

**Webster Groves
School District
400 East Lockwood Avenue
Webster Groves, MO 63119
(314) 961-1233
(314) 392-3124**

Request for Proposals

Moving Services

TIME TABLE

RFP Submittal Deadline: 4/20/2021

To all contractors: You must acknowledge receipt of the RFP by sending an e-mail to Jason Mueller, mueller.jason@wgmail.org .

Your email will be used to forward project addenda during bidding process.

**WEBSTER GROVES SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP):
MOVING SERVICES**

INTRODUCTION:

The Webster Groves School District Board of Education is soliciting proposals for moving services

DESCRIPTION OF THE PROJECTS:

A single Contracting firm will be selected to perform the services described by this RFP. The work will include providing storage totes, and moving materials and furniture described within the “Summary of Work”.

SERVICE COST:

All estimates prepared by the Contractor shall include all fees and costs. The costs proposal will need to reflect all costs associated with this work at the facility. Though the proposed scheme is included in this RFP, direction will be furnished to the Contractor early in the proposal phase if the scope of work is to change.

The material contained in this RFP will determine the scope of work.

The Contractor is expected to constantly monitor the budget and scope of the work throughout the proposal phase and service phases of the project and bring any discrepancies to the attention of the Owner as soon as they occur to avoid the possibility of delay and/or additional costs.

TIME FRAME:

The time frame for this project will be:

Deliver storage totes: First week of May 2021

Move filled totes and other materials to locations within the district: June-August 2021

Retrieve storage totes: Last week of August 2021

Possible additional services: TBD

SECTION 1 – BIDDING REQUIREMENTS**CONTRACTOR QUALIFICATIONS:**

The Contractor will be expected to provide storage totes, trained personnel, any necessary dollies and carts, moving vans or trucks, materials and equipment that is required to complete all aspects of the work to be performed.

The contractor and its subcontractors must be licensed and insured to perform work in the project locale.

PROPOSAL RESPONSE REQUIREMENTS:

Submit three (3) copies of your response to the Webster Groves School District, 400 East Lockwood Ave., Webster Groves, Mo. 63119, Attn: Mr. Jason Mueller, on or before **2:00** pm on 4/20/2021.

Proposals submitted in response to this RFP should be based on the foregoing requirements and in the following format. The proposal cost must be submitted using the provided Bid Form.

I – Technical Proposal: this proposal should contain presentation of services, qualifications, experience and other information of the firms established programs and methods.

Section A- Required Submissions, Company Organization and Experience

1. Completed and signed Bid Form.
2. Minimum of five (5) years' experience as a moving contractor.
3. Provide at least five (5) references for services completed in the past three (3) years for educational institutions, or similar organizations.
4. Insurance coverage with limits as specified

II – Bid Form: Complete all provided sections. Any voluntary alternate services or materials pricing should be provided separately from the Bid Form itself.

BIDDING SCHEDULE

4/12/2016	RFP Available	
4/20/2021	Bid Proposals Due – 2:00pm	Administration Building

RECEIPT AND OPENING OF BIDS

The Contract will be awarded to one (1) Contractor.

Your written bid is due at the Webster Groves School District, Administration Building, 400 East Lockwood Avenue, Webster Groves Missouri 63119, Attn: Mr. Jason Mueller, Director of Operations, on Friday, April 20th, 2016 at 2:00 p.m. The envelope containing the bid proposal must be sealed and addressed to the:

Webster Groves School District
400 East Lockwood Avenue
Webster Groves, Missouri 63119

Attention: Jason Mueller, Director of Operations
,and labeled as “**WGSD Moving Services**”.

In addition, the envelope shall bear the contact name, company name, phone number, and address of the Bidder. Submit the original signed copy of the bid. It is the sole responsibility of the Bidder to see that its bid is received on time.

The Owner reserves the right to reject any or all bids, in whole or in part, without compensation or obligation to the bidders and to waive any and all technicalities or defect in any bid. The Owner reserves the right to postpone the date and time of the opening of the proposals at any time prior to the bid due date.

Bidders are cautioned that the quoted services must be provided at the price and terms submitted. No increase in price will be permitted pending acceptance or rejection of the bid. All bids shall be deemed final and no bid shall be subject to correction or amendment for error or miscalculation.

METHOD OF AWARD

The Contract will be awarded to that qualified Contractor whose proposal meets all conditions to render it formal, who furnishes approved proof of insurance, whose bid and calendar days meet the Owners requirements and whose proposal provides the most complete proposal for the work described within the RFP. The Owner may conduct interviews with some or all of the firms that have successfully met the proposal requirements.

EXECUTION OF AGREEMENT

Upon receipt of the agreements of forms from the Owner, the Contractor shall sign and deliver the required copies to the Owner. At or prior to delivery of the signed Agreement, the Bidder to whom the Contract is awarded shall deliver to the Owner those Certificates of Insurance required by the Contract Documents. Certificates of Insurance and other required submittals shall be approved by the Owner before the successful bidder may proceed with the Work. Failure or refusal to provide the required submittals or Certificates of Insurance in a form satisfactory to the Owner shall subject the successful bidder to loss of time from the allowable construction period equal to the time of delay in furnishing the required materials

SUBMISSION OF POST BID INFORMATION:

The selected Bidder shall, within five (5) days after notification, submit a list of the Subcontractors and suppliers proposed for the Work. The Owner will notify the Bidder if the Owner has a reasonable and substantial objection to any person or organization on such list. The Bidder may then withdraw his bid without forfeiture of bid security, or submit an acceptable substitution with any increase in his bid price to cover the difference in cost caused by the substitution. The Owner may then accept the increased bid price or disqualify the Bidder.

ADDENDA:

All addenda issued prior to the time of the bid due date are to be included in the bid and will become part of the Agreement. Addenda issued during the bidding period shall be acknowledged in the space provided in the Bid Proposal form. Final Addenda will be posted by end of the day **April 16th, 2021**.

INTERPRETATION OF RFP REQUIREMENTS PRIOR TO BIDDING:

If any Bidder is in doubt as to the true meaning of any part of the proposed Contract Documents, or finds discrepancies in or omissions from any part of the proposed Contract Documents, it is required to submit to the Owner a written request for interpretations there of no later than **three (3) business days** before bids will be opened. The person submitting the request shall be responsible for its prompt delivery.

Interpretation or correction of proposed Contract Documents will be made only by Addendum and will be either faxed, mailed, or e-mailed or delivered to each Bidder. No one is authorized to amend any of the proposed Contract Documents, in any respect, by an oral statement, or to make any representation or interpretations not incorporated into an Addendum.

TAXES:

Purchases made by the Owner (Webster Groves School District) are not subjected to state or local taxes or federal excise taxes. The Official State Tax Exemption letter will be furnished to the successful General Contractor upon request. The Bidder shall exclude such taxes in their Lump Sum Bid. If awarded the Contract, the Owner will issue a project exemption certificate and Missouri Tax Exemption letter to the Contractor through which materials are to be purchased, and allow the Contractor to make direct payments to the Vendors for the project on behalf of the Owner.

STATEMENT OF INSURABILITY SUBMITTAL:

With its bid, the Bidder shall submit a “Statement of Insurability”, executed by the Bidders insurance carrier, which is provided in the Bid Forms within these specifications.

BID FORMS:

Bidder shall submit its bid only on the Bid Form provided following this Section. In order to receive consideration, submit bids in strict accordance with the following:

- 1) Enter bids only on the forms provided, properly signed and with all items filled out. Do not change the wording of the Bid Form, and do not add words to the Bid Form. Unauthorized conditions, limitations or provisions attached to the bid may be cause for rejection of the bid. If alterations by erasure or interlineations with a signed statement from the Bidders.
- 2) No telegraphic bid or telegraphic transmission of a bid will be considered. No bids received after the time fixed for receiving them will be considered.

END OF BIDDING QUALIFICATIONS**SECTION 2 – GENERAL CONDITIONS****CONTRACT TERMS & CONDITIONS**

Once awarded the Contractor will provide agreements in the form of a proposal to the district. An executed agreement is necessary to perform work.

CONFLICTS:

If conflicts exist between an executed agreement and these “Supplementary” General Conditions, then these “Supplementary” General Conditions shall govern.

DEFINITIONS:

“Owner” – When the term “Owner” is used herein, it shall mean the Webster Groves School District.

“Contractor” – When the term “Contractor” is used herein, it shall mean the General Contractor

STATUTORY REQUIREMENTS:

Bidder’s attention is directed to the fact that all applicable Federal and State laws, Municipal Ordinances, Codes and Rules and Regulations of all authorities having jurisdiction over services of the Project shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though written therein in full.

INSURANCE REQUIREMENTS:

The Webster Groves School District requires the successful bidder to forward a Certificate of Insurance to them stating the required amount of coverage. The Webster Groves School District shall be named as additional insured on the project Certificate of Insurance. The Webster Groves School District shall be listed as Certificate Holder.

Owner will not be liable to Contractor for any liability arising from Contractor’s failure to provide or maintain any form of insurance security bond, or to advise or require others to do so.

72 HOUR NOTICE:

If ever, in the opinion of the Owner, the project is either insufficiently manned or is significantly behind schedule, a seventy-two (72) hour notice will be given to the Contractor to appropriately staff the job so that it is on schedule. If the Contractor fails to respond to this seventy-two (72) hour notice, the Owner reserves the right to staff the project with its own forces in order to maintain the schedule and charge the expense to the Contractor.

CHANGES IN THE WORK**MINOR CHANGES IN THE WORK:**

The Owner will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or Contract Time.

CHANGE ORDER PROPOSAL REQUESTS:

Owner-Initiated Proposal Requests: The Owner, or his designees, will issue a detailed description of proposed changes in the Work that will require adjustment to the Contract Sum or Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.

Proposal requests issued by the Owner, or his designees, are for information only. Do not consider them as an instruction either to stop work in progress or to execute the proposed change. Within ten (2) days of receipt of a proposal request, submit an estimate of cost necessary to execute the change to the Owner for the Owner's review. Include a list of quantities of products required and unit costs, with the total amount of purchase to be made. Where requested, furnish survey data to substantiate quantities. Indicate applicable labor, materials, delivery charges, equipment rental, and amounts of discounts. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time.

APPLICATIONS FOR PAYMENT:

Each Application for Payment shall be consistent with previous applications and payments as certified by the Owner and paid for by the Owner.

Payment-Application Time: Billing should occur within 30 days of the completion of services.

Waivers of Mechanics Lien: With each Application for Payment, submit waivers of mechanics lien from every entity who is lawfully entitled to file a mechanics lien arising out of the Contract and related to the Work covered by payment.

Submit partial waivers of each item for the amount of each item requested on each item.

Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to the Owner.

COORDINATION:

Upon request the Contractor will provide a schedule for services within five (5) days of a request from the Owner.

CLEANING AND PROTECTION

Clean and protect Apply protective covering where required to assure protection from damage or deterioration. If the work performed generates debris the Contractor will clean the affected area daily.

FINAL CLEANING

General: The General Conditions require general cleaning during services to maintain a safe working environment.

Removal of Protection: Remove temporary protection and facilities installed for protection of the work area.

Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste material. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from the site and dispose of lawfully.

OWNER'S POLICIES

It is the policy of Webster Groves School District that the district properties shall be weapon-free, tobacco-free, and drug-free, and that its buildings and grounds shall be secure and vandalism-free. The Contractor shall comply with these policies. Violation of any of these policies will result in immediate dismissal of the individual, and/or Contractor committing the violation.

WEAPON-FREE DISTRICT

Under certain circumstances, state law prohibits possession of a firearm or any other weapon readily capable of lethal use into any school, onto any school bus, or onto premises of any function or activity sponsored or sanctioned by school officials or the district School Board. State law does not allow a person issued a concealed carry endorsement to carry a concealed firearm into a school facility with the consent of the School Board or a school official, and allows the possession of a firearm in a vehicle on school premises under certain circumstances.

However, to promote the safety of all students, staff and other persons on school district property and attending school events, the Webster Groves School District bans the possession of any firearm or other weapon, as defined in Board policy JFCJ, in all school district facilities, buildings, buses, parking lots and all school district property and grounds at all times, including within vehicles, except as specifically authorized during school-sponsored or school-sanctioned activities permitting weapons. This ban extends to all employees, students, patrons, business invitees and other persons attending any function or activity, including athletic events, sponsored or sanctioned by the Webster Groves School District or otherwise present on school district property at any time, except law enforcement or peace officers on duty and otherwise allowed by law to possess such firearms or weapons.

Neither the School Board, any member of the School Board, nor any school official shall consent to the carrying or possession of a firearm or any other weapon, in a vehicle or otherwise, on any school district property at any time or at any function or activity sponsored or sanctioned by the school district. Any such consent given shall be without authority, null, void and of no effect. The superintendent shall install and maintain proper signage at all vehicular entrances to school district property providing notice of this ban on possession of firearms and other weapons. Violation of this policy by any person shall constitute grounds for referral for prosecution to the fullest extent of the law and for removal and future exclusion from school district property and school functions and events.

TOBACCO-FREE DISTRICT

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the Webster Groves School District prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for in-patient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

The district will develop and implement programs to educate the community and individuals about this policy and to provide training or counseling to students and staff who wish to stop using tobacco products.

DRUG-FREE WORKPLACE

Students and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcohol beverages on any school property or on any school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent in writing no later than five (5) calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agency within ten (10) calendar days after the superintendent receives such notification, if the district receives any federal grants directly

from such agency as opposed to federal grants received through the Department of Elementary and Secondary Education.

The district will take appropriate disciplinary actions with 30 days.

The district will institute a drug-free awareness program, to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

When it is evident that a staff member has consumed alcoholic beverages or controlled substances off school property during and/or before a school activity, the staff member will not be allowed on school property, or to participate in school activities. Staff member who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good-faith effort to maintain a drug-free workplace.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the district shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The district shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

BUILDING AND GROUNDS

The patrons of the school district have provided the district with facilities for the education of their youth through the support of their tax dollars. It is the responsibility of the Board of Education, administration, professional support staff members, and students to see that these facilities are cared for, used properly, and treated with respect. The superintendent, with the counsel of the administrative staff, will establish procedures for the proper use of school facilities to guard against damage or loss of school property by theft, vandalism or misuse. These procedures will include preventive measures, as well as clear steps to follow when school property has been taken or damaged.

The superintendent and the administrative staff will see that all professional and support staff know and respond to the proper procedures for the use and care of school property, and report correctly when property has been taken or damaged.

Access to school buildings and grounds outside regular school hours shall be limited to authorized personnel. An adequate key control system shall be established, which limits access to buildings to authorized personnel, and which will safeguard against the potential of entrance to building by unauthorized persons.

When special events or activities are scheduled, the principal may request permission from the superintendent to employ special law enforcement services to give extra help in protecting school property.

VANDALISM

Because incidents of willful or malicious abuse, destruction, defacing and/or theft of the property of the Webster Groves School District are clearly contrary to the best interest of the school district and injurious to the rights and welfare of the entire community, the Board shall seek all legal redress against persons found to have committed such acts.

District patrons, students and members of the staff are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible.

The superintendent and/or principal shall be authorized to sign a complaint, press charges, and pursue civil action against perpetrators of vandalism against school property. Restitution for the damages caused will be sought from such persons, and in the case of minors, from their parents/guardians, under the laws of this state. Students found guilty of willfully defacing or injuring any school property shall pay for the damages caused thereby, and may be suspended or expelled as provided by law.

ATTACHMENTS (to RFP Requirements)

- A. Bid Form
- B. Certificate of Eligibility
- C. Certificate of compliance with Missouri Drug-Free Workplace Act.
- D. Certificate Regarding Sexual Harassment Policy
- E. Certificate Regarding Equal Opportunity
- F. Criminal Background Investigations
- G. Missouri Project Exemption Certificate (provided with contract award)
- H. Contractor Partial Affidavit and Claim/Lien Waiver (contractor to provide)
- I. Contractor Final Affidavit and Claim/Lien Waiver (contractor to provide)

SECTION 3 – TECHNICAL SPECIFICATIONS:

SUMMARY OF WORK

The Contractor is responsible for all work required to furnish all labor materials and equipment, to complete the following work.

General Notes:

THE “Summary of Work”:

1. Provide storage totes upon request, and remove from site(s) upon request.
2. Move provide totes when filled by district staff.
3. Move additional materials as requested, including; boxed items, loos materials, furniture and equipment

CONTRACTOR USE OF PREMISES:

Use of the Site: The Contractor will be required to maintain safe emergency, automobile, and pedestrian traffic through, and about, the site at all times, for the duration of the Contract. The Contractor must comply with all requirements of the municipality of the job-site, as well as any other applicable federal, state, county, and/or city laws, codes, regulations, and/or ordinances.

Some of the job-sites are in residential neighborhoods, so any activity that may cause excessive noise may only be performed after 8:00 a.m. and before 6:00 p.m.

Driveways and Entrances: Keep driveways and entrances on the premises clear and available to the Owner, the Owner’s employees, affected property owners, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

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:

1. agrees to have an authorized person execute the “Federal Work Authorization Program Affidavit” and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
2. 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;
3. 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;

4. 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;
5. 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;
6. 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
7. agrees that any failure by your company to abide by the requirements 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)

BID FORM

Date Submitted: _____

Deliver Bids To: Webster Groves School District
 Jason Mueller, Director of Operations
 400 East Lockwood Ave.
 Webster Groves, MO 63119

Project Name: **WGSD Moving Services**

Bidders must complete all sections of the Bid Form. The Bidder that is the apparent low, responsive and responsible bidder shall be prepared to immediately meet with the Owner to execute the contract, provide payment and performance bonds, submit insurance certificates and receive a Notice to Proceed. The undersigned, having familiarized itself with the terms, conditions and requirements of said Bid Documents, hereby proposes to furnish any and all management, supervision, services, labor, equipment, materials, tools, clerical and administrative support, necessary to perform the services required in compliance with said terms, conditions and requirements, for the following consideration:

Instruction to bidders:

Bids Due, **April 20th, 2021 at 2:00 PM CDT**

Submit bids in a sealed envelope clearly labeled “**WGSD Moving Services**”

Bidder Acknowledges Receipt of Addendum (Initial by any/all received):

1. _____ 2. _____ 3. _____ 4. _____

Unit Pricing (materials, labor, and equipment)

Rental Totes (24”x16”x16” or similar) Rental cost per unit:

Price per Day: _____ Price per Week: _____ Price per Month: _____

Labor Rates (per hour)

<u>Title</u>	<u>Regular Time</u>	<u>Over Time</u>	<u>Holiday Time</u>
Project Manager:	_____	_____	_____
Supervisor:	_____	_____	_____
Driver:	_____	_____	_____
Mover:	_____	_____	_____
Installer:	_____	_____	_____

Vehicle Rates (per hour)

<u>Description</u>	<u>Regular Time</u>	<u>Over Time</u>	<u>Holiday Time</u>
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Van or Truck:	_____	_____	_____
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Optional Additional Insurance Rates:

<u>Item</u>	<u>Deductible</u>	<u>Rate per \$100</u>
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Replacement Value	\$500	_____
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Replacement Value	\$250	_____
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Replacement Value	\$0	_____
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Maximum Annual Rate Increase:

Maximum Annual Percentage Increase to Above Rates: _____%

The undersigned further agrees and understands that the Owner has the right to reject any and all bids, to waive technicalities or other requirements for its benefits, and to accept the bid that is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rule of any group, association or corporation;

The bid is firm and cannot be withdrawn for a period of sixty (60) calendar days;
That there has been no attempt on its part to directly or indirectly induce or solicit any other vendor to submit a false or sham bid;

That there has been no attempt on its part to solicit or induce any person, firm, or corporation to refrain from submitting a bid;

And that it has not sought by collusion or otherwise to obtain for it any advantage over any other bidder or over the Owner.

In submitting this Bid the Bidder agrees:

- A. To hold its bid open for sixty (60) calendar days after the bid date.
- B. To accept the provisions of the Bid Documents.
- C. To enter into and execute an Agreement
- D. To provide its services in accord with the Contract Documents
- E. To complete its services within the time specified.
- F. To comply with laws and regulations.

The Bidder certifies the following to induce the Owner to receive and consider its Bid:

- A. Neither it nor its subcontractors and suppliers are currently debarred, suspended or otherwise ineligible for public work.
- B. It has all current licenses to perform its work.
- C. If it is a corporation, it is currently in good standing in its state of incorporation and is authorized to do business in the State of Missouri.
- D. It has sufficient insurance coverage to satisfy the requirements in the Contract Documents.
- E. To its best knowledge and belief, it will self-perform _____% of the Work.
- F. It can provide all required documents to the Kirkwood School District prior to starting work.

Signature _____

Print Name _____

Firm Name _____

Select one: Corporation Partnership Sole-Proprietorship

Mailing Address _____

City, State, Zip _____

Telephone (including area code) _____

Email Address _____

Fax Number (including area code) _____

Date _____

END OF BID FORM