



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050
WWW.JEFFCOMO.ORG

Invitation for Bid: JANITORIAL SUPPLIES 2014

Date Issued: 10-03-13

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, OCTOBER 22, 2013, AT 2:00 P.M. LOCAL TIME.

Specification Contact:

KERRY ROGERS

Maintenance
636-797-5311

Contract Contact:

VICKIE PRATT

Department of Administrative Services
636-797-5382

Mail (3) Three Complete Copies With Vendor And Bid Information As Shown In Sample:

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED BID: (BID NAME)

Contract Term:

1-1-14 to 12-31-14

**UPON APPROVAL OF
THE COUNTY COUNCIL
AND COUNTY
EXECUTIVE**

Vendor Information:

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

Company Name

Authorized Agent (Print)

Address

Signature

City/State/Zip Code

Title

Telephone #

Date

Tax ID #

E-mail

Fax #

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REQUIRED DOCUMENTS*

Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.

(County must be added as additional insured if awarded)

Bid deposits/bonds must be in the exact amount as stipulated in the bid.

Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)

Obtain receipts at <http://jeffersonmo.devnetwedge.com>

Or

A notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

A Notarized affidavit of work authorization and current business entity status with E-verification documentation (pages 9 & 10).

Agreement to be executed by the County upon approval by the County Council and County Executive (Bidder is required to complete company information and execute signature).

***BIDS WILL BE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED**

1.0 BID REQUIREMENTS

Bidder shall initial all pages and return where the Bid Document denotes "BIDDER'S INITIALS: _____"

1.1 BID SUBMISSION:

Submit bid form in triplicate (three copies) with specification pages, if applicable. No facsimile or electronic bids shall be accepted and shall be rejected. The Vendor prior to the submission dead line as stated on page 1 must submit all bids. Late bids will not be accepted and returned to the vendor unopened. The County reserves the right to request additional written or oral information from Respondents in order to obtain clarification. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the bid form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the bid being rejected. Failure to comply with any provision, provide any required documentation, insurance forms or deposits or bonds in exact amounts or any other term or condition that is not in strict conformance shall result in the bid being rejected.

1.2 BASIS OF BID AWARD:

Award may be made on an item-by-item basis to the lowest and best Bidder(s) or award may be made to the lowest and best bid total, whichever provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or any other reason deemed to be in the best interest of the County. Quantities stated herein represent an estimate for the period stated. Orders shall be placed for actual requirements as needed. The County may reject any or all bids for any reason and may waive any informality. Bids submitted from a Missouri State Contract shall include a copy of the State Contract with the bid. Bid award does not constitute an order or obligation to order by the County. The issuance of a Purchase Order Number shall be construed as acceptance of a Contract with all terms, conditions, and prices firm during the length of the agreement terms.

1.3 BID AWARD:

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no Bid or Bids have been awarded by the County Council within forty-five (45) days following the opening of the bids then all bids will be deemed Rejected.

1.4 BID PREPARATION:

1. Bidders are responsible for examination of drawings, specifications, schedules and instructions. Failure to do so will be at the Bidder's risk.
2. Each Bidder shall furnish the information required by the invitation. The Bidder shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate bids for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Bidder shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the invitation for bid.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

1.5 MODIFICATION OR WITHDRAWAL OF BIDS:

Bids may be modified or withdrawn prior to the exact hour and date specified for receipt of bids, provided the modification or withdrawal is in writing and is delivered in the same manner as a bid submission.

1.6 LATE BIDS:

It is the responsibility of the Bidder to deliver his bid or bid modification on or before the date and time of the bid closing to the Department of the County Clerk. Bids received late will be rejected and returned unopened to the Bidder.

1.7 BID DEPOSITS/BONDS:

Bid Deposits/Bonds are not required unless specified in the specifications. Bid deposits/Bonds must be in the exact amount as stipulated in the bid.

1.8 MATERIAL AVAILABILITY:

Bidders must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the Bidder to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

1.9 ALTERNATE BIDS:

Alternate Bids for items will be accepted except when stated "**NO SUBSTITUTIONS**". Bidders must submit complete specifications on all alternate bids with the bid form. Alternate bids without complete specifications may be rejected. Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. The County may accept or reject alternate bids; whatever is most advantageous to the County.

1.10 INCORPORATION OF DOCUMENTS:

The terms of the Bid Invitation, Bid Specifications, Bid Form are and shall be incorporated into the contract as if fully setout therein. The Bid, if accepted and approved by the County Council and County Executive shall constitute the terms of a Contract or Agreement with Jefferson County, Missouri, subject to any further Amendments, Memoranda or other documents or specifications which must be set forth in writing and signed by all parties.

1.11 ADDENDA:

Addenda to bid specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of bid forms. Verification is made by contacting the Office of Contracts and Grants at (636) 797-5382, or by reviewing the County Web Site. (www.jeffcomo.org).

1.12 INSURANCE:

The Vendor/Contractor shall purchase and maintain insurance with an insurance company licensed to do business in the State of Missouri or in the state where the vendor is incorporated or otherwise licensed to do business and which shall remain, at all times during the term of any contract with the County, in full force and effect. Preference will be given to a Vendor/Contractor who provides insurance with an insurance company licensed to do business in the State of Missouri, but in any event said Vendor/Contractor shall provide said insurance at its own expense. Such insurance shall be provided as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation. Any disputes regarding a breach, insurance amounts, liability, coverage, lapse or otherwise shall be litigated in the Circuit Court of Jefferson County, Missouri and the same shall be incorporated into any Contract agreed to by the parties.

THE COUNTY REQUIRES A CURRENT AND VALID CERTIFICATE OF INSURANCE OR BINDER SHOWING REQUIRED INSURANCE COVERAGE MUST BE PROVIDED WITH EACH BID. JEFFERSON COUNTY MUST BE ADDED AS AN ADDITIONAL INSURED AFTER AWARD OF THE BID. ANY LAPSE IN INSURANCE COVERAGE OR CANCELLATION THEREOF BY THE CONTRACTOR OR SUB-CONTRACTORS DURING THE TERMS OF THE CONTRACT SHALL IMMEDIATELY BE DEEMED A MATERIAL BREACH UNDER THE TERMS OF ANY CONTRACT.

A. (X)Required () Not Required Comprehensive General Liability Insurance

The Vendor/Contractor shall maintain and keep in full force and effect during the terms of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B. (X)Required () Not Required Professional Liability Insurance

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

**C. (X)Required () Not Required Worker's Compensation Insurance:
per Missouri Revised Statutes Chapter 287**

The Vendor/Contractor or his sub-contractor or contractors, shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statues of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

1.13 BID SUBMISSIONS

Bids submitted on separate forms are NOT acceptable unless specified in the Bid Document. Failure to complete bid forms to the satisfaction of the County may result in rejection of your bid. It is the responsibility of each Bidder before submitting a bid to examine ALL documents thoroughly, and request written or oral interpretation of clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Request for clarification must be received prior to bid openings.

1.14 BID OPENINGS

Bids will be publicly opened and read aloud at the time indicated on page 1. The Bidders and the public are invited but not required to attend the formal opening of the bids. No decisions relating to the award of a contract or agreement will be made at the opening.

1.15 BID TABULATIONS

Bid Tabulations are not available for 5 to 7 business days following the Bid Opening. Bid submissions are open for public review at the time of the Bid Opening. Bid tabulations are posted on the County's web-site address, www.jeffcomo.org. **NO COPIES** of bid tabulations are sent to vendors.

2.0 BID RESPONSE AND CONTRACT

2.1 BIDDER REPRESENTATIONS:

The Bidder, by executing the Bid form certifies that:

- A. The bid complies with Invitation for Bid form and Bid Specifications.
- B. Bidder is not debarred or suspended from participation in Federal Assistance programs.

2.2 TAXES:

No bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective Bidder is required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County. Tax receipts for the past 3 years are required and may be obtained at <http://jeffersonmo.devnetwedge.com/> or a notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property, or that the Bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the Bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective Bidder provides proof that the Bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

2.3 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

- A. The prices in the bid shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Bidder or other person.
- B. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Bidder prior to opening.
- C. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a bid.

2.4 PRICE:

The price(s) specified in this bid shall be firm and not subject to contingency or reservation. If the Vendor fails to honor stated prices as submitted in the Bid Form or Contract, the County reserves the right to obtain the same items from the next lower vendor who submitted a bid price for the item. The original vendor shall be responsible for the difference in price and required to make restitution to the County for the difference in price. The Bidder represents prices specified in the bid do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the Bidder's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Bid prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

2.5 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

Bidder represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The Act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Bidder shall include proof of compliance with the Act with the bid when requested.

2.6 NON-EXCLUSIVE AGREEMENT:

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

2.7 DEFINITIONS:

- A. The term "County" means the Jefferson County, Missouri and its designated representatives.
- B. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
- C. The term "IFB" means Invitation for Bid.
- D. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

2.8 INSPECTION, ACCEPTANCE AND APPROVALS:

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

2.9 WARRANTY:

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

2.10 PAYMENT:

County will pay Supplier for goods upon delivery to, submission of certified invoices with attached tipping fee receipts and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

2.11 CHANGE ORDER:

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

2.12 DELIVERIES:

Deliveries shall be made in strict accordance with any delivery schedule contained in the bid specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

2.13 RESPONSIBILITY FOR SUPPLIES:

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

2.14 SUBCONTRACTS:

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

2.15 CHOICE OF LAW:

This bid and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

2.16 TERMINATION:

- A. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County with a thirty (30) day written notice. The Vendor may terminate the Agreement/Contract upon a sixty (60) day prior notice in writing. In the event of any termination of the Agreement/Contract by the Vendor, the County may purchase such supplies and/or services similar to those terminated and for the duration of the Agreement/Contract period the Vendor will be liable for all costs in excess of the established contract pricing.
- B. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability. The County may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.
- C. **Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property, or that the Bidder does not own any real or personal property in Jefferson County.** All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the Bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective Bidder provides proof that the Bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.
- D. Default: County may terminate the whole Contract or any part in either of the following circumstances:
 - D-1. If supplier fails to deliver the items required by the contract within the time specified; or
 - D-2. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
 - D-3. In the event of the Supplier's non-compliance with the provisions as set forth, this Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

2.17 NOTICE AND SERVICE THEREOF:

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the bid form.

2.18 CONTRACT TERM:

Performance shall be governed solely by the terms and conditions as set forth in the Invitation for Bid, Bid Specifications, Bid Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

2.19 COMPLIANCE WITH APPLICABLE LAWS:

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended, including provisions of the Home Rule Charter of Jefferson County, Missouri requiring all workers

performing work under any contract with Jefferson County be paid a wage that is at least the prevailing hourly rate of wages for work of a similar character in Jefferson County.

2.20 ACTS OF GOD:

No party shall be liable for delays, nor defaults 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.

2.21 SELLER'S INVOICES:

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

2.22 APPROVAL:

It is agreed the acceptance of a Bid shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council, and the County Counselor.

2.23 RENEWAL OPTION:

The County reserves the right to negotiate the contract for one (1) additional one-year term with the written consent of the awarded vendor. If the contractor/vendor requests an increase in compensation for any renewal period, the vendor shall notify the Office of Contracts and Grants no less than 60 days prior to the end of the contract period. The County shall notify the Vendor of the intent to exercise the renewal option. However, failure to notify the Vendor does not waive the County's right to exercise the renewal option.

Indicate: [] Individual: [] Partnership: [] Corporation.

2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Incorporated in the State of _____.

2.25 LITIGATION:

This agreement shall be interpreted under the laws of the State of Missouri. Any disagreements, questions, controversies, litigation or other causes of action whatsoever arising from or under the terms of this agreement shall be resolved in the trial courts of 23rd Judicial Circuit Court of the State of Missouri-Hillsboro, Missouri.

2.26 LANGUAGE: Bids and all related documents will only be accepted in the English Language.

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

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 _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, 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 related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, 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.)

Authorized Representative's Signature

Printed Name

Title

Date

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)

Signature of Notary

Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

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 as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: <http://www.dhs.gov/e-verify>; 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 a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

BID SPECIFICATIONS

BIDDERS ARE REQUIRED TO USE ATTACHED BID FORM:

CONTACT PERSON

KERRY ROGERS
MAINTENANCE
(636-797-5311)

BID FORM

1. Prices are **ALL INCLUSIVE**: (Shipping, Handling, Delivery, and Assembly to locations specified by the County).
2. Various County Departments will utilize this bid award. Billing/invoices are to be by department name.
3. Estimated Annual Usage are **Estimated Amounts Only**, pricing is to be firm for plus (+) or minus (-) for amount ordered during the term of the award.
4. Vendors are to insure that bid price is for the amounts or quantity specified.
5. All information requested, must be provided. Failure to provide requested information could result in a **NO BID**.

UOM (Unit of Measure) the following units of measure can only be used.

- a. Ea. (each).
- b. St. (set).
- c. Cs. (case) must indicate number per case.
- d. Pk. (package) must indicate number per package.
- e. Bx. (box) must indicate number per box.
- f. Btl. (bottle) must indicate number of oz. Per bottle.
- g. Rm (ream) must indicate number of sheets per ream.
- h. Gal. (gallon).
- I. Ctn. (carton) must indicate number per carton.
- j. Rl. (roll).
- k. Dz. (dozen).
- l. Pd. (pad) indicate number of pads per package.

Item: Description (Alternate to Preferred Manufacture will be considered, unless specified)

1. Foam Cups 8oz.

Estimated Annual Usage: 30 cases

Preferred Manufacture: OPTIONAL

How Packaged: 1000 per case

Manufacturer Bid: Optional

Quantity per case: 1000

Bid Price per case \$ _____

COMMENTS: (Print) _____

2. Jumbo Toilet Tissue. 2 ply, 9" ROLLS

Estimated Annual Usage: 250 cases

Preferred Manufacture:

Manufacturer Bid: Georgia or Equivalent

How Packaged:

Sheets per roll: 2000

Rolls per case: 12

Bid Price per case \$ _____

COMMENTS: (Print) _____

3. Small Toilet Tissue. 2 ply

Estimated Annual Usage: 480 cases

Preferred Manufacture:

Manufacturer Bid: Optional

How Packaged: 96 per case

Sheets per roll: 500

Rolls per case: 96

Bid Price per case \$ _____

COMMENTS: (Print) _____

4. Kitchen Towels.

Estimated Annual Usage: 50 cases

Preferred Manufacture: OPTIONAL

Manufacturer Bid: Optional

How Packaged: 30 per case

Sheets per roll: 90

Quantity per case: 30

Bid Price per case \$ _____

COMMENTS: (Print) _____

5. Trash Bags (Large) 40x46 .60 mil

Estimated Annual Usage: 240 cases

Preferred Manufacture: OPTIONAL

Manufacturer Bid: Optional

Bag Size: _____

How Packaged: _____

Bags per case: 200

Bid Price per case \$ _____

COMMENTS: (Print) _____

6. Trash Bags (Small) 23x33 .40 mil

Estimated Annual Usage: 180 cases

Preferred Manufacture: OPTIONAL

Manufacturer Bid: Optional

Bag Size: _____

How Packaged: _____

Bags per case: 1000

Bid Price per case \$ _____

COMMENTS: (Print) _____

7. Tide, Liquid, 2.5 gallons
Estimated Annual Usage: 60 - 2.5 gallons
Preferred Manufacture: TIDE
How Packaged: _____
Bid Price \$ _____
COMMENTS: (Print) PG-2401

8. Bar Hand Soap (not Ivory) 3/4 oz bars
Estimated Annual Usage: 340 cases
Preferred Manufacture: OPTIONAL
Oz per bar: _____
How Packaged: _____
Bid Price per case \$ _____
COMMENTS: (Print) unwrapped

9. Single Fold Towels 230 mm X 270 mm
Estimated Annual Usage: 120 cases
Preferred Manufacture: _____
Sheet size: 9 x 10
How Packaged: _____
Sheets per package: _____
Bid Price per case \$ _____
COMMENTS: (Print) brown

10. Ice Melt (Potassium Chloride) 50 lb bags
Estimated Annual Usage: 200 bags - (Depending on Weather Conditions)
Preferred Manufacture: OPTIONAL
How Packaged: bag/box
Bid Price per case \$ _____
COMMENTS: (Print) _____

11. Facial Tissue. 2 ply
Estimated Annual Usage: 25 cases
Preferred Manufacture: OPTIONAL
Tissues per box: 100
How Packaged: 30 per case
Bid Price per case \$ _____
COMMENTS: (Print) _____

12. Individually Wrapped Sanitary Napkins (Maxi Pads)
Estimated Annual Usage: 125 cases
Preferred Manufacture: OPTIONAL
Pads per box: 1 each
How Packaged: _____
Bid Price per case \$ _____
COMMENTS: (Print) _____

13. Exam Gloves (Non-Latex, No Powder) S-M-L-XL S-5 cases L-20 cases
Estimated Annual Usage: M-5 cases XL- 40 cases
Preferred Manufacture: OPTIONAL Manufacturer Bid: Optional
How Packaged: _____
Gloves per box: 100
Boxes per case: 10
Bid Price per case \$ _____
COMMENTS: (Print) _____

14. Forks (plastic)
Estimated Annual Usage: 15 cases
Preferred Manufacture: OPTIONAL Manufacturer Bid: Optional
How Packaged: Bulk case
Forks per box: 1000 Boxes per case: 1
Bid Price per case \$ _____
COMMENTS: (Print) _____

15. Spoons (plastic)
Estimated Annual Usage: 15 cases
Preferred Manufacture: OPTIONAL Manufacturer Bid: Optional
How Packaged: Bulk
Spoons per box: 1000 Boxes per case: 1
Bid Price per case \$ _____
COMMENTS: (Print) _____

16. Polish Pads 20"
Estimated Annual Usage: 10 cases
Preferred Manufacture: Manufacturer Bid: Optional
How Packaged: _____
Pads per box: 5 Boxes per case: 1
Bid Price per case \$ _____
COMMENTS: (Print) _____

17. Buff or Burnish Pads 20" (tan)
Estimated Annual Usage: 10 cases
Preferred Manufacture: Manufacturer Bid: Optional
How Packaged: _____
Pads per box: 5
Boxes per case: 1
Bid Price per case \$ _____
COMMENTS: (Print) _____

18. Stripping Pads 20"
Estimated Annual Usage: 10 cases
Preferred Manufacture: OPTIONAL Manufacturer Bid: Optional
How Packaged: _____
Pads per box: 5 Boxes per case: 1
Bid Price per case \$ _____
COMMENTS: (Print) _____

19. Stripping Pads 16"
Estimated Annual Usage: 5 cases
Preferred Manufacture: _____
How Packaged: _____
Pads per box: 5 Manufacturer Bid: Optional
Bid Price per case \$ _____
COMMENTS: (Print) _____

20. Vacuum Cleaner Bags Style Y
Estimated Annual Usage: 20 cases
Preferred Manufacture: EUREKA
How Packaged: Bulk Manufacturer Bid: Eureka
Bags per packages: _____
Bid Price per case \$ _____
COMMENTS: (Print) _____

21. Vacuum Cleaner Bags Style AA
Estimated Annual Usage: 10 cases
Preferred Manufacture: EUREKA
How Packaged: Bulk Manufacturer Bid: Eureka
Bags per packages: _____
Bid Price per case \$ _____
COMMENTS: (Print) _____

22. Mop Heads 16 oz (cotton) Screw Down type, Sewn on top
Estimated Annual Usage: 40 cases – (6 in case)
Preferred Manufacture: OPTIONAL
How Packaged: Bulk Manufacturer Bid: Optional
Bid price per case \$ _____
Mop Heads per case: 6
COMMENTS: (Print) No wire and must be screw on type. _____

23. Bleach (Liquid) House Strength
Estimated Annual Usage: 120 cases
Preferred Manufacture: OPTIONAL
How Packaged: Case Manufacturer Bid: Optional
Bid Price per case \$ _____
Gallons per case: 4
COMMENTS: (Print) _____

24. Brooms (Corn, Heavy Weight)
Sewn, **Wooden Handle**
Estimated Annual Usage: 20 Doz.
Preferred Manufacture: OPTIONAL
How Packaged: _____
Bid Price per dozen \$ _____
COMMENTS: (Print) No wire of any kind on brooms. _____

25. Food Service Gloves (Embossed)
 Latex (Powder Free) Size Large
 Estimated Annual Usage: 30 cases.
 Preferred Manufacture: OPTIONAL
 How Packaged: Case Manufacturer Bid: Optional
Bid Price per case \$ _____
COMMENTS: (Print) _____

26. Food Service Caps (Bouffant)
 Estimated Annual Usage: 30 cases.
 Preferred Manufacture: OPTIONAL
 How Packaged: Case Manufacturer Bid: Optional
 Caps per case: 1000
Bid Price per case \$ _____
COMMENTS: (Print) _____

27. Aerosol Air Neutralizer
 Estimated Annual Usage: 30 Cases
 Preferred Manufacture: OPTIONAL
 How Packaged: _____ Manufacturer Bid: Optional
 Cans per case: 12
Bid Price per case \$ _____
COMMENTS: (Print) ZENEX NEUTRALIZER GROUP IV _____

28. No Rinse Floor Stripper
 Estimated Annual Usage: 50 Gallons
 Preferred Manufacture: _____ Manufacturer Bid: Optional
 How Packaged: 1 gallon pail Quantity per case: _____
Bid Price per case \$ _____
COMMENTS: (Print) _____

29. One Coat Floor Wax (High Solids)
 Estimated Annual Usage: 60 Gallons
 Preferred Manufacture: _____ Manufacturer Bid: Optional
 How Packaged: 1 gallon pail Quantity per case: _____
Bid Price per case \$ _____
COMMENTS: (Print) _____

30. Toilet Seat Covers
 Estimated Annual Usage: 10 cases
 Preferred Manufacture: OPTIONAL
 How Packaged: _____ Manufacturer Bid: Optional
 Sheets per box: 5000 Boxes per case: 20
Bid Price per case \$ _____
COMMENTS: (Print) _____

31. Sanitizer Concentrate for pit toilets (Parks)
5 gal. Buckets
Estimated Annual Usage: 75 Gallons
Preferred Manufacture: OPTIONAL
How Packaged: _____
Manufacturer Bid: _____
Bid Price per 5 gallon \$ _____
COMMENTS: (Print) _____

32. Deodorizer Concentrate for pit toilets (Parks)
5 gal. Buckets
Estimated Annual Usage: 75 Gallons
Preferred Manufacture: OPTIONAL
How Packaged: _____
Manufacturer Bid: _____
Bid Price per 5 gallon \$ _____
COMMENTS: (Print) _____

33. Spray Container with Nozzles (Plastic)
1 Quart Bottles
Estimated Annual Usage: 100 quart bottles
Preferred Manufacture: OPTIONAL
How Packaged: 12 per case
Manufacturer Bid: Optional
Bid Price per box \$ _____
COMMENTS: (Print) _____

34. Deck Brushes 10 inch with handles
Wood handle
Estimated Annual Usage: 20 cases
Preferred Manufacture: OPTIONAL
How Packaged: 12 per case
Manufacturer Bid: Optional
Gallons per case: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

35. Vacuum Cleaner Bags Style LS
Estimated Annual Usage: 2 cases
Preferred Manufacture: EUREKA
How Packaged: Bulk
Bags per packages: _____
Manufacturer Bid: Eureka
Packages per case: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

36. Disposal Bags for Sanitary Napkins
Estimated Annual Usage: 5 cases per year
Preferred Manufacture: _____
How Packed: 500 per case
Manufacturer Bid: _____
Bid Price per case \$ _____
COMMENTS: (Print) 90151120

37. Non-alcohol Foaming Hand Sanitizer,
Estimated Annual Usage: 50 cases
Preferred Manufacture: SYMMETRY
How Packaged: 6/bx – 1250ml case Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

38. White Roll Towels, 1000 ft
Estimated Annual Usage: 120 cases
Preferred Manufacture: KIMBERLY CLARK #01000 Manufacturer Bid: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

39. Antibacterial Hand Soap, 1000ml bags, 6 bags per case
Estimated Annual Usage: 60 cases
Preferred Manufacture: KUTOL Manufacturer Bid: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) 68941 _____

40. Clorox Bleach, liquid, 5gallons
Estimated Annual Usage: 30 -5 gallons
Preferred Manufacture: PROCTOR & GAMBLE Manufacturer Bid: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) PG 41676 _____

41. Downy Fabric Softener, liquid, 5 gallons
Estimated Annual Usage: 30 -5 gallons
Preferred Manufacture: PROCTOR & GAMBLE Manufacturer Bid: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) PG 41675 _____

42. Urinals Screen with Deodorizing Blocks
Estimated Annual Usage: 20 cases
Preferred Manufacture: _____ Manufacturer Bid: _____
How Packaged: _12 per case _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

43. Dawn Dishwashing Detergent 24 oz bottles
Estimated Annual Usage: 10 cases
Preferred Manufacture: _____ Manufacturer Bid: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

44. Large Aerosol Disinfectant Can Deodorizer Spray 15.5 oz
Estimated Annual Usage: 15 cases
Preferred Manufacture: _____ Manufacturer Bid: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

45. Lemon Pledge, 9.7 oz
Estimated Annual Usage: 30 cases
Preferred Manufacture: _____ Manufacturer Bid: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

46. Pinesole cleaner, 16 oz.
Estimated Annual Usage: 30 Cases
Preferred Manufacture: _____ Manufacturer Bid: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

47. Black trash bags, 60 gal
Estimated Annual Usage: 10 cases
Preferred Manufacture: _____ Manufacturer Bid: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

48. Quickie scrub brush with handle
Estimated Annual Usage: 8 cases
Preferred Manufacture: _____ Manufacturer Bid: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) #202, NO wire _____

49. Old English, 16 oz.
Estimated Annual Usage: 15 cases
Preferred Manufacture: _____
How Packaged: _____
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

50. Spray glass cleaner, 19 oz cans
Estimated Annual Usage: 20 cases
Preferred Manufacture: _____
How Packaged: _____
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

51. Lysol Toilet bowl cleaner, 24 oz.
Estimated Annual Usage: 8 cases
Preferred Manufacture: _____
How Packaged: _____
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

52. BIO Conquerer
Estimated Annual Usage: 20 cases
Preferred Manufacture: _____
How Packaged: _____ Gal _____
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

53. Screw on mop handles
Estimated Annual Usage: 10 cases
Preferred Manufacture: _____
How Packaged: _____ units of 12 _____
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) _____

54. Dishwashing Detergent
Estimated Annual Usage: 12 cases
Preferred Manufacture: _____
How Packaged: _____
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) low temperature _____

55. Dishwashing sanitizer
Estimated Annual Usage: 10 cases
Preferred Manufacture: _____
How Packaged: _____
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) low temperature _____

56. Dishwashing rinse
Estimated Annual Usage: 10 cases
Preferred Manufacture: _____
How Packaged: _____
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) low temperature _____

57. WW - Delimerhd
Estimated Annual Usage: 6 cases
Preferred Manufacture: _____
How Packaged: _____
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) low temperature _____

58. Spic n Span 3- n-1 multisurface, glass, disinfectant cleaner
Estimated Annual Usage: 50 cases
Preferred Manufacture: _____
How Packaged: _2 x 1 Gal_
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) PG32535 include wall dispenser _____

59. Comet cleaner with bleach
Estimated Annual Usage: 50 cases
Preferred Manufacture: _____
How Packaged: _2 x 1 Gal_
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) PG31641 include wall dispenser _____

60. Febreze odor eliminator
Estimated Annual Usage: 50 cases
Preferred Manufacture: _____
How Packaged: _2 x 1 Gal_
Manufacturer Bid: _____
Bid Price per box \$ _____
COMMENTS: (Print) PG38015 include wall dispenser _____

61. Mr. Clean Finished floor cleaner
Estimated Annual Usage: 50 cases
Preferred Manufacture: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) PG39949 include wall dispenser_____

62. Disenfectant Floor Cleaner
Estimated Annual Usage: 50 cases
Preferred Manufacture: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) #33. Include wall dispenser_____

63. Quicke Bowl Brush
Estimated Annual Usage: 510cases
Preferred Manufacture: _____
How Packaged: _____
Bid Price per box \$ _____
COMMENTS: (Print) #304 NO wire_____

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2013:

County of Jefferson, State of Missouri

Company Name

Signature

Kenneth B. Waller County Executive

Print

Company Address: _____

Phone: _____

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

County Auditor

APPROVED AS TO FORM

County Counselor