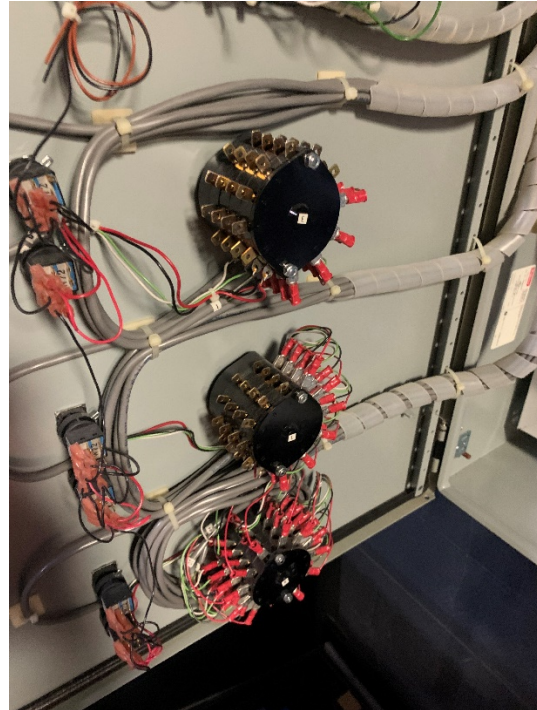
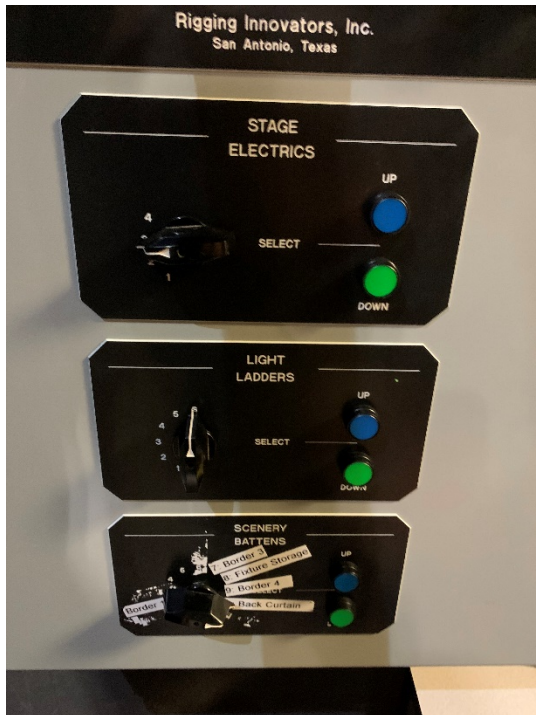
Battens & Splices:

- Level Lines - All lines need to be checked and adjusted as necessary so they are level.
- Straight & True Lines – All lines need to be checked and adjusted as necessary to make sure they are straight and true.

Required Repairs @ Lafayette High School

Control Cabinet

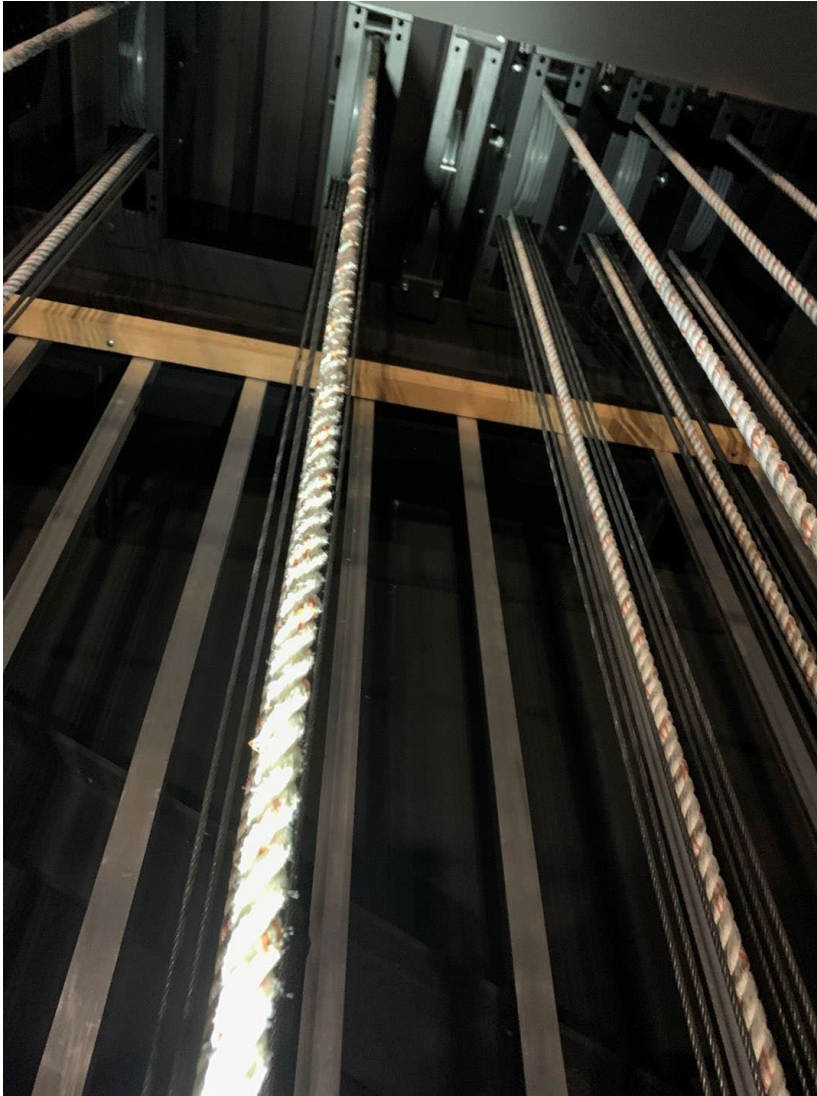
- The selector switches on the control cabinet are worn and have “play” in the switches. Please replace all (3) selector switches. See pictures below of current switches. One switch controls (4) electrics, one switch controls (6) light ladders, and one switch controls (11) scenery battens.



Required Repairs @ Rockwood Summit High School

Control Line

- The control/hand lines on the electrics show signs. The hand line on line set (5) appears to have a broken internal cord. Replace the hand lines on all (4) electric line sets.



Rope Locks

- The dawgs/jaws of the rope locks on all line sets need to be adjusted to the proper specifications.

Wire Rope

- All ¼" wire rope lines were painted black and need to be replaced.

Terminations

- Wire rope clips need to be replaced with drop forged clips.
- Termination points need to be adjusted on all line sets to align with loft block positions.

Head Blocks

- The bearing and shaft of the head blocks on all electric line sets are failing. Line set (5) is difficult to move and makes squealing noise like it has a bad bearing. Failing components need to be replaced to correct this issue.

Loft & Mule Blocks

- All loft and mule blocks need a good cleaning to remove debris from painted aircraft cable.

Battens & Splices

- All line sets need to be checked and adjusted so all battens are level.
- All line sets need to be checked and adjusted so all battens are straight and true.

Required Repairs @ Eureka High School

Control Line

- All control line needs to be replaced. The stress control markers in the hand line are beginning to break and the inner core is being pulled to the surface of the rope.

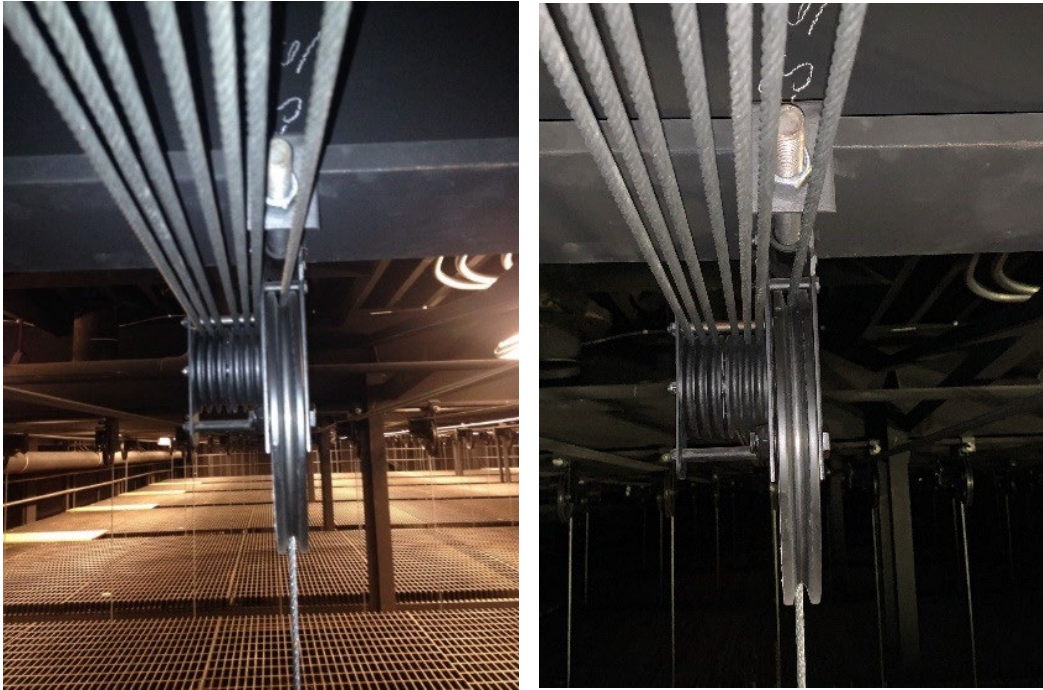


Terminations

- Termination points need to be adjusted on all line sets to align with loft block positions.
- The (4) electrics need to be re-terminated so that they cannot be crashed into the floor. They travel too far towards the stage floor allowing fixtures to hit the floor before the arbor reached the bumper rail.

Loft & Mule Blocks

- A general adjustment of all loft blocks with relationship to fleet angles needs to be made. Many lines are not running true and are climbing out of their shives or idler pulleys.



Battens & Splices

- Line set needs to be adjusted to be level.

EXHIBIT A
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The Bidder must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

BOX A: To be completed by a non-business entity as defined below.

BOX B: To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at www.e-verify.gov/.

BOX C: To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

I am a self-employed individual with no employees; **OR**

The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (Company/Individual Name) is awarded a contract for the services requested herein under _____ (RFB/RFQ Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to the performance of any services as a business entity, _____ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide Rockwood School District with all documentation required in Box B of this document.

_____ Authorized Representative's Name (Please Print)	_____ Authorized Representative's Signature
_____ Company Name (if applicable)	_____ Date

EXHIBIT A, continued

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Business Entity
Representative's Name (Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the consultant/contractor must perform/provide each of the following. The consultant/contractor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: www.e-verify.gov; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the consultant's/contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the consultant's/contractor's name and the MOU signature page completed and signed, at minimum, by the consultant/contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the consultant's/contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this document.

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the 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. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the consultant’s/contractor’s name and the MOU signature page completed and signed by the consultant/contractor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University*** to Which Previous E-Verify Documentation Submitted: _____

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: _____

Previous **RFP/RFQ Number** for Which Previous E-Verify Documentation Submitted: _____ (if known)

Authorized Business Entity Representative’s Name (Please Print)

Authorized Business Entity Representative’s Signature

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

FOR STATE USE ONLY

Documentation Verification Completed By:

Buyer

Date

ACKNOWLEDGEMENT FORM
 (Complete and return as part of your bid)

The Bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Bid (RFB) and as modified by any addenda.

Company Name	Representative's Name	Title
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Address	City/State/Zip	Telephone #	Fax #
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E-mail Address

Years in Operation	Years under current structure and/or under previous structure
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1) Name of Company's Officers:

NAME	TITLE

2) The undersigned hereby acknowledges the receipt of the following addenda:

Addendum Number	Date Issued	Date Acknowledged	Signature

3) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFB, and that the terms and conditions set forth in the Bid will remain open for at least 90 days from the deadline for submission of Bids.

Company Officer's Name

Signature

Date