



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

BID #: [20-0016](#)

Invitation for Bid: [**ADMINISTRATION CENTER**](#)
[**EXECUTIVE SUITE REMODEL 2020**](#)

Date Issued: [2-18-2020](#)

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, [MARCH 17, 2020](#) AT 2:00 P.M. LOCAL TIME.

Specification
Contact:

MATT STINCHCOMB

Department of Public Works Division of Facility Services
636-797-5574
mstinchcomb@jeffcomo.org

Contract
Contact:

JACKIE TALARSKI

Department of Administrative Services
636-797-5380

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:
ONE YEAR CONTRACT
WITH A ONE YEAR
RENEWAL OPTION
UPON APPROVAL OF THE
COUNTY COUNCIL AND
COUNTY EXECUTIVE

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.

Vendor
Information:

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

- 1. 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)
- 2a. 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**
- 2b. A notarized affidavit, on company letterhead stating that the applicant does not own any real or personal property in Jefferson County, Missouri.**
- 3. A Notarized affidavit of work authorization and current business entity status with E-verification documentation. (pages 9 & 10)**
- 4. 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)**
- 5. Cooperative Bid Form (last page)**
- 6. All pages of the Invitation for Bid/Request for Proposal must be used when submitting your bid/proposal response along with initialing each page with the bid/proposal. Additional information may be included separately.**
- 7. Bid deposits/bonds must be in the exact amount as stipulated in the bid. (if required)**

***BIDS MAYBE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED AT DISCRETION OF THE COUNTY**

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 original (one original) and two (two copies) with all 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) 797-5380, 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. 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. 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. 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 statutes 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).

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2020:

Company Name

County of Jefferson, State of Missouri

Signature

Dennis J. Gannon 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

COOPERATIVE BID FORM

Bid Name: _____

INSTRUCTIONS: Bidders **MUST** fill out this form as part of the bidding process and attach to your bid response to Jefferson County, Missouri.

COOPERATIVE PROCUREMENT CONTRACT

This is a cooperating supply contract in accordance with Chapter 130, Section 130.020. K.3., of the Procurement Policy and Procedures, Jefferson County Code of Ordinances.

Will you extend bid prices, cash terms, and all other terms and conditions of any contract resulting from this bid with Jefferson County, Missouri, to any Jefferson County, Missouri, Municipality, government agency, district, sub-district or other tax-supported entity?

Yes **No**

Although agreeing to the extension of the terms of this contract to municipalities or other tax-supported entities, *is not a prerequisite for award*, Jefferson County, Missouri, may take this factor into consideration if tie bids are received, in addition to the normal Terms and Conditions of the Invitation for Bid, enclosed herewith as a part of this bid.

Bidders are encouraged to extend contract prices to Municipalities and any other tax-supported entities.

If agreeable to the above, state the **minimum** dollar value *per order* you will require from a Municipality or any other tax-supported entity (**this shall not apply to Jefferson County, Missouri Government, Departments or Divisions**):

MINIMUM DOLLAR VALUE PER ORDER: \$ _____

BY: _____

TITLE: _____

COMPANY: _____

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone _____ **E-mail** _____

THIS FORM WILL BECOME PART OF THE BID DOCUMENT PACKAGE SUBMITTED TO JEFFERSON COUNTY, MISSOURI

PROJECT BID PACKAGE

Administration Center
Executive Suite Remodel
Project No. PW20B007BLD



Jefferson County, Missouri
P.O. BOX 100
HILLSBORO, MO 63050

REQUEST FOR BID

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PROJECT LOCATION MAP

Administration Center, 729 Maple Street, Hillsboro, Missouri 63050



BID NOTICE

Sealed bids for the Administration Center Executive Suite Remodel Project No. PW20B007BLD, will be received at the Office of the County Clerk, Jefferson County Administration Center, 729 Maple Street, Hillsboro, Missouri 63050 until 2:00 o'clock P.M. (CDST) on the March 17, 2020, and at that time will be publicly opened and read. All bids shall be submitted in triplicate in an opaque sealed envelope, marked with the Project title, name and address of the Bidder, and accompanied by the other required documents. Bids submitted via fax or electronic will be rejected. Late Bids will not be accepted and will be returned to the sender, unopened.

The proposed work includes the construction of a new floor to ceiling glass store-front wall; with associated electrical improvements. The contractor will be responsible for providing the materials, labor and equipment necessary to complete the project in a timely manner in accordance with these Specifications and Contract Documents. The contractor shall be responsible for arranging delivery of materials to job sites. The bid shall also include disposal of all waste and demolition materials. Pre-bidding job site visits can be scheduled by contacting Matt Stinchcomb at (636)797-5574.

Work shall be in accordance with the Specifications, and Contract Documents. Where not specifically covered by these Specifications or Contract Documents, the Contractor shall adhere to the Latest Edition of the, Jefferson County Building Code or City of Hillsboro, Missouri Building Code requirements, whichever governs.

Specifications for this work will be available, at no cost, as a downloadable file from the Jefferson County website (<http://www.jeffcomo.org>), beginning February 14, 2020. The bidder will be responsible to check the County's website for addendum(s) regarding this project prior to bid opening.

Jefferson County, Missouri hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, businesses owned and controlled by socially and economically disadvantaged individuals will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in consideration for an award.

All bids shall be made on the forms provided. The Jefferson County, Missouri hereby reserves the right to reject any or all bids, to waive any informality in the bids received and to accept the bid that in its judgment will be for the best interest of Jefferson County, Missouri.

END BID NOTICE

PLAN HOLDER CONTACT INFORMATION

All potential bidders should complete this form and submit it to the Jefferson County email address listed below in order to provide contact information as required. All other plan holders may submit this form at their own option. Addendums will be posted on the county website. In the event of disruption of website services, all such information will be communicated to all registered plan holders.

Project: Administration Center Executive Suite Remodel

Project Number: PW20B007BLD

Bid Opening Date: March 17, 2020

Company Name: _____

Company Address: _____

Contract Name: _____

Contact Phone: _____

Contact Email: _____

Email Completed Form To: **pwprojects@jeffcomo.org**

INSTRUCTIONS TO BIDDERS AND NOTICE TO CONTRACTORS

(1) PROPOSED WORK: The proposed work includes the construction of a new floor to ceiling glass store-front wall; with associated electrical improvements. The contractor will be responsible for providing the materials, labor and equipment necessary to complete the project in a timely manner in accordance with these Specifications and the Project Manual. The contractor shall be responsible for arranging delivery of materials to job sites. The bid shall also include disposal of all waste and demolition materials.

(2) PLANS AND SPECIFICATIONS: Plan drawings and specifications for this project are available through the Jefferson County, Missouri Government website (Jeffcomo.org) under the “Invitation for Bids/Request for Proposals” tab in the “Services” box in the upper portion of the homepage. It is the bidder’s responsibility to obtain these documents from the provided source, including copies for use in construction. Paper copies of any documents will require advance notice and are subject to administrative fees for labor and material costs. Plans, specifications, and any other contract documents are made available only for the purposes of obtaining bids, and as a resource to the awarded contractor. These documents do not confer a license or grant for any other use.

(3) CONTRACT DOCUMENTS AND SITE CONDITIONS: Before submitting a Bid, each Bidder must; (a) examine the Contract Documents thoroughly, (b) visit the site to familiarize themselves with local conditions that may in any manner affect cost, progress or performance of the Work, (c) familiarize themselves with federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance of the Work; and (d) study and carefully correlate Bidder's observations with the Contract Documents. Each bidder will, at their own expense, make such investigations and tests as the bidder may deem necessary to determine their Bid for the performance of the Work in accordance with the time, price and other terms and conditions of the Contract Documents. On request, the County will provide each bidder access to the site to conduct such investigations and tests, as each bidder deems necessary for submission of his Bid. The property upon which the Work is to be performed is identified in the project specifications or plan drawings.

(4) COMPLIANCE WITH CONTRACT PROVISIONS: The bidder, having examined and being familiar with the local conditions affecting the work, and with the contract, contract documents and the request for bid, including any and all appendices, special provisions, general provisions and plans, hereby proposes to furnish all labor, materials, equipment, services, etc., required for the performance and completion of the work. By submitting this bid, the contractor acknowledges that all specifications, including those that are referenced in the bid documents, shall be specifications of the contract. It shall be conclusively presumed that they are in the bidder's possession, and they have been reviewed and used by the bidder in the preparation of any bid submitted on this project. All questions about the meaning or intent of the Contract Documents shall be submitted to the County Engineer. Replies will be issued by Addenda, mailed, or electronically delivered to all parties recorded by the County Engineer as having received the Bidding Documents. Oral and other interpretations or clarifications will be without legal effect. The bidder should have completed and submitted the Plan Holder's Contact form to be recorded as having received the Bidding Documents.

(5) SUBCONTRACTORS: No subcontract may be awarded by the prime contractor under this contract to anyone without approval of the County. In order for such approval to be obtained the Contractor shall submit a request to subcontract. This is not required for bid submittal. The proposed subcontractor must also submit, through the Contractor, the following documents in an acceptable form:

- a. Copy of any subcontracts, if requested
- b. Certification by proposed subcontractor regarding equal employment opportunity;
- c. Certification by proposed subcontractor concerning labor standards;
- d. Any such other documents and evidence as the County may reasonably request to show that the subcontractor has fully complied with any reporting requirements to which it is or was subject.
- e. Affidavit of Federal Employment Authorization to be completed and turned in by proposed subcontractors.
- f. Subcontractor shall have a certificate of insurance with the same limits as the prime contractor listing Jefferson County, Missouri as Additional Insured and as a certified holder. The endorsement is also required.

(6) SALES AND USE TAX EXEMPTION: Jefferson County, Missouri, a tax-exempt entity, will furnish a Missouri Project Exemption Certificate as described in Section 144.062 RSMo to the awarded contractor who in turn may use the certificate to purchase materials for a specific project performed for the tax-exempt entity. Only the materials and supplies incorporated or consumed during the construction of the project are exempt. The certificate will be issued to the contractor for a specific project for a defined period of time.

(7) PERIOD OF PERFORMANCE: If the bid is accepted, the bidder agrees that work shall be diligently prosecuted at such rate and in such manner as, in the judgment of the engineer, is necessary for the completion of the work within the time specified as follows:

Calendar Days: 30 from date of Notice to Proceed letter

(8) LIQUIDATED DAMAGES: The bidder agrees that, should the bidder fail to complete the work in the time specified or such additional time as may be allowed by the engineer under the contract, the amount of liquidated damages to be recovered shall be as follows:

Liquidated damages per day: \$ 250

(9) ANTIDISCRIMINATION: The Contracting Authority hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, businesses owned and controlled by socially and economically disadvantaged individuals will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in consideration for an award.

(12) WORKER ELIGIBILITY REQUIREMENTS: Execution of the construction contract for this project is dependent upon the awarded bidder providing an Affidavit of Compliance AND E-Verify Memorandum-of-Understanding (MOU) between the bidder and Department of Homeland Security to the Contracting Authority as required by section 285.530 RSMo. **The cover page and signature page of the E-Verify MOU and the Affidavit must be submitted with the bid.**

A sample Affidavit of Compliance can be found at the Missouri Attorney General's website at the following link:

http://ago.mo.gov/forms/Affidavit_of_Compliance.pdf

All bidders must also be enrolled in the E-Verify Program and include their MOU prior to contract execution. Bidders who are not enrolled will need to go to the following website link and select "Enroll in the Program" to get started. After completing the program, they will receive their E-Verify MOU with Department of Homeland Security. This document will need to be printed out and kept on file so that a copy can be attached to the Affidavit of Compliance.

http://www.dhs.gov/files/programs/gc_1185221678150.shtm

This requirement also applies to subcontractors and contract labor, but this contract only requires submittal of the verification documents for the prime contractor. It is the prime contractor's responsibility to verify the worker eligibility of their subcontractors in order to protect their own company from liability as required by Section 285.530 RSMo.

(14) ADDENDUM ACKNOWLEDGEMENT: The bidder agrees that all addenda (if applicable) have been received, acknowledged and incorporated into their bid, prior to submittal. For paper bids, staple addenda to the bid in the appropriate part of the bid.

(15) AWARD OF CONTRACT: This project will be awarded to the lowest, responsive, responsible bidder. Per Section 130.060; Part A(3) of the Jefferson County Code of Ordinances, the County Council reserves the right to give preference and award the contract to a contractor based within Jefferson County when the difference in the delivered price is negligible. The Public Works Department define the term 'negligible' in this section of the Code of Ordinance to mean less than a one-percent (1%) difference in the total bidding price. The County may consider the qualifications and experience of Subcontractors and other persons and organizations (including those who are to furnish the principal items of material or equipment) proposed for those portions of the work as to which the identity of Subcontractors and other persons and organizations must be submitted as provided. Operating costs, maintenance considerations, performance data and guarantees of materials and equipment may also be considered by the County. The County may conduct such investigations as they deem necessary to assist in the evaluation of whether any Bid is responsive in accordance with the Contract Documents to the County's satisfaction within the prescribed time. If the contract is to be awarded, the County will give the successful Bidder a Notice of Award within four-five days after the date of the Bid opening.

GENERAL PROVISIONS

(1) DEFINITIONS: The following terms as used in these Contract Documents are respectively defined as follows:

- a) “Owner” – A person, firm, corporation, municipality or Government agency, by which the Contract will be awarded. Wherever the Owner is specified, it shall also be construed to mean Jefferson County, Missouri.
- b) “County” – Jefferson County, Missouri
- c) “Engineer” – County Engineer, Director of Public Works, or any appointed designee.
- d) “Architect” – The architectural firm responsible for the preparation of construction plan drawings and specifications and/or contracted to assist the County with construction phase services.
- e) “Contractor” - The person, firm, or corporation to whom the contract is awarded.
- f) “Subcontractor” - A person, firm, or corporation, performing any part of the Contractor’s obligations hereunder at the site of work excluding, however, the furnishing of standard materials, such as cement, lumber, and other materials not worked to a special design under the plans and specifications for the work.
- g) “Contract Documents” - The agreement subscribed by the parties, the Invitation to Bidders, Information for Bidders, the Proposal, the Plan Drawings and Specifications, and the Project Manual.
- h) “Work” - The furnishing of all labor, materials, equipment and other incidentals necessary or convenient to the successful completion and carrying out of all duties and obligations of the Contractor under the Contract Documents.
- i) “Days” - Except where otherwise specifically provided in the Contract Documents, calendar days including Sundays and Holidays.

(2) NOTICE: Unless otherwise specified herein, any notice required under the Contract Documents shall be deemed given if deposited in the United States mail, first class postage prepaid. Notice may also be given by hand delivery to the authorized representative of the Owner.

(3) INTENT OF THE CONTRACT DOCUMENTS: The intention of the Contract Documents is to include in the contract price the cost of all labor, materials, water, fuel, tools, plant, equipment, light, transportation, professional services support and all other expense as may be necessary for the proper execution of the work. In interpreting the Contract Documents, words describing materials of work which have a well-known technical or trade meaning, unless otherwise specifically defined in the Contract Documents, shall be construed in accordance with such well-known meaning recognized by architects, engineers, and the trade.

The work shall be executed in strict conformity with the plans and specifications. The Contract Documents are complementary and what is called for by any one shall be as binding as if called

for by all. Anything stated in the specifications and not shown in the drawings, or shown in the drawings and not stated in the specifications, shall be of like effect as if shown or stated in both.

(4) PLANS / PROJECT SPECIFICATIONS: Unless otherwise provided in the Contract Documents; the Plans, Project Manual and subsequent addendums are available; free of charge, as a downloadable file from the Jefferson County website. The Contractor will be responsible for reproducing the plans necessary to carry out all the work.

In the case of discrepancy in the plans, the matter shall be immediately submitted to the Architect or Owner without whose decision said discrepancy shall not be adjusted by the Contractor, save only at his own risk and expense.

(5) SUPERVISION AND PERSONNEL: The Contractor shall have at the work site at all times a job supervisor. That individual shall be capable of reading and understanding the project plans and specifications, have authority to order materials and equipment and have authority to execute work as directed by the Owner. The Contractor shall provide the name and phone numbers of the person appointed as job supervisor prior to issuance of notice to proceed.

All workers shall have sufficient skill and experience to properly perform the work assigned to them. The owner may demand the dismissal of any person employed by the contractor in, about or upon the work who engages in misconduct, is incompetent or negligent in the due and proper performance of assigned duties, or who neglects or refuses to comply with any proper directions given. Such person shall not again be employed thereon without the written consent of the owner. Should the Contractor continue to employ or re-employ any such person, the Owner may suspend the work until the contractor complies with such orders.

(6) COMPLIANCE WITH LAWS: The Contractor shall comply with all laws, ordinances, rules and regulations bearing in the conduct of the work and shall obtain, at his expense, all permits and licenses necessary for the prosecution of the work. Unless provided for in the contract, or granted a waiver, permits required from other departments of the county shall be obtained by the contractor.

The Contractor shall be responsible for the payment of all Federal, State, municipal or local taxes, including but not limited to sales and use taxes, applicable to the performance of the contract, and shall indemnify and hold harmless the Owner, from the consequences of his failure to pay such taxes. **Before award, the lowest bidder shall prove that delinquent property taxes are not owed to Jefferson County, MO, by submitting receipt of payment for last 3 years, or a notarized affidavit, on company letterhead, stating that the bidder does not own any real estate or personal property in Jefferson County.** Past receipts can be obtained from <http://jeffersonmo.devnetwedge.com>. The engineer may require proof that any or all tax liabilities of the contractor are not in a state of delinquency.

A sales tax exemption for construction materials is allowed by RSMo Section 144.062 RSMo, which applies to contractors for the County. If applicable to this contract, Jefferson County will issue an exemption certificate to the contractors, subcontractors, and suppliers for the purchase of materials used in construction.

(7) USE OF JOB SITE: The Contractor shall confine his equipment, apparatus, the storage of materials and operations of his workmen to limits indicated by law, ordinance, permits, easements or plans and shall not encumber the premises with his materials. The Contractor

shall not load or permit any part of any structure to be loaded to the extent that its safety may be endangered.

(8) SANITARY PROVISIONS: The Contractor shall provide and maintain a neat, sanitary job site, and accommodations for the use of his employees as may be necessary to comply with the sanitary requirements of laws or ordinances.

(9) SURVEYS: The Contractor shall provide all surveys necessary to the performance of his work. All work shall be done to the lines, grades, and elevations shown on the plans. Any improperly located items, horizontally or vertically, may be subject to removal and replacement at the Contractor's expense. The Owner or Architect may, in his sole discretion, check from time to time the reference marks, lines, grades, and measurements established by the Contractor but his exercise or failure to exercise such right shall not relieve the Contractor of his obligation as stated herein.

(10) UTILITIES AND OTHER OBSTRUCTIONS: It shall be the sole responsibility of the Contractor in the performance of the contract to locate and avoid all utilities, other structures, and obstructions whether located below or above the surface of the ground. For that purpose, he shall employ all necessary precautions and methods to prevent damage to utilities, other structures, and obstructions. In the event such damage does occur, the Contractor shall be solely liable therefore and he shall notify the affected utility and Owner immediately, make or have made all necessary repairs and bear the expense thereof and all damage caused thereby. If the Contractor finds he cannot safely work at a location designated in the plans and specifications, either because of utilities, other structures or obstructions that may be damaged, he shall notify the Owner immediately.

Certain information relating to piping and underground utilities and structures, such as gas mains, water mains, and electric duct lines, has been gathered by the Architect for its purposes and has been shown on the plans for the convenience of the Contractor and for such use as he may, at his own risk, desire to make of it. Any interpretations or conclusions drawn by the Contractor from such data on the plans shall be his own and the Owner and the Architect makes no representations or guaranty concerning the accuracy or completeness of such data.

(11) STRUCTURES ENCOUNTERED AND PROTECTION OF LIFE AND PROPERTY: The Contractor shall, at his own expense, support and protect all buildings, bridges, conduits, wires, water pipes, sewers, pavements, curbing, sidewalks, equipment and fixtures of all kinds and all other public or private property that may be encountered or endangered in the execution of the work herein contemplated. They shall replace, repair or to otherwise make good any damage caused to any such property to the satisfaction of the Owner thereof. In the event the Contractor does not perform his obligations under this provision, the Owner reserves the right, at its election, to make good any damage to public or private property caused by the work of the Contractor and the cost thereof shall be borne by the Contractor. In the event the Contractor refuses or fails to pay bills therefore upon presentation, the Owner may pursue any remedies available to it or may deduct the amount thereof from any money that may be due to the Contractor hereunder from time to time.

(12) PROTECTION OF WORK: The contractor assumes all risk of damage to or destruction of the work covered by this contract until the work is completed and accepted by the Owner and shall repair or replace at his expense any work damaged or destroyed prior to such

completion and acceptance regardless of cause.

(13) **ACCIDENT PREVENTION:** Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws and building and construction codes shall be observed. All persons on the site shall have completed, and have the ability to present proof of, a minimum of 10- hour OSHA construction safety training, or another comparable program.

(14) **OTHER CONTRACTS:** The Owner may award other contracts for additional work, and the Contractor shall fully cooperate with such other contractors, and carefully schedule and fit his own work to that work provided under the other contract. The Contractor shall not commit or permit any act, which will interfere with the performance of work by any other contractor. It shall be at the sole discretion, and not to be assumed as a guarantee to the contractor, for the engineer to determine if conflicting, overlapping, or neighboring activities, was the sole cause of an unintended delay in the contractor's work schedule.

(15) **CUTTING AND PATCHING:** The Contractor shall do all cutting, fitting, or patching of his work that may be required to make its several parts connect with the work of other contractors shown upon, or reasonably implied by the plans and specifications. The Contractor shall not endanger any work by cutting, digging, or otherwise, and shall not cut or alter the work of any other contractor.

(16) **CLEANING UP:** The Contractor shall at all times keep the premises free from accumulation of waste material of rubbish and at the completion of the work shall remove from and about the site all his rubbish, tools, equipment, scaffolding and surplus materials and shall leave his work clean and ready for use.

(17) **SURVEILLANCE AND INSPECTION:** The Contractor shall provide safe, sufficient and proper facilities at all times for the surveillance of work by the Architect, the Owner, or any other governmental agency that has the right of entry. The Contractor shall, within 24 hours after receiving written notice from the Owner, proceed to remove all materials rejected by the Owner, whether worked or unworked, and take down all portions of the work, which shall be considered as unsound or improper, or in any way failing to conform to the plans and specifications.

Should it be considered necessary or advisable by the Owner at any time before acceptance of the entire work to make an examination of work already completed by removing or tearing out same, the Contractor shall, on written request, promptly furnish all necessary facilities, labor, and material for that purpose. If such work is found to be defective or nonconforming in any material respect, due to the fault of the Contractor or his subcontractors, he shall defray all the expenses of such examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the contract, an equitable adjustment shall be made in the contract price to compensate the Contractor for the additional services involved in such examination and reconstruction and, if completion of the work has been delayed thereby, he shall, in addition, be granted a suitable extension of time.

Unless otherwise provided in this contract, acceptance by the Owner will be made as promptly as practicable after completion of all work required by this contract. Acceptance shall be final and conclusive except as regards latent defects, fraud, or gross mistakes as

may amount to fraud, or as regards the Owner's rights under any warranty or guarantee. Acceptance by the Owner may be contingent upon the acceptance by other governmental bodies.

(18) MATERIALS AND WORKMANSHIP: Unless otherwise stipulated in the specifications, all workmanship, equipment, materials and articles incorporated in the work covered by this contract are to be new and of the best grade of their respective kinds for the purpose. When required by the plans and specifications, the Contractor shall furnish the Owner or Architect, for approval, certified copies of test results made of the materials or articles, which he contemplates incorporating in the work. Shop Drawings and/or samples of materials shall be submitted for approval when so directed. Machinery, equipment, materials and articles installed or used without such approval shall be at the risk of subsequent rejection. If not otherwise provided, material or work called for in this contract shall be furnished and performed in accordance with established practice and standards recognized by engineers and state transportation officials.

(19) COOPERATION WITH UTILITIES: All utility facilities and appurtenances, within the project limits, shall be located, or relocated, by the utility owner, unless otherwise specified. Locations of these utilities will be provided by the utility owners, or their provided third party, and may not be exact, particularly with regard to underground installations. The contractor shall use the Missouri One-Call System to satisfy this requirement.

The contractor shall lead the efforts to coordinate with utility owners and the engineer in the location and relocation of utility facilities, to minimize effects of the contractor's work, interruption to utility service, or duplication of work by the utility owners. Facilities or appurtenances that are to remain in place during construction shall be accounted for, and protected by the contractor's work procedures.

In the event, utility services are interrupted, and as a result of damage within the project limits, the contractor shall notify the appropriate utility authorities immediately, and cooperate with the utility owners until service has been restored. Work shall not begin around fire hydrants until provisions for continued service have been made and approved by the local fire authority. When the failure of the owners of utility facilities to cooperate and coordinate their work with that of the contractor results in actual delay to the contractor in the overall completion of the contractor's work, such delay will be considered in the count of working days or date specified for completion as contractor's sole compensation from the County, provided the contractor notified the engineer in writing of the delay at the time the delay occurred.

The contractor shall use every precaution to prevent damage to all public and private utilities. Repairs to damaged utilities caused by negligent or wrongful acts or omissions on the part of the contractor shall be corrected at the contractor's expense. Damaged facilities shall be restored to a condition similar or equal to that existing before the damage occurred. The utility will designate who shall repair the damaged facility and the contractor shall not make repairs without utility approval.

Should there be located, within the right of way any public or private utility, facilities that are to remain in place, and which will interfere with the contractor's proposed methods of operation, the contractor, in cooperation with the engineer, shall make all necessary arrangements with the owner for any temporary or permanent removal or relocation of such

facilities desired for the contractor's convenience. Any cost involved shall be at the contractor's expense.

If utility facilities or appurtenances are found that are not noted in the contract, the Engineer shall be notified in writing as soon as possible of the conflict and will determine whether relocation of the utility is necessary to accommodate construction. If relocation is necessary, the contractor will make the necessary arrangements with the utility owner. Compensation for the relocation of utilities will be worked out between the County and the utility owner prior to the relocation of any utility. No compensation will be provided to the contractor for coordinating the location and/or relocation of utilities.

(20) “OR EQUAL CLAUSE”: Whenever, in these specifications or in any of the Contract Documents, any article, appliance, device or material is designated by a manufacturer's or vendor's or proprietary or trade name and such words are not followed by the condition “or equal”, it shall be deemed that the words “or equal” do follow such designation unless the text clearly requires a contrary interpretation. Any article or material equaling the standards fixed may be used in place of that specifically mentioned by the specifications, provided that the material proposed is first submitted to and approved by the Owner or Architect. If by reason of the unavailability of material or equipment, a substitute item of material or equipment is approved by the Owner or Architect, the Owner shall receive the benefit of any economy resulting from the substitution.

(21) SUBLETTING OR ASSIGNING THE CONTRACT: The bidder is specifically advised that any person, firm, or another party, to whom it is proposed to award a subcontract under this contract, must be acceptable to the County. Second tier subcontracting will not be permitted on this project. It will be the responsibility of the Contractor to ensure that his subcontractors do not, in turn, subcontract any portion of the work. The Contractor shall furnish to the County a signed copy of all subcontracts at or before the pre-construction meeting. This applies to Federal and local projects.

(22) WARRANTIES AND GUARANTEES: Clauses that require the contractor to guarantee materials and workmanship and otherwise maintain the work for a specified period after satisfactory completion and final acceptance will not be approved. This is not even permissible as a non-participating bid item.

Routine warranties or guarantees provided by a manufacturer are valid. Contractors' warranties or guarantees providing for satisfactory in-service operation of mechanical and electrical equipment and relates components for a period not to exceed six (6) months following project acceptance are permissible

(23) SCHEDULE AND PROGRESS REPORTS: The Contractor shall, as stated and required in the Contract Documents, submit to the Owner a project work schedule, covering all major operations in the work, for the County's review and approval. At the request of the Owner, the diagram shall be updated for relevancy to actual progress.

(24) TIME OF COMPLETION AND LIQUIDATED DAMAGES: The parties recognize that time is of the essence of this contract and, after the Contractor receives a notice to proceed from the Owner, the work to be performed hereunder shall be commenced and shall be completed within the respective number of calendar days specified in the Contract Documents.

If the Contractor fails to complete the work within the time specified, or any extension thereof granted hereunder, the Contractor should pay the Owner the sum specified in the Contract Documents for each day the Contractor is in default. It is agreed that said daily sum is to be paid, not as a penalty, but as compensation to the Owner as liquidated damages for a loss which the Owner will suffer because of such default through increased administrative and engineering costs and other tangible and intangible costs. Such damages may be at the Owner's option, be deducted from any monies held by it which are payable to the Contractor.

The completion of the work included under this Contract is defined for purposes of determining liquidated damages, as that time when all of the structures and appurtenances have been completed and tested and are, in the opinion of the Owner, ready for continuous permanent use and occupancy for the purposes intended, which includes all grading, cleaning up, or other minor work which is required to provide a completed project in accordance with the plans and specifications. At the Owner's discretion, unreasonable response time in the preparation and submittal of any required paperwork may also justify charging of working days or liquidated damages compensation. The date that liquidated damages are no longer applicable shall be the date of final acceptance from the Owner to the Contractor.

(25) PAYMENTS: The Contractor, shall receive as full compensation for all accepted work hereunder, a sum equal to the value of the work done based on his proposal, attached hereto and made a part of this contract.

Payment shall be made to the contractor once per month, upon agreement and approval of the contractor submitted pay request. By the 15th calendar day of each month, the Contractor shall submit to the Owner, a pay estimate, in AIA standard format, showing the dollar amount requested for each line item represented in the contract. The engineer may request additional, or alternate invoicing requirements, depending on the structure of the original bid. The final payment shall be paid to the Contractor, subject to final acceptance of construction and approval of the final change order, within 30 days after completion and acceptance of the entire work herein be contracted for, and upon receipt by the County, and approval of, all final documentation. Final documentation shall include, but not be limited to:

- a. Contractor's certification regarding the settlement of claims;
- b. Contractor's Final Pay Estimate;
- \
- c. Letter from contractor stating the total amount paid (final contract amount) for completion of the project;
- d. Contractor's Final Lien Waiver and Final Lien Waivers from all subcontractors. The Engineer may request proof of payment to material suppliers, and which point, the contractor shall provide this information;
- e. Certifications for materials, where required per Contract Documents;

(26) PAYMENTS NO EVIDENCE OF PERFORMANCE: No certificate for payment made under this contract except the final certificate of final payment, shall be evidence of the performance of this contract, either wholly or in part. No Payment shall be construed to be an acceptance of defective work or improper materials.

BID FORM

TO: JEFFERSON COUNTY, MISSOURI
 BID FOR: ADMINISTRATION CENTER EXECUTIVE SUITE REMODEL
 PROJECT NO. PW20B007BLD

1. The undersigned BIDDER proposes and agrees, if this BID is accepted, to enter into an Agreement with the County in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all terms and conditions of the Instructions to Bidders, Notice to Contractors and Project Manual specifications. This Bid will remain open for sixty (60) days after the day of Bid opening. BIDDER will sign the Agreement and submit all documents required within fifteen (15) days after the COUNTY'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - (a) BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary; and
 - (b) This Bid is genuine and 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 rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the County.
4. Bidder will complete project for the following lump sum bid amounts. It is understood that these amounts represent all work that is necessary to execute all requirements of the Contract Documents.

ADMINISTRATION CENTER EXECUTIVE SUITE REMODEL – PW20B007BLD

Total Lump Sum Bid Cost \$ _____

5. BIDDER agrees that the work will be completed within the working days assigned or the CONTRACTOR shall pay the COUNTY, not as a penalty but as liquidated damages, a sum equal to Two Hundred Fifty Dollars (\$250.00) for each working or calendar day (excluding Saturdays, Sundays and Legal Holidays) elapsing between the expiration of such time limit plus such extensions as may be necessary to cover contingencies beyond the CONTRACTOR'S control and the date of the full completion.

The County reserves the right to negotiate additional terms for the time of completion with the successful bidder.

6. Communications concerning this Bid shall be addressed to the following:

Address: _____

7. The terms used in this Bid which are defined in the Project Manual of the Construction Contract included as part of the Contract Documents have the meanings assigned to them in the Project Manual.

8. BIDDER has examined copies of all the Contract Documents and of the following addenda:

Date: Number:

(receipts of all of which is hereby acknowledged) and also copies of the Bid Notice and the Instructions to Bidders:

9. Signatures:

SUBMITTED on _____, 20_____

By _____
(Corporation Name)

(State of incorporation)

By _____
(Name of person authorized to sign) (Signature and typed)

(Title)

(Corporate Seal)

Attest _____
(Secretary) (Signature and typed)

Business Address: _____

Phone No.: _____

AGREEMENT FORM

THIS AGREEMENT is dated as of _____, in the year 2020 by and between JEFFERSON COUNTY, MISSOURI (hereinafter called OWNER OR COUNTY) and _____ (hereinafter called CONTRACTOR).

OWNER and CONTRACTOR, in consideration of the mutual covenants herein after set forth and in the amount of _____, agree as follows:

ARTICLE 1. WORK

CONTRACTOR shall complete all work as specified or indicated in the Contract Documents for the **Administration Center Executive Suite Remodel**. The work is generally described as follows:

The proposed work includes the construction of a new floor to ceiling glass store-front wall; with associated electrical improvements. The contractor will be responsible for providing the materials, labor and equipment necessary to complete the project in a timely manner in accordance with the Specifications and other Contract Documents. The contractor shall be responsible for arranging delivery of materials to job sites. The bid shall also include disposal of all waste and demolition materials.

ARTICLE 2. ENGINEER

The County has designated the Director of Public Works, who is hereinafter called ENGINEER and who has the authority assigned to OWNER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME

3.1 The County will issue a notice to proceed for purchasing materials to the CONTRACTOR 20 days before the notice to proceed with the work on site. The Contractor shall register their company as well as subcontractors with the City of Hillsboro, Missouri if required by the City's permitting process. The Contractor will be responsible for any building construction permits required by the City of Hillsboro, Missouri. The Contractor will begin work on site and will continuously prosecute the work to the completion of the project. Allowance will be made for weather conditions and other occurrences beyond the control of the CONTRACTOR. **All work on the building site shall be substantially completed in 30 calendar days from the date identified on the Notice to Proceed letter issued by the County.**

If the CONTRACTOR is unable to begin work as required, the ENGINEER shall be notified in writing. Unless the ENGINEER gives written approval for a delay in beginning the work, calendar days will begin to be counted for liquidated damages. The count will continue until the CONTRACTOR begins full operation. The count will resume when work is suspended, or full operation is not maintained.

3.2 Liquidated Damages. The Contractor agrees that should he fail to complete work in the time specified or such additional time as may be allowed by the Owner under this contract, the Contractor shall pay the County, not as a penalty but as **liquidated damages**, a sum equal to **Two Hundred Fifty (\$250.00)** for each working day (excluding Saturdays, Sundays and Legal Holidays) elapsing between the expiration of such time limit plus such extensions as may be necessary to cover contingencies beyond the CONTRACTOR'S control and the date of the full completion.

ARTICLE 4. CONTRACT PRICE

4.1 Owner shall pay Contractor for performance of the work in accordance with the contract documents in current funds.

ADMINISTRATION CENTER EXECUTIVE SUITE REMODEL – PW20B007BLD

Total Lump Sum Bid Cost **\$**_____

4.2 All costs associated with contractor licensing to the City of Hillsboro, Missouri need to be included in the cost estimates above.

5.0 Contractor shall submit applications for payment no more than once monthly. The Engineer will process applications for payment. The Contractor shall utilize the Application and Certification for Payment, AIA Document G702, or comparable document for all Applications of Payment.

5.1 Progress Payment. Owner will make progress payments per the Contract Bid Price on the basis of the Contractor's Application of Payment as recommended by the Engineer, on or about the First day of each month during the construction as provided below. All progress payments will be on the basis of the Work measured on the job site according to unit of measurement as shown within the job special provisions or Missouri Standard Specifications.

5.1.1 The Owner will require withholding a ten percent (10%) retainage. Release of retained percentage shall be upon the mutually agreed completion of the project.

5.1.2 When the Contractor receives any payment from the Owner, the Contractor shall make prompt payment to subcontractors and suppliers.

5.2 Final Payment. Upon final completion and acceptance of the Work in accordance with specifications detailed, the Owner shall pay the remainder of the Contract Price as recommended by the ENGINEER.

ARTICLE 6. CONTRACTOR'S REPRESENTATIONS

In order to induce the County to enter into this Agreement CONTRACTOR makes the following representations:

6.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents,

Work, locality, and with all local conditions and federal laws, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Work.

6.2 CONTRACTOR has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site of otherwise affecting cost, progress or performance of the Work which were relied upon by the ENGINEER in the preparation of the Drawings and Specifications. When the information is available it will either be included in the bid documents or made available at the Jefferson County Public Works Department for the Contractor's review.

6.3 CONTRACTOR has made or caused to be made examinations, investigations and tests and studies of such reports and related data in addition to those referred to in Article 9 as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract documents; and no additional examinations, investigations, tests, reports or similar data will be required by CONTRACTOR for such purposes.

6.4 CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.

6.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

ARTICLE 7. CONTRACT DOCUMENTS

The Contract Documents which comprise the entire agreement between OWNER and CONTRACTOR are attached to this Agreement, made a part hereof and consists of the following:

- 7.1 This Agreement
- 7.2 Exhibits to this Agreement (if any)
- 7.3 Notice of Award
- 7.4 Specifications for Administration Center Executive Suite Remodel Project No. PW20B007BLD and consisting of all pages as listed in the table of contents thereof.
- 7.5 Addenda numbers ____ to ____, inclusive.
- 7.6 CONTRACTOR'S Bid and all attachments
- 7.7 Documentation submitted by CONTRACTOR prior to Notice of Award
- 7.8 Any Modification, including Change Orders, duly delivered after execution of agreement.

There are no Contract Documents other than those listed above in this Article 7. The Contract Documents may only be altered, amended or repealed by a Modification (as defined in Article 25 of the General Conditions).

ARTICLE 8. MISCELLANEOUS

8.1 Terms used in this Agreement which are defined in the Project Manual shall have the meanings indicated in the Project Manual.

8.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

8.3 The County and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

ARTICLE 9. OTHER PROVISIONS

9.1 Access to records. In connection with this Contract the County shall have access to any books, documents, papers, and records of the CONTRACTOR, which are directly pertinent to this project for the purpose of making an audit, examination, excerpts, and transcriptions.

9.2 Applicable Laws and Regulations. The CONTRACTOR expressly agrees to comply with all applicable rules and regulations as set forth in the Contract Documents or as may be required by law, and further agrees to submit all certifications, notices, and affirmative action plans as may now or hereafter be required, and to place such conditions and provisions in any and all subcontracts as may be required.

9.3 Conflict of Interest. The CONTRACTOR covenants that he or she presently has not interest of any kind and shall not acquire any type of interest, direct or indirect, in the program or any property therein, which would conflict in any manner or degree with the performance of his or her services and obligation hereunder. The CONTRACTOR further covenants that in the performance of this contract, no person known to have any conflicting interest shall be knowingly employed in the performance of this Contract.

ARTICLE 10. VENUE

10.1 It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the Circuit Court of Jefferson County, Missouri.

IN WITNESS WHEREOF, the parties hereto have signed this agreement in quadruplicate. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR or by ENGINEER on their behalf.

FOR: JEFFERSON COUNTY, MISSOURI

BY: _____ Date: _____
COUNTY EXECUTIVE

ATTEST: _____ DEPUTY CLERK
COUNTY CLERK

FOR: _____

BY: _____ Date: _____
CONTRACTOR

ATTEST: _____

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

Jefferson County Missouri EXECUTIVE SUITE REMODEL

729 Maple Street
Hillsboro, Missouri

Public Works Project
No.: PW20B007BLD

Jason Jonas, P.E.; Director
Sign/Date: _____



SITE AND KEY PLAN

BUILDING CODE REVIEW:
ALL WORK TO BE PERFORMED IN ACCORD WITH CITY OF HILLSBORO'S APPLICABLE BUILDING CODES: IBC 2009, NEC 2008, AND ANY LOCAL AMENDMENTS THERETO. THE WORK PROPOSED DOES NOT INTRODUCE ANY NEW USE, OR ALTER ANY EXISTING EMERGENCY EXITING ROUTE/PATH.

EXISTING BUILDING APPEARS TO BE II-B (NON-COMBUSTIBLE, UNPROTECTED) WITH AUTO FIRE-SUPPRESSION THROUGHOUT.

ALL NEW MATERIALS AND FINISHES TO MEET REQUIREMENTS FOR II-B CONSTRUCTION.

EXISTING FIRE SUPPRESSION SYSTEM TO BE REVIEWED AND REVISED IF REQUIRED BY PROPOSED REMODELING, PER THE OWNER'S SPRINKLER MAINTENANCE CONTRACTOR/VENDOR.

PROJECT DESCRIPTION:

PROVIDE AND INSTALL A CONTROLLED ENTRY FEATURE OF ALUMINUM AND GLASS STORE-FRONT MATERIAL. ACCESS TO BE CONTROLLED BY REMOTE ACTUATOR(S) ON SECURE SIDE OF BARRIER. NO NEW ELECTRICAL, PLUMBING OR HVAC WORK IS REQUIRED, EXCEPT THE LOW VOLTAGE DOOR CONTROLS. RELOCATION OF EXISTING ITEMS MAY BE NECESSARY, COORDINATE WITH ARCHITECT AND OWNER'S REPRESENTATIVE TO IDENTIFY ANY ITEMS REQUIRING RELOCATION.

GENERAL NOTES:

1. DO NOT SCALE DRAWINGS. FOLLOW WRITTEN DIMENSIONS ONLY. FOR CRITICAL DIMENSIONS NOT SHOWN IN THE DRAWINGS, CONTACT THE ARCHITECT.
2. THESE DRAWINGS ARE ACCOMPANIED BY SPECIFICATIONS ON THESE DRAWINGS. DO NOT RELY SOLELY ON ONE OR THE OTHER. ADVISE THE ARCHITECT OR ENGINEER IMMEDIATELY OF ANY CONFLICTS BETWEEN THE TWO. IF NO TIMELY RESPONSE IS RECEIVED FROM THE ARCHITECT, ASSUME THE MORE EXPENSIVE OR MORE RESTRICTIVE CONDITION WILL PREVAIL.
3. FOR INSTALLATION DETAILS, REFER FIRST TO THESE DRAWINGS. IF DESIRED DETAIL IS NOT INCLUDED, REFER TO MANUFACTURER'S TECHNICAL INFORMATION & APPLICABLE BUILDING CODES FOR ACCEPTABLE STANDARD MEANS, MATERIALS AND/OR METHODS. IF FURTHER DETAIL IS NEEDED REQUEST FROM ARCHITECT.
4. IN ALL QUESTIONS ARISING FROM APPLICATION OF THE ADOPTED BUILDING CODES, THE LOCAL AUTHORITY HAVING JURISDICTION (THE CITY OF HILLSBORO) SHALL BE THE FINAL ARBITER(S).
5. EXISTING CONDITIONS DRAWINGS ARE BASED ON CASUAL OBSERVATIONS, NOT EXHAUSTIVE EXAMINATIONS. CONTRACTOR SHALL ADVISE ARCHITECT IMMEDIATELY OF ANY CONDITIONS ON THE SITE WHICH ARE AT VARIANCE WITH THE DRAWINGS OR SPECIFICATIONS.
6. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND CONDITIONS AND MAKE MINOR ADJUSTMENTS AS NECESSARY. NOTIFY ARCHITECT OF ANY DISCREPANCIES WHICH MAY AFFECT THE OUTCOME OF THE WORK.
7. DO NOT CUT OR MODIFY ANY STRUCTURAL ITEM WITHOUT FIRST REVIEWING THE PROPOSED MODIFICATION WITH THE ARCHITECT AND SUBMITTING A PLAN FOR ANY TEMPORARY SHORING NECESSARY.
8. ALL MATERIALS SHALL BE NEW AND INSTALLED TO MANUFACTURER'S WRITTEN SPECIFICATIONS.
9. PROVIDE ALL NECESSARY BARRIERS AND SAFETY SIGNAGE NECESSARY FOR A SAFE WORK ENVIRONMENT. CONFORM TO ALL LOCAL, COUNTY, STATE AND FEDERAL REQUIREMENTS WHICH APPLY.
10. WHERE AN ITEM OR SYSTEM IS SHOWN TO BE INCLUDED IN THE WORK, IT SHALL BE PROVIDED AS A COMPLETE, OPERABLE, CODE-COMPATIBLE ITEM OR SYSTEM. THE CONTRACTOR SHALL INCLUDE ALL CONNECTIONS, SWITCHING, POWER, VENTILATION AND ANY OTHER ACCESSORIES NECESSARY TO PROVIDE A COMPLETE, OPERABLE, CODE-COMPATIBLE ITEM OR SYSTEM.
11. CONTRACTOR SHALL COORDINATE ALL WORK WITH THE OWNER, ARCHITECT, AND OTHER TRADES THROUGHOUT THE PROJECT.
12. COMMENCING INSTALLATION OF ANY ITEM, EQUIPMENT OR SYSTEM INDICATES ACCEPTANCE OF ANY PRE-EXISTING CONDITION UPON WHICH THE SUBSEQUENT CONSTRUCTION IS DEPENDENT OR ATTACHED TO OR SUPPORTED ON.
13. ALL EXISTING FINISHES DISTURBED DURING CONSTRUCTION SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL IN MATERIAL AND APPEARANCE TO THAT WHICH EXISTED BEFORE CONSTRUCTION BEGAN.
14. PROTECT EXISTING UTILITIES DURING CONSTRUCTION.

DRAWINGS:

G-1 GENERAL INFORMATION
S-1 SPECIFICATIONS
A-1 NEW FLOOR PLAN
PARTITION DETAIL
INTERIOR ELEVATION

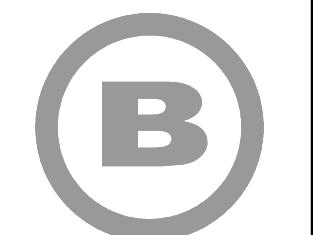
PROJECT OWNERS:
PROJECT OWNER/DEVELOPER:
COUNTY OF JEFFERSON, MISSOURI
729 MAPLE STREET
HILLSBORO, MISSOURI 63050

COMMISSION NUMBER
19-111
DRAWN BY
mjb
CHECKED BY
SJB
ISSUED: 2/10/2020
Printed: 2/10/2020

FOR REVIEW ONLY
NOT FOR CONSTRUCTION
PLAN STATUS



Steven J. Bacon
Architect
MO Lic: #007402



BACON COMMERCIAL DESIGN LLC

ARCHITECTURAL
Design & Consulting
po box 605
crystal city
mo 63019
(636) 933-0007
corporate authority
certificate #: 2005007290

County of Jefferson, Missouri
County Administration Center
729 Maple Street
Hillsboro 63050
(636) 797-5340
OWNER

Remodel Existing Executive Offices

COMMISSION

INTERNATIONAL CODE COUNCIL:
IBC 2009
INT'L FIRE CODE 2009
INT'L MECH'L CODE 2009
INT'L ENERGY CODE 2009
INT'L PLUMB'G CODE 2009
NEC 2008
CITY OF HILLSBORO, MO
AMENDMENTS TO ABOVE
BLDG CODE(S)

GENERAL INFORMATION

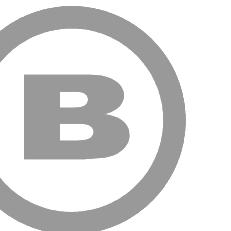
SHEET TITLE

SHEET NUMBER

G-1
1 OF 1
Bidder's Initials



Steven J. Bacon
Architect
MO Lic: #007402



**BACON
COMMERCIAL
DESIGN LLC**

ARCHITECTURAL
Design & Consulting

po box 605
crystal city
mo 63019
(636) 933-0007
corporate authority
certificate #: 2005007290

County of Jefferson,
Missouri
County Adminis-
tration Center
729 Maple Street
Hillsboro 63050
(636) 797-5340
OWNER

Remodel Existing
Executive Offices

COMMISSION

INTERNATIONAL CODE
COUNCIL:
IBC 2009
INT'L FIRE CODE 2009
INT'L MECH'L CODE 2009
INT'L ENERGY CODE 2009
INT'L PLUMB'G CODE 2009
NEC 2008
CITY OF HILLSBORO, MO
AMENDMENTS TO ABOVE
BLDG CODE(S)

SPECIFICATIONS

SHEET TITLE

**SHEET
NUMBER**

S-1

1 OF X

DEMOLITION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Selective demolition of building elements for alteration purposes.

1.02 REFERENCE STANDARDS

- A. 29 CFR 1926 - U.S. Occupational Safety and Health Standards; current edition.

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Project Record Documents: Accurately record actual locations of capped and active utilities and subsurface construction.

PART 2 PRODUCTS -- NOT USED

PART 3 EXECUTION

3.01 GENERAL PROCEDURES AND PROJECT CONDITIONS

- A. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
 - 1. Obtain required permits.
 - 2. Provide, erect, and maintain temporary barriers and security devices.
 - 3. Use physical barriers to prevent access to areas that could be hazardous to workers or the public.
 - 4. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
 - 5. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
- B. Do not begin removal until receipt of notification to proceed from Owner.
- C. Protect existing structures and other elements that are not to be removed.
 - 1. Provide bracing and shoring.
- D. Minimize production of dust due to demolition operations; do not use water if that will result in ice, flooding, sedimentation of public waterways or storm sewers, or other pollution.
- E. Hazardous Materials: Comply with 29 CFR 1926 and state and local regulations.

3.02 EXISTING UTILITIES

- A. Do not disrupt public utilities without permit from authority having jurisdiction.
- B. Do not close, shut off, or disrupt existing life safety systems that are in use without minimum 3 business days prior written notification to Owner.
- C. Do not close, shut off, or disrupt existing utility branches or take-offs that are in use without at least 3 days prior written notification to Owner.

3.03 SELECTIVE DEMOLITION FOR ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation only.
 - 1. Verify that construction and utility arrangements are as indicated.
 - 2. Report discrepancies to Architect before disturbing existing installation.
 - 3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
- B. Remove existing work as indicated and as required to accomplish new work.
- C. Services (Including but not limited to HVAC, Fire Protection, Electrical, and Telecommunications): Remove existing systems and equipment as indicated.
 - 1. Relocate removed items as directed by Owner and as shown in the plans.
 - 2. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components.
 - 3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
 - 4. Verify that abandoned services serve only abandoned facilities before removal.
 - 5. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification. Protect existing work to remain.
 - 6. Prevent movement of structure; provide shoring and bracing if necessary.
 - 7. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 - 8. Repair adjacent construction and finishes damaged during removal work.
 - 9. Patch as specified for patching new work.

3.04 DEBRIS AND WASTE REMOVAL

- A. Remove debris, junk, and trash from site.
- B. Leave site in clean condition, ready for subsequent work.
- C. Clean up spillage and wind-blown debris from public and private lands.

COLD-FORMED METAL FRAMING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Formed steel stud top of wall brace framing.

1.02 REFERENCE STANDARDS

- A. AISI S100-12 - North American Specification for the Design of Cold-Formed Steel Structural Members; American Iron and Steel Institute; 2012.
- B. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2009.
- C. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2015.
- D. ASTM C955 - Standard Specification for Cold-Formed Steel Structural Framing Members; 2018.
- E. ASTM C1007 - Standard Specification for Installation of Load Bearing (Transverse and Axial) Steel Studs and Related Accessories; 2011a (Reapproved 2015).

1.03 ADMINISTRATIVE REQUIREMENTS

- A. Coordinate with work of other sections that is to be installed in or adjacent to the metal framing system, including but not limited to structural anchors, cladding anchors, utilities, insulation, and firestopping.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Metal Framing:
 - 1. ClarkDietrich; www.clarkdietrich.com/#sle.
 - 2. Jaimes Industries; www.jaimesind.com/#sle.
 - 3. Marino; www.marinoware.com/#sle.
 - 4. Substitutions: See Section 01 6000 - Product Requirements.
- B. Framing Connectors and Accessories:

2.02 FRAMING SYSTEM

- A. Provide primary and secondary framing members, bridging, bracing, plates, gussets, clips, fittings, reinforcement, and fastenings as required to provide a complete framing system.

2.03 FRAMING MATERIALS

- A. Studs and Track: ASTM C955; studs formed to channel, "C", or "Sigma" shape with punched web; U-shaped track in matching nominal width and compatible height.
 - 1. Gage: ____ gage, 0.0158 inch (____ mm).
 - 2. Stud Depth: 3-5/8 inch (____ mm).
- B. Framing Connectors: Factory-made, formed steel sheet.
 - 1. Material: ASTM A653/A653M SS Grade 33 and 40 (minimum), with G90/Z275 hot dipped galvanized coating for base metal thickness less than 10 gage, 0.1345 inch (3.42 mm), and factory punched holes and slots.
 - 2. Structural Performance: Maintain load and movement capacity required by applicable code, when evaluated in accordance with AISI S100-12.
 - 3. Fixed Connections: Provide non-movement connections for tie-down to foundation, floor-to-floor tie-down, roof-to-wall tie-down, joist hangers, gusset plates, and stiffeners.

2.04 FASTENERS

- A. Self-Drilling, Self-Tapping Screws, Bolts, Nuts and Washers: Hot dip galvanized per ASTM A153/A153M.
- B. Anchorage Devices: Powder actuated.

2.05 ACCESSORIES

- A. Bracing, Furring, Bridging: Formed sheet steel, thickness determined for conditions encountered; finish to match framing components.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that substrate surfaces are ready to receive work.

3.02 INSTALLATION OF STUDS

- A. Install components in accordance with manufacturers' instructions and ASTM C1007 requirements.

ALUMINUM STOREFRONTS

PART 1 - GENERAL

1.01 SUMMARY

- A. Section Includes:
 - 1. Storefront system, complete with reinforcing, fasteners, anchors, and attachment devices.
 - 2. Door hardware, including:
 - a. electric strike operated by remote actuators.
 - b. closer
 - c. panic bar and pull
 - d. hinges
 - 3. Glazing - single 1/4" clear, safety/tempered.
 - 4. Accessories necessary to complete work.
- B. REFERENCES
 - 1. Aluminum Association (AA):
 - a. Designation System for Aluminum Finishes.
 - 2. American Architectural Manufacturers Association (AAMA):
 - a. 501 Methods of Test for Exterior Walls.
 - b. 501.2 Quality Assurance and Diagnostic Water Leakage Field Check of Installed Storefronts, Curtain Walls, and Sloped Glazing Systems.
 - c. 2605 Voluntary Specification, Performance Requirements and Test Procedures for Superior Performing Organic Coatings on Aluminum Extrusions and Panels.
 - d. 611 Voluntary Specification for Anodized Architectural Aluminum.
 - e. 701 Voluntary Specifications for Pile Weatherstripping and Replaceable Fenestration Weatherseals.
 - f. CW-10 Care and Handling of Architectural Aluminum From Shop to Site.

1.02 REFERENCE STANDARDS

- A. SFM1 Aluminum Storefront and Entrance Manual.
- B. American Society for Testing and Materials (ASTM):
 - a. B209 Aluminum and Aluminum - Alloy Sheet and Plate.
 - b. B221 Aluminum-Alloy Extruded Bars, Rods, Wire, Shapes, and Tubes.

1.02 GLASS ASSOCIATION OF NORTH AMERICA (GAN)

- A. Glazing Manual
 - 1. Federal Specifications (FS):
 - a. TT-P-645A Primer, Paint, Zinc Chromate, Alkyd Type.

1.03 SYSTEM REQUIREMENTS

- A. Design Requirements:
 - 1. Requirements shown by details are intended to establish basic dimension of units, sight lines and profiles of members.
 - 2. Provide concealed fastening.
 - 3. Attachment considerations are to take into account site peculiarities and expansion and contraction movements so there is no possibility of loosening, weakening or fracturing connection between units and building structure or between units themselves.

1.04 SUBMITTALS

- A. General: Submit in accordance with Section 01300.
- B. Product Data:
 - 1. Submit manufacturer's descriptive literature and product specifications.
 - 2. Include information for factory finishes, hardware, accessories, and other required components.
 - 3. Shop Drawings:
 - a. Submit shop drawings covering fabrication, installation and finish of specified systems.
 - b. Include following:
 - 1) Fully dimensioned plans and elevations with detail coordination keys.
 - 2) Locations of exposed fasteners and joints.
 - c. Provide detailed drawings of:
 - 1) Composite members.
 - 2) Joint connections for framing systems and for entrance doors.
 - 3) Anchorage.
 - 4) System reinforcements.
 - 5) System expansion and contraction provisions.
 - 6) Glazing methods and accessories.
 - 7) Internal sealant requirements.
 - d. Schedule of finishes.
 - 4. Samples:
 - a. Submit manufacturers standard samples indicating quality of finish.
 - b. Where normal texture or color variations are expected, include additional samples illustrating range of variation.

1.05 QUALITY ASSURANCE

- A. Single Source Responsibility: To ensure quality of appearance and performance, obtain materials for systems from either a single manufacturer or from manufacturer approved by systems manufacturer.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Comply with requirements of Section 01600.
- B. Protect finished surfaces as necessary to prevent damage.
- C. Do not use adhesive papers or sprayed coatings that become firmly bonded when exposed to sun.
- D. Do not leave coating residue on any surfaces.
- E. Replace damaged units.

1.07 WARRANTY

- A. Provide warranties in accordance with Section 01700.
- B. Provide written warranty in form acceptable to Owner jointly signed by manufacturer, installer and Contractor warranting work to be watertight, free from defective materials, defective workmanship, glass breakage due to defective design, and agreeing to replace components which fail within 1 year from date of Substantial Completion.
- C. Warranty shall cover system is structurally sound and free from distortion.

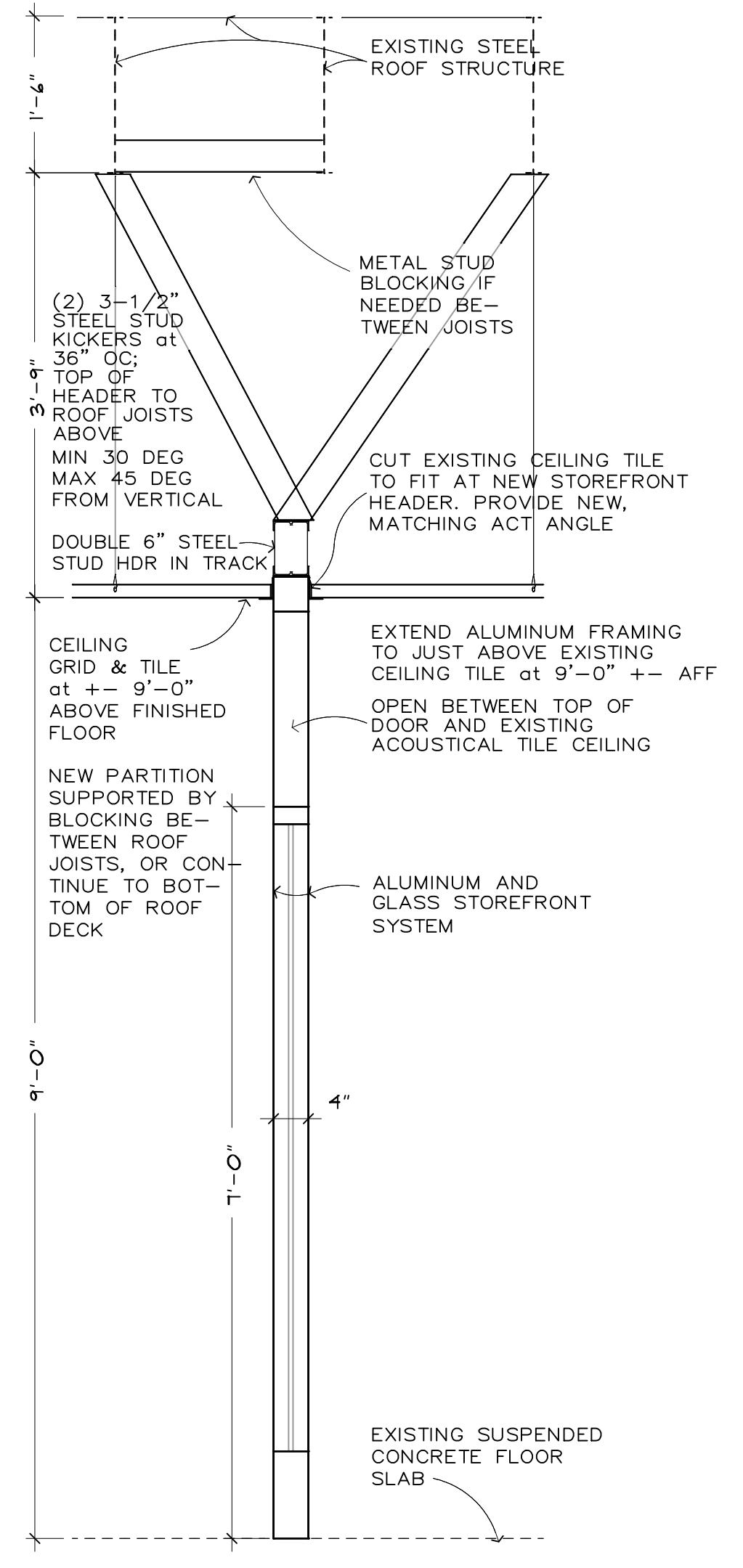
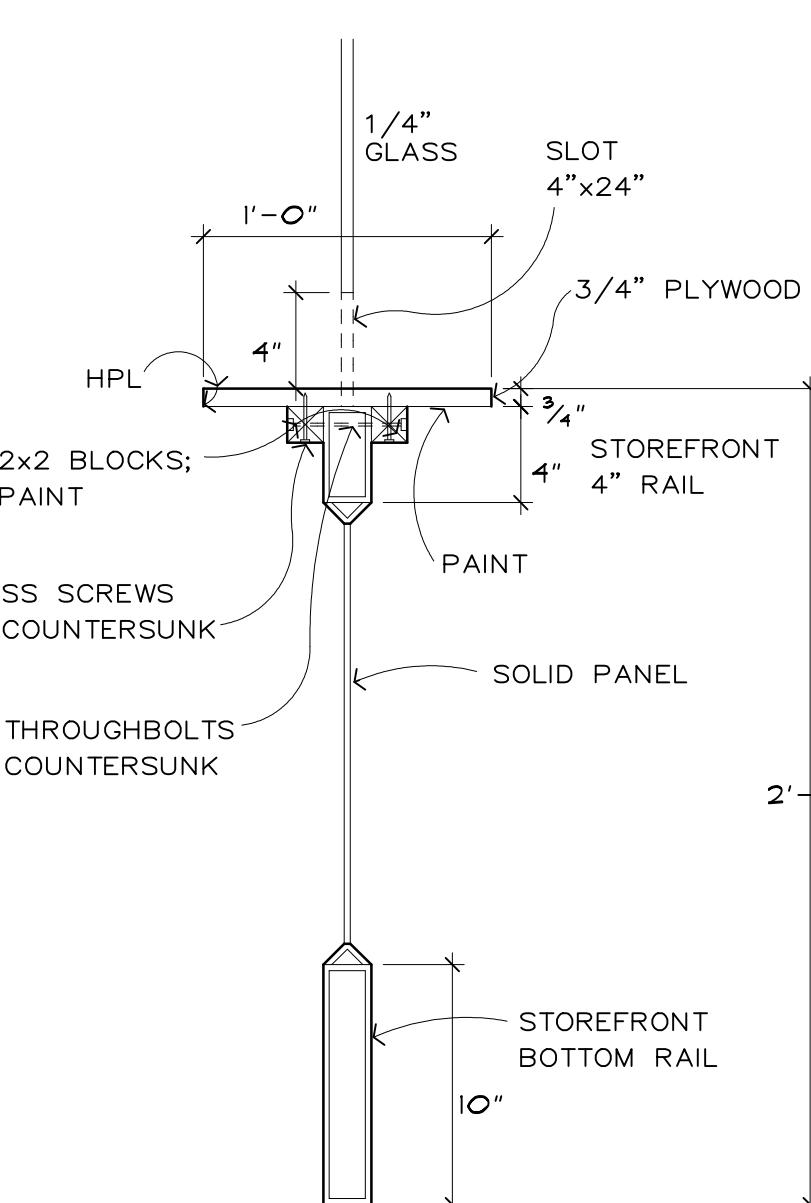
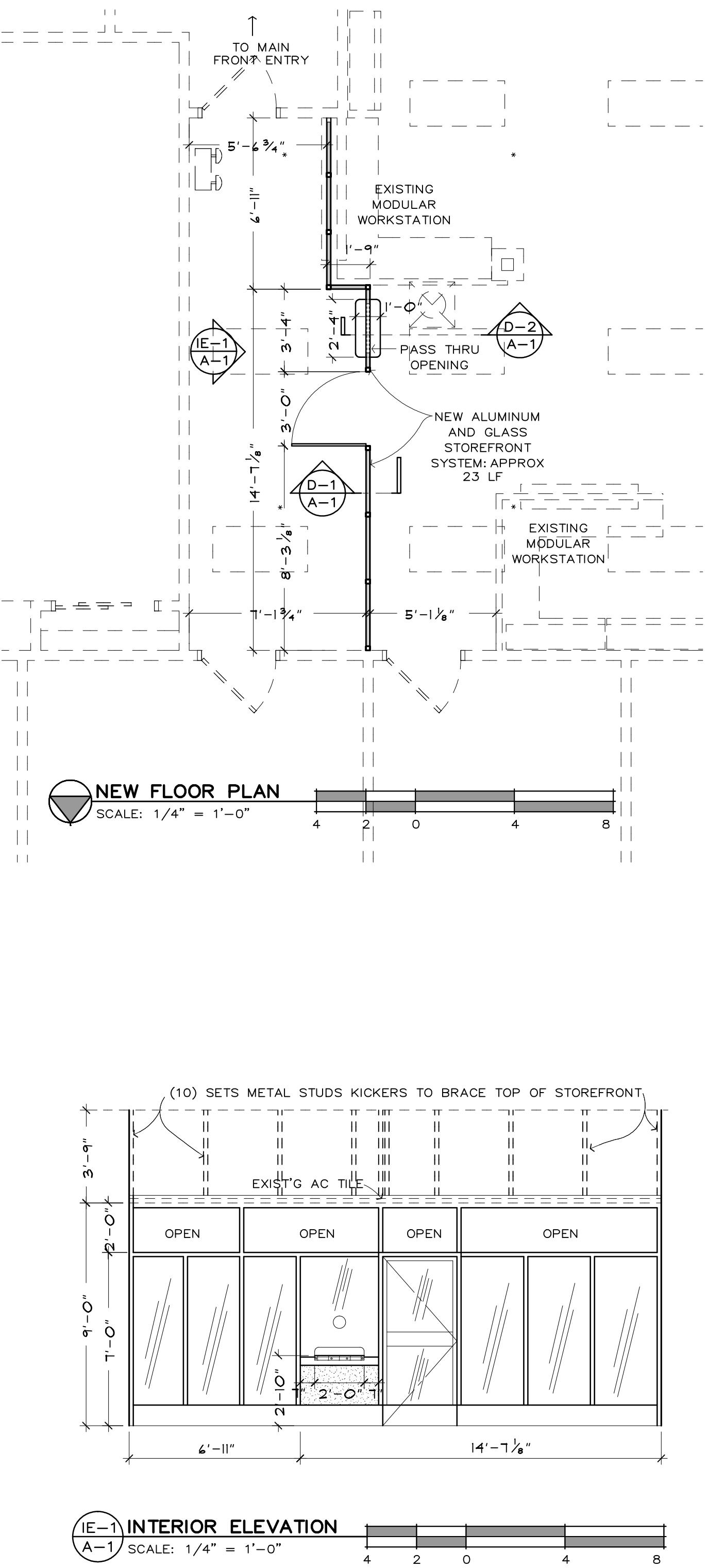
PART 2 - PRODUCTS

2.01 MANUFACTURERS AND PRODUCTS

- A. Subject to compliance with requirements indicated, provide products by one of the following:
 - 1. Oldcastle BuildingEnvelope®, Terrell, TX.
 - 2. Substitutions: Submit under provisions of Section 01630, a minimum of 10 days prior to bid date.
 - 3. Acceptable Storefront Framing System:
 - a. Flush Glazed System, center set, exterior loaded
 - b. Series 2000 - 1-3/4" x 4 1/2" mullion profile; accommodates 1/4" glazing only.
 - c. Bottom Rail: 10"

2.02 FRAMING MATERIALS AND ACCESSORIES

- A. Aluminum:
 - 1. ASTM B221, alloy 6063-T5 for extrusions; ASTM B209, alloy 5005-H16 for sheets; or other alloys and temper recommended by manufacturer appropriate for specified finish.
 - 2. Internal Reinforcing:
 - a. ASTM A36 for carbon steel.
 - b. Shapes and sizes to suit installation.
 - c. Steel components factory coated with alkyd type zinc chromate primer complying with FS TT-P-645.
 - 3. Anchorage Devices:
 - a. Manufacturer's standard formed or fabricated steel or aluminum assemblies of shapes, plates, bars or tubes.



SHEET NOTES:	
<input type="checkbox"/>	EXISTING 2x4 LIGHT
<input checked="" type="checkbox"/>	EXISTING 2x2 HVAC
<input type="checkbox"/>	EXISTING EMERGENCY EXIT LIGHT
* EXISTING SPRINKLER HEAD	
SPEAK THROUGH HOLE: 5" DIAMETER; BRUSHED STAINLESS FINISH; #5STS BY CR LAURENCE	
GENERAL NOTES:	
1. DO NOT SCALE DRAWINGS. FOLLOW WRITTEN DIMENSIONS ONLY. FOR CRITICAL DIMENSIONS NOT SHOWN IN THE DRAWINGS, CONTACT THE ARCHITECT.	
2. THESE DRAWINGS ARE ACCOMPANIED BY SPECIFICATIONS ON THESE DRAWINGS. DO NOT RELY SOLELY ON ONE OR THE OTHER. ADVISE THE ARCHITECT OR ENGINEER IMMEDIATELY OF ANY CONFLICTS BETWEEN THE TWO. IF NO TIMELY RESPONSE IS RECEIVED FROM THE ARCHITECT, ASSUME THE MORE EXPENSIVE OR MORE RESTRICTIVE CONDITION WILL PREVAIL.	
3. FOR INSTALLATION DETAILS, REFER FIRST TO THESE DRAWINGS. IF DESIRED DETAIL IS NOT INCLUDED, REFER TO MANUFACTURER'S TECHNICAL INFORMATION & APPLICABLE BUILDING CODES FOR ACCEPTABLE STANDARD MEANS, MATERIALS AND/OR METHODS. IF FURTHER DETAIL IS NEEDED REQUEST FROM ARCHITECT.	
4. IN ALL QUESTIONS ARISING FROM APPLICATION OF THE ADOPTED BUILDING CODES, THE LOCAL AUTHORITY HAVING JURISDICTION (THE CITY OF HILLSBORO) SHALL BE THE FINAL ARBITER(S).	
5. EXISTING CONDITIONS DRAWINGS ARE BASED ON CASUAL OBSERVATIONS, NOT EXHAUSTIVE EXAMINATIONS. CONTRACTOR SHALL ADVISE ARCHITECT IMMEDIATELY OF ANY CONDITIONS ON THE SITE WHICH ARE AT VARIANCE WITH THE DRAWINGS OR SPECIFICATIONS.	
6. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND CONDITIONS AND MAKE MINOR ADJUSTMENTS AS NECESSARY. NOTIFY ARCHITECT OF ANY DISCREPANCIES WHICH MAY AFFECT THE OUTCOME OF THE WORK.	
7. DO NOT CUT OR MODIFY ANY STRUCTURAL ITEM WITHOUT FIRST REVIEWING THE PROPOSED MODIFICATION WITH THE ARCHITECT AND SUBMITTING A PLAN FOR ANY TEMPORARY SHORING NECESSARY.	
8. ALL MATERIALS SHALL BE NEW AND INSTALLED TO MANUFACTURER'S WRITTEN SPECIFICATIONS.	
9. PROVIDE ALL NECESSARY BARRIERS AND SAFETY SIGNAGE NECESSARY FOR A SAFE WORK ENVIRONMENT. CONFORM TO ALL LOCAL, COUNTY, STATE AND FEDERAL REQUIREMENTS WHICH APPLY.	
10. WHERE AN ITEM OR SYSTEM IS SHOWN TO BE INCLUDED IN THE WORK, IT SHALL BE PROVIDED AS A COMPLETE, OPERABLE, CODE-COMPATIBLE ITEM OR SYSTEM. THE CONTRACTOR SHALL INCLUDE ALL CONNECTIONS, SWITCHING, POWER, VENTILATION AND ANY OTHER ACCESSORIES NECESSARY TO PROVIDE A COMPLETE, OPERABLE, CODE-COMPATIBLE ITEM OR SYSTEM.	
11. CONTRACTOR SHALL COORDINATE ALL WORK WITH THE OWNER, ARCHITECT, AND OTHER TRADES THROUGHOUT THE PROJECT.	
12. COMMENCING INSTALLATION OF ANY ITEM, EQUIPMENT OR SYSTEM INDICATES ACCEPTANCE OF ANY PRE-EXISTING CONDITION UPON WHICH THE SUBSEQUENT CONSTRUCTION IS DEPENDENT OR ATTACHED TO OR SUPPORTED ON.	
13. ALL EXISTING FINISHES DISTURBED DURING CONSTRUCTION SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL IN MATERIAL AND APPEARANCE TO THAT WHICH EXISTED BEFORE CONSTRUCTION BEGAN.	
14. PROTECT EXISTING UTILITIES DURING CONSTRUCTION.	
FOR REVIEW ONLY	
NOT FOR CONSTRUCTION	
PLAN STATUS	
 Steven J. Bacon Architect MO Lic: #007402	
B BACON COMMERCIAL DESIGN LLC ARCHITECTURAL Design & Consulting po box 605 crystal city mo 63019 (636) 933-0007 corporate authority certificate #: 2005007290	
County of Jefferson, Missouri County Administration Center 729 Maple Street Hillsboro 63050 (636) 797-5340 OWNER	
Remodel Existing Executive Offices	
COMMISSION INTERNATIONAL CODE COUNCIL: IBC 2009 INT'L FIRE CODE 2009 INT'L MECH'L CODE 2009 INT'L ENERGY CODE 2009 INT'L PLUMB'G CODE 2009 NEC 2008 CITY OF HILLSBORO, MO AMENDMENTS TO ABOVE BLDG CODE(S)	
NEW FLOOR PLAN PARTITION DETAIL INTERIOR ELEVATION SHEET TITLE SHEET NUMBER A-1 1 OF 1	