Title of Bid: VEHICLE EQUIPMENT CHANGE OVER SERVICES

Dept.: Finance  Contact Person: Steve McPherson  Ext.: 3047

Description (product/service, justification and use):

This contract is to install emergency equipment in Police, Sheriff, Corrections, Parks, and Humane Services vehicles. It includes installing new equipment in new cars, used equipment in new & used cars, and removing equipment from decommissioned vehicles.

Award to: EVS AND VIP  Location: MARYLAND HTS & ST. PETERS

Price: $70,000  Contract term (if applicable): ONE YEAR WITH OPTION FOR 2 ADDITIONAL YEARS

Bid opening held on: 12/23/2020  Opened by: KURT MANDERNACH

Account number to be charged for purchase: 6011020 44415

If bid was not awarded to lowest bidder, please explain:

Superior Transport was slightly lower in price, but they have not installed equipment in any Police vehicles. They have installed emergency equipment in Tow vehicles only. These new cars have to be disassembled significantly to install some of this equipment. Years of Police installations is more valuable, less risk to the County, and will most likely take less time to install in the long run.

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:
FORMAL BID – REQUEST FOR APPROVAL

Bid #: BID # 20-135

Additional Bids Received

The following additional bids were received:

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Price:</th>
<th>Meets all specifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Vehicle Service (EVS)</td>
<td>See Attached</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Location: Maryland Heights, Missouri</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIP Distributing Co. (VIP)</td>
<td>See Attached</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Location: St. Peters Mo.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superior Transport Services</td>
<td>See Attached</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Location: O'Fallon Missouri</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless USA</td>
<td>See Attached</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Location: Maryland Heights, Missouri</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For each vendor that doesn't meet specifications, please explain why:

Vendor: ____________________________________________
Vendor: ____________________________________________

[ ] Sole source justification memos from (1) dept. and (2) vendor attached.

Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.

[Signature] 1/8/2021
Department Director/Elected Official Signature  Date
[Signature] 1/8/2021
Approval or Concurrence of Director of Finance  Date

BELOW ONLY TO BE COMPLETED FOR BIDS AT LEAST $15,000 AND LESS THAN $50,000. See instructions at the top of pg. 1.
<table>
<thead>
<tr>
<th>Vehicle Change-Over Services (Bid # 20-135)</th>
<th>Hourly Rate</th>
<th>Build New Car with new parts</th>
<th>Build New Car with used parts</th>
<th>Remove equipment Decommission</th>
<th>Years Exp Upfitting</th>
<th>Law Enf. Customers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless USA</td>
<td>$75.00</td>
<td>$2,156.25</td>
<td>$2,250.00</td>
<td>$900.00</td>
<td>15 years</td>
<td>9</td>
</tr>
<tr>
<td>Superior Transport</td>
<td>$65.00</td>
<td>$1,378.00</td>
<td>$1,378.00</td>
<td>$448.50</td>
<td>37 years</td>
<td>0</td>
</tr>
<tr>
<td>EVS</td>
<td>$70.00</td>
<td>$1,542.00</td>
<td>$1,542.00</td>
<td>$210.00</td>
<td>34 years</td>
<td>10</td>
</tr>
<tr>
<td>VIP</td>
<td>$75.00</td>
<td>$1,537.50</td>
<td>$2,100.00</td>
<td>$731.25</td>
<td>8 years</td>
<td>3</td>
</tr>
</tbody>
</table>
St. Charles County is seeking bids for Vehicle Equipment Change-Over Services. The vendor must guarantee the quoted prices for a period of one year. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.
BID INSTRUCTIONS

One original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked “Bid 20-135 Vehicle Equipment Change-Over Services” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street, Room 541, St. Charles, MO 63301 prior to the bid opening.

Bid opening will be on 12/23/2020 at 10:30 am, in Room116 of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by going to our St Charles County Government website @ http://www.sccmo.org/Bids.aspx click on “show Closed/Awarded/Cancelled bids”, select bid and click on “related documents”. No phone calls please. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

All questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail to:

Kurt Mandernach, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second St.
St. Charles, Missouri 63301
kmandernach@sccmo.org

Technical inquiries concerning the specifications should be made to:

Steve McPherson, Fleet Coordinator
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
smcpherson@sccmo.org
Phone (636)949-7900 ext 3047

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than 2:00 PM on 12/18/2020. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County’s website http://www.sccmo.org/Bids.aspx . Check this website frequently for updates and any addendum that are issued.
Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled "Bid inquiries", concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.
Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.
TERMS AND CONDITIONS

➤ St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.

➤ All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.

➤ All delivery costs or charges must be included in the F.O.B. destination bid price.

➤ City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.

➤ The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.

➤ The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.

➤ The electronic version of this bid is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.

➤ Vendors are required to clearly identify any deviations from the specifications in this document.

➤ An authorized officer of the company submitting the bid must sign all bids, in blue ink.

➤ Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.

➤ All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.

➤ St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.

➤ Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.

➤ The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.

➤ All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

➤ Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered including geographic location. When payments are to be made to the County, award will be made to the most advantageous offer.
County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.

When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

**Employment of Unauthorized Aliens Prohibited** *(Missouri Revised Statutes Section 285.530)*

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program **(E-Verify)** with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (E-Verify) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; OR
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for one year from the date of the notarized affidavit.

**PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division.

The online address to enroll in the E-verify program is:


Open Records

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.
Veteran Friendly Employment Policy

"Indicate whether you have developed a veteran friendly employment policy and, if so, attach a copy of such policy to your response as a point of information."

X "NO" our company does not have a veteran friendly employment policy.

Please include a copy of your veteran friendly employment policy with your submission.

Insurance

Worker's Compensation and Employer's Liability: Statutory WC limits as required by the Statutes of the State of Missouri, (or a qualified self-insurer) and Employers Liability in an amount of no less than $1.0 million.

Automobile, General Liability and Property Damage: The Contractor shall maintain the following minimum amounts of automobile, general liability, and property damage insurance coverage during the life of the contract: $1,000,000 for bodily injury or death to any one person and $3,000,000 per occurrence for automobile and general liability coverage; and property damage coverage of at least $1,000,000. A Combined Single Limit Policy in the amount of $3,000,000 is an acceptable alternative. Automobile coverage must include non-owned vehicles.

The Automobile & General Liabilities policies shall be endorsed to include the County as an additional insured and provide for 30 days advance written notice of any material change.

A Waiver of Subrogation in favor of the County shall be endorsed on each of the policies.

The required insurance shall be primary insurance with respect to any other insurance or self-insurance programs maintained by the County.

A Certificate of Insurance evidencing the above coverage(s) together with a copy of the required endorsements shall be provided to the County prior to the commencement of any work.

It shall be the contractor's responsibility to keep the respective insurance policies and coverages current and in force for the life of the contract.
**BID SPECIFICATIONS**

**Solicitation:** St. Charles County is soliciting bids from Respondents qualified, responsible and willing to provide the following Goods and/or Services in compliance with all solicitation specifications and requirements contained or referenced herein.

**General Description:** To provide St. Charles County with Vehicle Equipment Change-over Services as per specifications called for herein.

Vehicle change-over consists of three separate processes.

1. Installing new equipment in a new vehicle.
2. Removing equipment from an active vehicle, and re-installing it in a new vehicle.
3. Removing equipment from an older vehicle that is being decommissioned.

This bid includes (3) separate pages for pricing for each of these options.

Assume all equipment will be available when needed.

The change-over of the Police vehicles is a time sensitive, critical operation and it is the desire of the County to complete this process as soon as possible. Completion time, in addition to cost, will be a significant factor used in evaluating the proposals.

The estimated annual budget is $75,000.00. Please use this number in your discount structure. The county will use these services on an as needed basis and does not guarantee any amount of work to be provided.

Fleet vehicles that may require the installation/change over services are: Chevrolet Tahoes, Dodge Chargers, and Ford Explorers. Annually the County purchases approximately 30 to 40 vehicles that may require these services.

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**Maintenance**

Estimated Repair Times (Assume use of County parts, if not available parts may be billed additionally)

<table>
<thead>
<tr>
<th>Description of Maintenance Item</th>
<th>Repair Time in Hrs</th>
<th>Hourly Rate</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siren Box</td>
<td>10</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>Spotlight Bulb</td>
<td>12</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Spotlight Handle</td>
<td>12</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>Spotlight Repair</td>
<td>13</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>Fuses/Fuse Box</td>
<td>1</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Docking Station</td>
<td>3</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>Air Bag Repair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flashlight Charger</td>
<td>3</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Headlight Flasher</td>
<td>3</td>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>

---

20-135 Vehicle Equipment Change-Over Services
Page 7 of 15

Bid Response from (please complete)

[Signature]

Name of Company or individual
1. Is there a fee to pick up and return vehicles from the Police Facility?
   Yes _ No X

2. If Yes, how much per call?
   $ __________

3. Is there a diagnostic charge for maintenance work?
   Yes _ No X

4. If Yes, how much per hour?
   $ __________ or do you charge a flat fee $ __________

5. If you supply parts what percentage mark-up over your cost, will you charge? 10 %

Company History, Background and Capabilities

How long has your company been in business?

1986

How long has your company been doing vehicle change-over (up-fits) for law enforcement and
first responder agencies?

1986

How many employee up-fitters are employed by your company?

3

How many years of experience do your employees have up-fitting vehicles?

34 YEARS / 20 YEARS / 17 YEARS

Is your company an authorized vendor, by any manufacturer, for their equipment installation,
service repair and/or trouble-shoot diagnostics

X Yes _ No

If yes, please list.  

FEDERAL SIGNAL CORP

PANASONIC ARBITRATOR VIDEO

CODE - 3 INC

UTILITY INC - BODYWORN CAMERA

As part of your response, please provide a list of references for all law enforcement agencies
(including contact names and phone numbers) your company has performed up-fits for in the
last 2 years. Please include total number of vehicles per agency you have performed these
services for.
## Bid Form

### New Vehicle Install

<table>
<thead>
<tr>
<th>Description</th>
<th>Labor Hours</th>
<th>Cost per Hour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install Federal Signal lightbar-drill through</td>
<td>2.0</td>
<td>70</td>
<td>140</td>
</tr>
<tr>
<td>Install Signal Pathfinder siren</td>
<td>1.9</td>
<td>70</td>
<td>133</td>
</tr>
<tr>
<td>Install License plate lights</td>
<td>1.5</td>
<td>70</td>
<td>105</td>
</tr>
<tr>
<td>Install Rumber</td>
<td>1.0</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>Install Speaker</td>
<td>1.0</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>Connect headlight wig-wag</td>
<td>1.3</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>Install Motorola APX radio</td>
<td>2.7</td>
<td>10</td>
<td>184</td>
</tr>
<tr>
<td>Install Setina Barrier</td>
<td>3.0</td>
<td>210</td>
<td>210</td>
</tr>
<tr>
<td>Install Setina Partition</td>
<td>2.0</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>Install Console</td>
<td>1.0</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>Install armrest</td>
<td>1.2</td>
<td>49</td>
<td>49</td>
</tr>
<tr>
<td>Install Dual Radar system</td>
<td>1.7</td>
<td>133</td>
<td>133</td>
</tr>
<tr>
<td>Install Computer dock &amp; antennas</td>
<td>1.9</td>
<td>133</td>
<td>133</td>
</tr>
<tr>
<td>Install weapons mount at partition</td>
<td>1.9</td>
<td>133</td>
<td>133</td>
</tr>
<tr>
<td>Install Gun Storage vault</td>
<td>1.0</td>
<td>70</td>
<td>70</td>
</tr>
</tbody>
</table>
## Bid Form
### Re-Install Used Equipment in New or Used Vehicle

<table>
<thead>
<tr>
<th>Description</th>
<th>Labor Hours</th>
<th>Cost per Hour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install Used Federal Signal lightbar-drill through</td>
<td>2.0</td>
<td></td>
<td>140</td>
</tr>
<tr>
<td>Install Used Signal Pathfinder siren</td>
<td>1.9</td>
<td></td>
<td>133</td>
</tr>
<tr>
<td>Install Used License plate lights</td>
<td>1.5</td>
<td></td>
<td>105</td>
</tr>
<tr>
<td>Install Used Rumbler</td>
<td>1.0</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>Install Used Speaker</td>
<td>1.0</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>Connect Used headlight wig-wag</td>
<td>1.3</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>Install Used Motorla APX radio</td>
<td>2.7</td>
<td></td>
<td>184</td>
</tr>
<tr>
<td>Install Used Setina Barrier</td>
<td>3.0</td>
<td></td>
<td>210</td>
</tr>
<tr>
<td>Install Used Setina Partition</td>
<td>2.0</td>
<td></td>
<td>140</td>
</tr>
<tr>
<td>Install Used Console</td>
<td>1.0</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>Install Used armrest</td>
<td>1.2</td>
<td></td>
<td>44</td>
</tr>
<tr>
<td>Install Used Dual Radar system</td>
<td>1.7</td>
<td></td>
<td>49</td>
</tr>
<tr>
<td>Install Used Computer dock &amp; antennas</td>
<td>1.9</td>
<td></td>
<td>133</td>
</tr>
<tr>
<td>Install Used weapons mount at partition</td>
<td>1.9</td>
<td></td>
<td>133</td>
</tr>
<tr>
<td>Install Used Gun Storage vault</td>
<td>1.0</td>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>
# Bid Form

## Remove Equipment / Decommission Vehicle

<table>
<thead>
<tr>
<th>Description</th>
<th>Labor Hours</th>
<th>Cost per Hour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Signal lightbar-drill through</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signal Pathfinder siren</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License plate lights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rumbler</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove headlight wig-wag</td>
<td>3.0</td>
<td>70.00</td>
<td>210.00</td>
</tr>
<tr>
<td>Motorola APX radio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setina Barrier</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setina Partition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Console</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armrest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dual Radar system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer dock &amp; antennas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons mount at partition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gun Storage vault</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorized signature

Date 12-21-20

20-135 Vehicle Equipment Change-Over Services

Bid Response from (please complete)

EVS

Name of Company or individual
This form must be completed and enclosed with the bid

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 810, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: EVS, Inc.

Business Address: P.O. Box 1245
MARYLAND HILLS, MISSOURI 63043

Business Hours: M-F 8am-6pm

Phone: 314-420-9053 Fax:

Email address: EVS108@CHARTER.NET

Contact Person: JEFF ANDERSON

Authorized Signature: [Signature]

(Date) 12-21-20
Company ID Number: 282867

Approved by:

<table>
<thead>
<tr>
<th>Employer</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Vehicle Service</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (Please Type or Print)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffry L Anderson</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronically Signed</td>
<td>11/24/2009</td>
</tr>
</tbody>
</table>

| Department of Homeland Security – Verification Division | |

<table>
<thead>
<tr>
<th>Name (Please Type or Print)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS Verification Division</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronically Signed</td>
<td>11/24/2009</td>
</tr>
</tbody>
</table>


EXHIBIT A

ST. CHARLES COUNTY
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of $25,000 or more, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be manufactured or produced in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.

Section A – All Products Are Manufactured or Produced In U.S.
If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.

SIGNATURE

COMPANY NAME

EVS, INC

If Section A is completed, do not complete Section B.

Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.
If only one product line or no products are manufactured or produced in the U.S., complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.

SIGNATURE

COMPANY NAME

Section C – Products May Qualify Because of Qualifying Treaty
If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

<table>
<thead>
<tr>
<th>BID ITEM NUMBER(S)</th>
<th>COUNTRY WHERE MANUFACTURED OR PRODUCED</th>
<th>QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION C

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.

SIGNATURE

COMPANY NAME

20-135 Vehicle Equipment Change-Over Services
Page 15 of 15

Bid Response from (please complete)

EVS

Name of Company or individual
AFFIDAVIT OF WORK AUTHORIZATION

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

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

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

[Signature]
Authorized Representative’s Signature

[Title]

[Contact Information]

Subscribed and sworn to before me this 19th of December, 2020. I am commissioned as a notary public within the County of Saint Louis, State of Missouri, and my commission expires on 4.6.2022.

[Signature]
Signature of Notary

[Notary Information]

Bid Response from (please complete)
EVS

Name of Company or individual
American Made:

In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) RSMo 34.350-34.359, the bidder is advised that any goods purchased or leased by any public agency where the purchase, lease or contract involves the expenditure of twenty-five thousand dollars ($25,000) or more, shall be manufactured or produced in the United States. Section 34.350.2(1) of that Act specifies that the term "public agency" includes all political subdivisions of the State of Missouri, which definition includes counties.

The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in RSMo 34.353 are met.

If the bidder claims there is only one line of the good manufactured or produced in the United States, RSMo 34.353 (2), or that one of the exceptions of RSMo 34.353 (3) applies, the Department Head or Elected Official bears the burden of certification as required prior to the award of a contract.

In accordance with the Buy American Act, the bidder must provide proof of compliance with RSMo 34.353. Therefore the bidder should complete and return Exhibit A, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.
Information Required for the E-Verify Program

Information relating to your Company:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Emergency Vehicle Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Facility Address</td>
<td>2152 Hillsgate CT</td>
</tr>
<tr>
<td></td>
<td>Saint Louis, MO 63148</td>
</tr>
<tr>
<td>Company Alternate Address</td>
<td>P.O. Box 1245</td>
</tr>
<tr>
<td></td>
<td>Maryland Heights, MO 63043</td>
</tr>
<tr>
<td>County or Parish</td>
<td>SAINT LOUIS</td>
</tr>
<tr>
<td>Employer Identification Number</td>
<td>431590018</td>
</tr>
<tr>
<td>North American Industry Classification Systems Code</td>
<td>811</td>
</tr>
<tr>
<td>Parent Company</td>
<td>EVS, Inc.</td>
</tr>
<tr>
<td>Number of Employees</td>
<td>1 to 4</td>
</tr>
<tr>
<td>Number of Sites Verified for</td>
<td>1</td>
</tr>
</tbody>
</table>
Professional References
Vehicle Change-over POLICE / FIRE

Major John Lankford
Commander Jason West - Fleet Management
St. Ann Police Department
10405 St. Charles Rock Road
St. Ann, MO 63119

Major Ken Jensen
Capt. Mark McKeon - Fleet Management
Hazelwood Police Department
415 Elm Grove
Hazelwood, MO 63042

Steve Michael - Fleet Management
Florissant Police Department
1700 North Hwy. 67
Florissant, MO 63033
314-831-7000  2015 - 2020

Zach Shepard - Fleet Management
Clayton Police Department
227 South Central Avenue
Clayton, MO 63105
314-290-8552  1995 - 2020

Detective Shane Placeway - Fleet Management
Richmond Heights Police Department
7447 Dale Avenue
Richmond Heights, MO 63117
314-645-3000  1993 - 2020

Steve McPherson - Fleet Coordinator
Saint Charles County
Tonita Miller - Property Management
St. Charles County Police
201 N. Second Street
St. Charles, MO 63301
Captain Shaun Quinn  
Des Peres Department of Public Safety  
10000 New Ballas Road  
Des Peres, MO 63131  
314-835-6200  
1995 - 2020

Lt. Matt Nisver  
Maplewood Police Department  
7601 Manchester Blvd.  
Maplewood, MO 63143  
314-645-3600  
1998 - 2020

Asst. Chief Steve Reinhart  
Maryland Heights Fire Protection District  
2600 Schuetz Road  
Maryland Heights, MO 63043  
314-298-4400  
1997 - 2020

Chief Mainard Howell  
Robertson Fire Protection District  
12541 Missouri Bottom Road  
Hazelwood, MO 63042  
314-291-6671  
2007 - 2020

Additional references upon request
From: FAXCOM
Sent: Friday, January 08, 2021 8:44 AM
To: Daugherty, Terry
Subject: Fax: Tx 'ok' Report

This message was sent via FAXCOM, a product from Biscom Inc. http://www.biscom.com/

-------Fax Transmission Report-------

To: Recipient at 916305325700
Subject: PO 2100207 FOR PROCESSING - STENOGRAPH LLC
Result: The transmission was successful.
Explanation: All Pages Ok
Pages Sent: 2
Connect Time: 1 minutes, 0 seconds
Transmit Time: 01/08/2021 08:42
Transfer Rate: 14400
Status Code: 0000
Retry Count: 0
Job Id: 3322
Unique Id: 1AAP-FAX-01_636_949_7589_2101081442380004
Fax Line: 7
Fax Server: 1aap-fax-01
ST. CHARLES COUNTY

LEGAL NOTICE

INVITATION FOR FORMAL BID

Bid 20-135

For

Vehicle Equipment Change-Over Services

For

ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI

St. Charles County is seeking bids for Vehicle Equipment Change-Over Services. The vendor must guarantee the quoted prices for a period of one year. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.
BID INSTRUCTIONS

One original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked “Bid 20-135 Vehicle Equipment Change-Over Services” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street, Room 541, St. Charles, MO 63301 prior to the bid opening.

Bid opening will be on 12/23/2020 at 10:30 am, in Room116 of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by going to our St Charles County Government website @ http://www.sccmo.org/Bids.aspx click on “show Closed/Awarded/CANCELLED bids”, select bid and click on “related documents”. No phone calls please. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

All questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail to:

Kurt Mandernach, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second St.
St. Charles, Missouri 63301
kmandernach@sccmo.org

Technical inquiries concerning the specifications should be made to:

Steve McPherson, Fleet Coordinator
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
smcpherson@sccmo.org
Phone (636)949-7900 ext 3047

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than 2:00 PM on 12/18/2020. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County’s website http://www.sccmo.org/Bids.aspx. Check this website frequently for updates and any addendum that are issued.
Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled "Bid Inquiries", concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.

Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.
TERMS AND CONDITIONS

➢ St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.

➢ All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.

➢ All delivery costs or charges must be included in the F.O.B. destination bid price.

➢ City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.

➢ The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.

➢ The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.

➢ The electronic version of this bid is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.

➢ Vendors are required to clearly identify any deviations from the specifications in this document.

➢ An authorized officer of the company submitting the bid must sign all bids, in blue ink.

➢ Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.

➢ All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.

➢ St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.

➢ Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.

➢ The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.

➢ All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

➢ Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered including geographic location. When payments are to be made to the County, award will be made to the most advantageous offer.
County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.

- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

**Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)**

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (E-Verify) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (E-Verify) and shall verify the employment eligibility of every employee in the employer’s hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; OR
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division

The online address to enroll in the E-verify program is:


**Open Records**

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

---

Bid Response from (please complete)

VIP DIST.

Name of Company or Individual
Veteran Friendly Employment Policy

"Indicate whether you have developed a veteran friendly employment policy and, if so, attach a copy of such policy to your response as a point of information."

✓ "YES" our company has a veteran friendly employment policy.

_____ "NO" our company does not have a veteran friendly employment policy.

Please include a copy of your veteran friendly employment policy with your submission.

Insurance

Worker's Compensation and Employer's Liability: Statutory WC limits as required by the Statutes of the State of Missouri, (or a qualified self-insurer) and Employers Liability in an amount of no less than $1.0 million.

Automobile, General Liability and Property Damage: The Contractor shall maintain the following minimum amounts of automobile, general liability, and property damage insurance coverage during the life of the contract: $1,000,000 for bodily injury or death to any one person and $3,000,000 per occurrence for automobile and general liability coverage; and property damage coverage of at least $1,000,000. A Combined Single Limit Policy in the amount of $3,000,000 is an acceptable alternative. Automobile coverage must include non-owned vehicles.

The Automobile & General Liabilities policies shall be endorsed to include the County as an additional insured and provide for 30 days advance written notice of any material change.

A Waiver of Subrogation in favor of the County shall be endorsed on each of the policies.

The required insurance shall be primary insurance with respect to any other insurance or self-insurance programs maintained by the County.

A Certificate of Insurance evidencing the above coverage(s) together with a copy of the required endorsements shall be provided to the County prior to the commencement of any work.

It shall be the contractor's responsibility to keep the respective insurance policies and coverages current and in force for the life of the contract.
**BID SPECIFICATIONS**

**Solicitation:** St. Charles County is soliciting bids from Respondents qualified, responsible and willing to provide the following Goods and/or Services in compliance with all solicitation specifications and requirements contained or referenced herein.

**General Description:** To provide St. Charles County with Vehicle Equipment Change-over Services as per specifications called for herein.

Vehicle change-over consists of three separate processes.

1. Installing new equipment in a new vehicle.
2. Removing equipment from an active vehicle, and re-installing it in a new vehicle.
3. Removing equipment from an older vehicle that is being decommissioned.

This bid includes (3) separate pages for pricing for each of these options.

Assume all equipment will be available when needed.

The change-over of the Police vehicles is a time sensitive, critical operation and it is the desire of the County to complete this process as soon as possible. Completion time, in addition to cost, will be a significant factor used in evaluating the proposals.

The estimated annual budget is $75,000.00. Please use this number in your discount structure. The county will use these services on an as needed basis and does not guarantee any amount of work to be provided.

Fleet vehicles that may require the installation/change over services are: Chevrolet Tahoes, Dodge Chargers, and Ford Explorers. Annually the County purchases approximately 30 to 40 vehicles that may require these services.

---

**Maintenance**

Estimated Repair Times *(Assume use of County parts, if not available parts may be billed additionally)*

<table>
<thead>
<tr>
<th>Description of Maintenance Item</th>
<th>Repair Time in Hrs.</th>
<th>Hourly Rate</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siren Box</td>
<td>1.5</td>
<td>75/hr</td>
<td>112.50</td>
</tr>
<tr>
<td>Spotlight Bulb</td>
<td>.25</td>
<td>75/hr</td>
<td>18.75</td>
</tr>
<tr>
<td>Spotlight Handle</td>
<td>1-5</td>
<td>75/hr</td>
<td>112.50</td>
</tr>
<tr>
<td>Spotlight Repair</td>
<td>1-5</td>
<td>75/hr</td>
<td>187.50</td>
</tr>
<tr>
<td>Fuses/Fuse Box</td>
<td>.5</td>
<td>75/hr</td>
<td>37.50</td>
</tr>
<tr>
<td>Docking Station</td>
<td>1.0</td>
<td>75/hr</td>
<td>75.00</td>
</tr>
<tr>
<td>Air Bag Repair</td>
<td>1-5</td>
<td>75/hr</td>
<td>112.50</td>
</tr>
<tr>
<td>Flashlight Charger</td>
<td>.25</td>
<td>75/hr</td>
<td>18.75</td>
</tr>
<tr>
<td>Headlight Flasher</td>
<td>1-3</td>
<td>75/hr</td>
<td>112.50</td>
</tr>
</tbody>
</table>

20-135 Vehicle Equipment Change-Over Services
Page 7 of 15

Bid Response form (please complete)

[Signature]

Name of Company or Individual
1. Is there a fee to pick up and return vehicles from the Police Facility?
   Yes ___ No __✓__

2. If Yes, how much per call?
   $ ___

3. Is there a diagnostic charge for maintenance work?
   Yes ___ No __✓__

4. If Yes, how much per hour?
   $ ___ or do you charge a flat fee $ ___

5. If you supply parts what percentage mark-up over your cost, will you charge? 18%

Company History, Background and Capabilities

How long has your company been in business?
   39 YEARS

How long has your company been doing vehicle change-over (up-fits) for law enforcement and first responder agencies?
   7 YEARS

How many employee up-fitters are employed by your company?
   4

How many years of experience do your employees have up-fitting vehicles?
   2-8 YEARS

Is your company an authorized vendor, by any manufacturer, for their equipment installation, service repair and/or trouble-shoot diagnostics
   ✓ Yes ___ No

If yes, please list.
   WAGEN
   HANS
   COGEG
   Peco-qard
   Federal Signal
   FSEs-Ams
   JOtmo
   C-Tech MFG
   ASE CERTIFIED
   MASTER TECH
   EVT CERTIFIED
   MECP ADVANCED CERTIFIED

As part of your response, please provide a list of references for all law enforcement agencies (including contact names and phone numbers) your company has performed up-fits for in the last 2 years. Please include total number of vehicles per agency you have performed these services for.

   Franklin Co Sheriff Det. Ken Hornsby 676-583-2567 20+ UNITS
   Warren Co Sheriff Chief Kevin Harrion 676-456-1133 15+ UNITS
   Hannibal PD Chad Collier 573-221-0787 10+ UNITS

20-135 Vehicle Equipment Change-Over Services
Bid Response from (please complete)
VIP DIST
Name of Company or individual
# Bid Form

## New Vehicle Install

<table>
<thead>
<tr>
<th>Description</th>
<th>Labor Hours</th>
<th>Cost per Hour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install Federal Signal lightbar-drill through</td>
<td>2.25</td>
<td>$75/HR</td>
<td>$168.75</td>
</tr>
<tr>
<td>Install Signal Pathfinder siren</td>
<td>1.75</td>
<td>$75/HR</td>
<td>$131.25</td>
</tr>
<tr>
<td>Install License plate lights</td>
<td>1</td>
<td>$75/HR</td>
<td>$75.00</td>
</tr>
<tr>
<td>Install Rumble</td>
<td>1.5</td>
<td>$75/HR</td>
<td>$112.50</td>
</tr>
<tr>
<td>Install Speaker</td>
<td>1</td>
<td>$75/HR</td>
<td>$75.00</td>
</tr>
<tr>
<td>Connect headlight wig-wag</td>
<td>0.25</td>
<td>$75/HR</td>
<td>$18.75</td>
</tr>
<tr>
<td>Install Motorola APX radio</td>
<td>2.25</td>
<td>$75/HR</td>
<td>$168.75</td>
</tr>
<tr>
<td>Install Setina Barrier</td>
<td>1</td>
<td>$75/HR</td>
<td>$75.00</td>
</tr>
<tr>
<td>Install Setina Partition</td>
<td>2</td>
<td>$75/HR</td>
<td>$150.00</td>
</tr>
<tr>
<td>Install Console</td>
<td>1.25</td>
<td>$75/HR</td>
<td>$93.75</td>
</tr>
<tr>
<td>Install armrest</td>
<td>0.25</td>
<td>$75/HR</td>
<td>$18.75</td>
</tr>
<tr>
<td>Install Dual Radar system</td>
<td>1.25</td>
<td>$75/HR</td>
<td>$93.75</td>
</tr>
<tr>
<td>Install Computer dock &amp; antennas</td>
<td>1.75</td>
<td>$75/HR</td>
<td>$131.25</td>
</tr>
<tr>
<td>Install weapons mount at partition</td>
<td>1</td>
<td>$75/HR</td>
<td>$75.00</td>
</tr>
<tr>
<td>Install Gun Storage vault</td>
<td>0.75-2</td>
<td>$75/HR</td>
<td>$56.25-$150.00</td>
</tr>
</tbody>
</table>

**Bid Response from (please complete)**

[Handwritten: VIP DKG]

Name of Company or Individual
## Bid Form
### Re-Install Used Equipment in New or Used Vehicle

<table>
<thead>
<tr>
<th>Description</th>
<th>Labor Hours</th>
<th>Cost per Hour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install Used Federal Signal lightbar-drill through</td>
<td>3</td>
<td>75/hr</td>
<td>225 $</td>
</tr>
<tr>
<td>Install Used Signal Pathfinder siren</td>
<td>2.5</td>
<td>75/hr</td>
<td>187.5 $</td>
</tr>
<tr>
<td>Install Used License plate lights</td>
<td>1.5</td>
<td>75/hr</td>
<td>127.5 $</td>
</tr>
<tr>
<td>Install Used Rumbler</td>
<td>2</td>
<td>75/hr</td>
<td>150 $</td>
</tr>
<tr>
<td>Install Used Speaker</td>
<td>1.5</td>
<td>75/hr</td>
<td>127.5 $</td>
</tr>
<tr>
<td>Connect Used headlight wig-wag</td>
<td>1.5</td>
<td>75/hr</td>
<td>37.5 $</td>
</tr>
<tr>
<td>Install Used Motorola APX radio</td>
<td>3.25</td>
<td>75/hr</td>
<td>243.75 $</td>
</tr>
<tr>
<td>Install Used Setina Barrier</td>
<td>1.6</td>
<td>75/hr</td>
<td>127.5 $</td>
</tr>
<tr>
<td>Install Used Setina Partition</td>
<td>3</td>
<td>75/hr</td>
<td>225 $</td>
</tr>
<tr>
<td>Install Used Console</td>
<td>2</td>
<td>75/hr</td>
<td>150 $</td>
</tr>
<tr>
<td>Install Used armrest</td>
<td>1.25</td>
<td>75/hr</td>
<td>93.75 $</td>
</tr>
<tr>
<td>Install Used Dual Radar system</td>
<td>1.75</td>
<td>75/hr</td>
<td>131.25 $</td>
</tr>
<tr>
<td>Install Used Computer dock &amp; antennas</td>
<td>2.5</td>
<td>75/hr</td>
<td>187.5 $</td>
</tr>
<tr>
<td>Install Used weapons mount at partition</td>
<td>1.5</td>
<td>75/hr</td>
<td>127.5 $</td>
</tr>
</tbody>
</table>

---

20-136 Vehicle Equipment Change-Over Services  
Page 10 of 15  

Bid Response from (please complete)  

[Signature]

Name of Company or individual
## Bid Form

### Remove Equipment / Decommission Vehicle

<table>
<thead>
<tr>
<th>Description</th>
<th>Labor Hours</th>
<th>Cost per Hour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Signal lightbar-drill through</td>
<td>.75</td>
<td>75/hr</td>
<td>56.25</td>
</tr>
<tr>
<td>Signal Pathfinder siren</td>
<td>.75</td>
<td>75/hr</td>
<td>56.25</td>
</tr>
<tr>
<td>License plate lights</td>
<td>.5</td>
<td>75/hr</td>
<td>37.50</td>
</tr>
<tr>
<td>Rumbler</td>
<td>.5</td>
<td>75/hr</td>
<td>37.50</td>
</tr>
<tr>
<td>Speaker</td>
<td>.5</td>
<td>75/hr</td>
<td>37.50</td>
</tr>
<tr>
<td>Remove headlight wig-wag</td>
<td>0 - .5</td>
<td>75/hr</td>
<td>0 - 37.5</td>
</tr>
<tr>
<td>Motorola APX radio</td>
<td>1</td>
<td>75/hr</td>
<td>75.00</td>
</tr>
<tr>
<td>Setina Barrier</td>
<td>.5</td>
<td>75/hr</td>
<td>37.50</td>
</tr>
<tr>
<td>Setina Partition</td>
<td>1</td>
<td>75/hr</td>
<td>75.00</td>
</tr>
<tr>
<td>Console</td>
<td>1</td>
<td>75/hr</td>
<td>75.00</td>
</tr>
<tr>
<td>Armrest</td>
<td>0</td>
<td>75/hr</td>
<td>0</td>
</tr>
<tr>
<td>Dual Radar system</td>
<td>.5</td>
<td>75/hr</td>
<td>37.50</td>
</tr>
<tr>
<td>Computer dock &amp; antennas</td>
<td>.75</td>
<td>75/hr</td>
<td>56.25</td>
</tr>
<tr>
<td>Weapons mount at partition</td>
<td>.5</td>
<td>75/hr</td>
<td>37.50</td>
</tr>
<tr>
<td>Gun Storage vault</td>
<td>0.5 - 1</td>
<td>75/hr</td>
<td>37.50 - 75.00</td>
</tr>
</tbody>
</table>

Authorized Signature

Date: 12/14/2020

Bid Response from (please complete)

Name of Company or Individual
Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: VIP DISTRIBUTING CO
Business Address: 4220 N SERVICE RD
Business Hours: M-F 8:30 AM - 5:00 PM
Phone: 514-400-3444 Fax: 314-447-0706
Email address: AARON.PAYNE@VIPAD1.COM
Contact Person: AARON PAYNE
Authorized Signature: [Signature] (Indicates acceptance of all bid terms and conditions)
Date: 12/14/2020
AFFIDAVIT OF WORK AUTHORIZATION

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

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

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

Authorized Representative's Signature
Aaron Payne
Title
Operations Manager
E-Mail Address
Aaron Payne@VIPADI.com

Printed Name
Aaron Payne
Date
12/14/2020

Subscribed and sworn to before me this 14th of December 2020. I am commissioned as a notary public within the County of Lincoln, State of Missouri, and my commission expires on 02/18/2023.

Signature of Notary
Sarah Anne Monroy
Notary Public - Notary Seal
Lincoln County - State of Missouri
Commission Number 1980135
My Commission Expires Feb 18, 2023

Date
12/14/2020

20-135 Vehicle Equipment Change-Over Services
Page 13 of 15
American Made:

In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) RSMo 34.350-34.359, the bidder is advised that any goods purchased or leased by any public agency where the purchase, lease or contract involves the expenditure of twenty-five thousand dollars ($25,000) or more, shall be manufactured or produced in the United States. Section 34.350.2(1) of that Act specifies that the term "public agency" includes all political subdivisions of the State of Missouri, which definition includes counties.

The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in RSMo 34.353 are met.

If the bidder claims there is only one line of the good manufactured or produced in the United States, RSMo 34.353 (2), or that one of the exceptions of RSMo 34.353 (3) applies, the Department Head or Elected Official bears the burden of certification as required prior to the award of a contract.

In accordance with the Buy American Act, the bidder must provide proof of compliance with RSMo 34.353. Therefore the bidder should complete and return Exhibit A, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.
EXHIBIT A

ST. CHARLES COUNTY
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of $25,000 or more, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be manufactured or produced in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.

Section A – All Products Are Manufactured or Produced In U.S.
If all products bid qualify as domestic products under Missouri law, complete only Section A.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>COMPANY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>davis</td>
<td>VIP DISTRIBUTING Co</td>
</tr>
</tbody>
</table>

If Section A is completed, do not complete Section B.

Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.
If only one product line or no products are manufactured or produced in the U.S., complete only section B.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>COMPANY NAME</th>
</tr>
</thead>
</table>

Section C – Products May Qualify Because of Qualifying Treaty
If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

<table>
<thead>
<tr>
<th>BID ITEM NUMBER(S)</th>
<th>COUNTRY WHERE MANUFACTURED OR PRODUCED</th>
<th>QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION C

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>COMPANY NAME</th>
</tr>
</thead>
</table>

Bid Response from (please complete)

VIF ACT

Name of Company or Individual
Approved by:

<table>
<thead>
<tr>
<th>Employer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VIP Distributing Company</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (Please Type or Print)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judith L McGrath-Payne</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronically Signed</td>
<td>03/13/2017</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Department of Homeland Security - Verification Division</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Name (Please Type or Print)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS Verification Division</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronically Signed</td>
<td>03/13/2017</td>
</tr>
</tbody>
</table>

[Notary Public Seal] SARAH ANNE MONROY  
Notary Public - Notary Seal  
Lincoln County - State of Missouri  
Commission Number 19901538  
My Commission Expires Feb 16, 2023  

Sarah Anne Monroy  
12/14/2020
Not only do we provide the policies below, we recognize our employees who are active Military and/or Veterans each year.

We also send email reminders for anyone who is Military active or Veteran regarding emergency mental health opportunities available to them.

One of our largest fundraisers each year is our Toys for Tots Program which is headed by our Chevrolet Parts Manager, Ed Biermann who is a Veteran in the Marine Corp active in the Marine Corp League.

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Lou Fusz Automotive Network will be based on merit, qualifications, and abilities. The Lou Fusz Automotive Network does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The Lou Fusz Automotive Network will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or their General Manager. If your General Manager does not satisfy your inquiry, please contact Janet Schaper at 314-983-4557, or Lou Fusz, Jr at 314-994-1500. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

605 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.
Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact your General Manager for more information or questions about military leave.

**681 Military Family Leave Entitlements**

In accordance with the National Defense Authorization Act for FY 2008, the Lou Fusz Automotive Network allows eligible employees to take up to 12 weeks of job-protected leave in the applicable 12-month period for any "qualifying exigency" arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent who is in the National Guard or Reserves. Eligible employees may also take up to 26 weeks of job-protected leave in a "single 12-month period" to care for a covered servicemember with a serious injury or illness.

Eligible employees are employees who have worked for at least one year, and for 1,250 hours over the previous 12 months. Employees will be required to use any accrued paid leave time before taking unpaid Military Family Leave.

Employees must notify their general manager and/or payroll administrator of their intent to take this leave as soon as practicable.

Further details on this leave are available from your human resources department.

---

P.J. Olsen  
Human Resources Director  
Lou Fusz Automotive Network, Inc.  
Lou Fusz Corporate Headquarters  
1 Athletic Drive  
Earth City, MO. 63045  
Email: pj.olsen@fusz.com  
Direct Dial (314) 983-7499  
Fax (314) 983-7401
St. Charles County is seeking bids for Vehicle Equipment Change-Over Services. The vendor must guarantee the quoted prices for a period of one year. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.
BID INSTRUCTIONS

One original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked “Bid 20-135 Vehicle Equipment Change-Over Services” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street, Room 541, St. Charles, MO 63301 prior to the bid opening.

**Bid opening will be on 12/23/2020 at 10:30 am**, in Room116 of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by going to our St Charles County Government website @ http://www.sccmo.org/Bids.aspx click on “show Closed/Awarded/Cancelled bids”, select bid and click on “related documents”. *No phone calls please.* The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

**BID INQUIRIES**

All questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail to:

Kurt Mandernach, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second St.
St. Charles, Missouri  63301
kmandernach@sccmo.org

Technical inquiries concerning the specifications should be made to:

Steve McPherson, Fleet Coordinator
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
smcpherson@sccmo.org
Phone (636)949-7900 ext 3047

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **2:00 PM on 12/18/2020**. Any question received after this deadline may not be answered.

**Responses to questions/clarifications will be placed on the County’s website http://www.sccmo.org/Bids.aspx.** Check this website frequently for updates and any addendum that are issued.
Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled “Bid Inquiries”, concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.

Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.
TERMS AND CONDITIONS

➢ St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.

➢ All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.

➢ All delivery costs or charges must be included in the F.O.B. destination bid price.

➢ City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.

➢ The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.

➢ The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.

➢ The electronic version of this bid is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.

➢ Vendors are required to clearly identify any deviations from the specifications in this document.

➢ An authorized officer of the company submitting the bid must sign all bids, in blue ink.

➢ Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.

➢ All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.

➢ St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.

➢ Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.

➢ The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.

➢ All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

➢ Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered including geographic location. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.

- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

**Employment of Unauthorized Aliens Prohibited** *(Missouri Revised Statutes Section 285.530)*

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (E-Verify) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (E-Verify) and shall verify the employment eligibility of every employee in the employer’s hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; OR
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division

The online address to enroll in the E-verify program is:


**Open Records**

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.
Veteran Friendly Employment Policy

"Indicate whether you have developed a veteran friendly employment policy and, if so, attach a copy of such policy to your response as a point of information."

______ "YES" our company has a veteran friendly employment policy.

______ "NO" our company does not have a veteran friendly employment policy.

Please include a copy of your veteran friendly employment policy with your submission.

Insurance

Worker's Compensation and Employer’s Liability: Statutory WC limits as required by the Statutes of the State of Missouri, (or a qualified self-insurer) and Employers Liability in an amount of no less than $1.0 million.

Automobile, General Liability and Property Damage: The Contractor shall maintain the following minimum amounts of automobile, general liability, and property damage insurance coverage during the life of the contract: $1,000,000 for bodily injury or death to any one person and $3,000,000 per occurrence for automobile and general liability coverage; and property damage coverage of at least $1,000,000. A Combined Single Limit Policy in the amount of $3,000,000 is an acceptable alternative. Automobile coverage must include non-owned vehicles.

The Automobile & General Liabilities policies shall be endorsed to include the County as an additional insured and provide for 30 days advance written notice of any material change.

A Waiver of Subrogation in favor of the County shall be endorsed on each of the policies.

The required insurance shall be primary insurance with respect to any other insurance or self-insurance programs maintained by the County.

A Certificate of Insurance evidencing the above coverage(s) together with a copy of the required endorsements shall be provided to the County prior to the commencement of any work.

It shall be the contractor’s responsibility to keep the respective insurance policies and coverages current and in force for the life of the contract.
BID SPECIFICATIONS

Solicitation: St. Charles County is soliciting bids from Respondents qualified, responsible and willing to provide the following Goods and/or Services in compliance with all solicitation specifications and requirements contained or referenced herein.

General Description: To provide St. Charles County with Vehicle Equipment Change-over Services as per specifications called for herein.

Vehicle change-over consists of three separate processes.

1. Installing new equipment in a new vehicle.
2. Removing equipment from an active vehicle, and re-installing it in a new vehicle.
3. Removing equipment from an older vehicle that is being decommissioned.

This bid includes (3) separate pages for pricing for each of these options.

Assume all equipment will be available when needed.

The change-over of the Police vehicles is a time sensitive, critical operation and it is the desire of the County to complete this process as soon as possible. Completion time, in addition to cost, will be a significant factor used in evaluating the proposals.

The estimated annual budget is $75,000.00. Please use this number in your discount structure. The county will use these services on an as needed basis and does not guarantee any amount of work to be provided.

Fleet vehicles that may require the installation/change over services are: Chevrolet Tahoes, Dodge Chargers, and Ford Explorers. Annually the County purchases approximately 30 to 40 vehicles that may require these services.

Maintenance

Estimated Repair Times (Assume use of County parts, if not available parts may be billed additionally)

<table>
<thead>
<tr>
<th>Description of Maintenance Item</th>
<th>Repair Time in Hrs.</th>
<th>Hourly Rate</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siren Box</td>
<td></td>
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<tr>
<td>Spotlight Bulb</td>
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<tr>
<td>Spotlight Handle</td>
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<tr>
<td>Spotlight Repair</td>
<td></td>
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<tr>
<td>Fuses/Fuse Box</td>
<td></td>
<td></td>
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<tr>
<td>Docking Station</td>
<td></td>
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<tr>
<td>Air Bag Repair</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Flashlight Charger</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headlight Flasher</td>
<td></td>
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</tbody>
</table>
1. Is there a fee to pick up and return vehicles from the Police Facility?
   Yes ___ No ___
2. If Yes, how much per call?
   $________
3. Is there a diagnostic charge for maintenance work?
   Yes ___ No ___
4. If Yes, how much per hour?
   $________ or do you charge a flat fee $________
5. If you supply parts what percentage mark-up over your cost, will you charge? _____%

Company History, Background and Capabilities

How long has your company been in business? 
________________

How long has your company been doing vehicle change-over (up-fits) for law enforcement and first responder agencies?
________________

How many employee up-fitters are employed by your company?
________________

How many years of experience do your employees have up-fitting vehicles?
________________

Is your company an authorized vendor, by any manufacturer, for their equipment installation, service repair and/or trouble-shoot diagnostics
_____ Yes _____No

If yes, please list.
________________
________________
________________

As part of your response, please provide a list of references for all law enforcement agencies (including contact names and phone numbers) your company has performed up-fits for in the last 2 years. Please include total number of vehicles per agency you have performed these services for.

________________

20-135 Vehicle Equipment Change-Over Services
Bid Response from (please complete)
Name of Company or individual
## Bid Form
### New Vehicle Install

<table>
<thead>
<tr>
<th>Description</th>
<th>Labor Hours</th>
<th>Cost per Hour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install Federal Signal lightbar-drill through</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install Signal Pathfinder siren</td>
<td></td>
<td></td>
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<tr>
<td>Install License plate lights</td>
<td></td>
<td></td>
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<tr>
<td>Install Rumbler</td>
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<td></td>
<td></td>
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<tr>
<td>Install Speaker</td>
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<tr>
<td>Connect headlight wig-wag</td>
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<td></td>
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<tr>
<td>Install Motorola APX radio</td>
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<td></td>
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<tr>
<td>Install Setina Barrier</td>
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<td></td>
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<tr>
<td>Install Setina Partition</td>
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<td></td>
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<tr>
<td>Install Console</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Install armrest</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Install Dual Radar system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install Computer dock &amp; antennas</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Install weapons mount at partition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install Gun Storage vault</td>
<td></td>
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</tr>
</tbody>
</table>
**Bid Form**

**Re-Install Used Equipment in New or Used Vehicle**

<table>
<thead>
<tr>
<th>Description</th>
<th>Labor Hours</th>
<th>Cost per Hour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install Used Federal Signal lightbar-drill through</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install Used Signal Pathfinder siren</td>
<td></td>
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<td>Install Used License plate lights</td>
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<td>Install Used Rumbler</td>
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<tr>
<td>Install Used Speaker</td>
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<tr>
<td>Connect Used headlight wig-wag</td>
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<td></td>
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<tr>
<td>Install Used Motorola APX radio</td>
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<td></td>
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<td>Install Used Setina Partition</td>
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<td></td>
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<td>Install Used Dual Radar system</td>
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<tr>
<td>Install Used weapons mount at partition</td>
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<td></td>
<td></td>
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<tr>
<td>Install Used Gun Storage vault</td>
<td></td>
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</tbody>
</table>
### Bid Form

**Remove Equipment / Decommission Vehicle**

<table>
<thead>
<tr>
<th>Description</th>
<th>Labor Hours</th>
<th>Cost per Hour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Signal lightbar-drill through</td>
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<td>Signal Pathfinder siren</td>
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<tr>
<td>License plate lights</td>
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<tr>
<td>Rumbler</td>
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<tr>
<td>Speaker</td>
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<tr>
<td>Remove headlight wig-wag</td>
<td></td>
<td></td>
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<tr>
<td>Motorola APX radio</td>
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<td>Setina Barrier</td>
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<tr>
<td>Console</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Armrest</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Dual Radar system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer dock &amp; antennas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Gun Storage vault</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

______________________________________________

Authorized signature

______________________________

Date

Bid Response from (please complete)

Name of Company or individual
Audit Clause for Contracts

Examination of Records

The Contractor’s records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County’s expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor’s operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: __________________________________________

Business Address: _________________________________________

Business Hours: __________________________________________

Phone: __________________________ Fax: _____________________

Email address: ____________________________________________

Contact Person: __________________________________________

Authorized Signature: ____________________________________

(Indicates acceptance of all bid terms and conditions)

Date: ______________________
AFFIDAVIT OF WORK AUTHORIZATION

The bidder/contractor 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 contract(s) with the County for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that __________________________ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

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

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

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
American Made:

In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) RSMo 34.350-34.359, the bidder is advised that any goods purchased or leased by any public agency where the purchase, lease or contract involves the expenditure of twenty-five thousand dollars ($25,000) or more, shall be manufactured or produced in the United States. Section 34.350.2(1) of that Act specifies that the term “public agency” includes all political subdivisions of the State of Missouri, which definition includes counties.

The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in RSMo 34.353 are met.

If the bidder claims there is only one line of the good manufactured or produced in the United States, RSMo 34.353 (2), or that one of the exceptions of RSMo 34.353 (3) applies, the Department Head or Elected Official bears the burden of certification as required prior to the award of a contract.

In accordance with the Buy American Act, the bidder must provide proof of compliance with RSMo 34.353. Therefore the bidder should complete and return Exhibit A, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.
EXHIBIT A

ST. CHARLES COUNTY
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of $25,000 or more, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be manufactured or produced in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.

Section A – All Products Are Manufactured or Produced In U.S.
If all products bid qualify as domestic products under Missouri law, complete only Section A.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>COMPANY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.</td>
<td></td>
</tr>
</tbody>
</table>

If Section A is completed, do not complete Section B.

Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.
If only one product line or no products are manufactured or produced in the U.S. complete only section B.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>COMPANY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.</td>
<td></td>
</tr>
</tbody>
</table>

Section C – Products May Qualify Because of Qualifying Treaty
If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

<table>
<thead>
<tr>
<th>BID ITEM NUMBER(S)</th>
<th>COUNTRY WHERE MANUFACTURED OR PRODUCED</th>
<th>QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION</th>
</tr>
</thead>
<tbody>
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<tbody>
<tr>
<td>I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.</td>
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