



**LEGAL NOTICE**

**REQUEST FOR BID  
SEALED BID 14-023**

**For**

**Road Signs**

**For**

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Road Signs**. 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 ninety (90) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

## BID INSTRUCTIONS

One [1] signed original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked “**14-023 Road Signs**” 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 1/07/2014 at 10:00 AM, in Room 523** 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 emailing a request to the St. Charles County Purchasing Department at [purchasing@sccmo.org](mailto:purchasing@sccmo.org), **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. 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

Any questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach, Purchasing Manager  
St. Charles County Government  
Finance Department  
201 North Second St  
St. Charles, Missouri 63301  
Fax: (636)949-7589

**For questions or inquiries concerning the specifications please contact:**

Jeff Spalding, Highway Superintendent  
St. Charles County Government  
201 North Second St  
St. Charles, Missouri 63301  
Fax: (636)949-7307  
[jspalding@sccmo.org](mailto:jspalding@sccmo.org)

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **4:00 PM** on **12/30/2013**. Any question received after this deadline may not be answered.

**Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. 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 PRIOR TO BID OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County. Any Offeror engaging in such prohibited communications prior to Bid Opening 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 electronic version of this bid/RFP 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 taxes, fees or 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. 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 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:***

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

**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 SPECIFICATIONS**

### **ROAD SIGNS AND MATERIALS**

The St. Charles County Highway Department will consider bids on materials for signs other than aluminum. All alternate bids must be MoDOT and MUTCD approved. Any proposed variations from the applicable MoDOT specifications, St. Charles County bid specifications, or pertinent ASTM must be fully identified and described with any submitted bid.

All Square sign blanks need to have 4 holes drilled per blank to allow use of the sign either in the diamond or square orientation. All other signs should be drilled for their normal orientation.

Date stickers must be pressure sensitive stickers approximately 1.5" X 3" in size. Years shown on the stickers must be a minimum of 2013 through 2017. Months can be shown in either a number (1-12) or text format (Jan., Feb., etc.), and must be printed in such a fashion that an individual month can be punched out.

### **DELIVERY**

Each shipment of sign material shall be delivered upon request to St. Charles County Highway Department, Sign Maintenance Facility, 3890 Greens Bottom Road, St. Charles, Missouri, 63304. The St. Charles County Highway Department can be contacted by calling 636-498-0545, or 636-949-7305 and shall be notified of the shipment delivery date at least two (2) days in advance of delivery. Delivery cost shall be included in bid price. The materials must be shipped and received within 30 days of placement of any order. On all orders greater than \$1,000, if the successful bidder fails to deliver within the time specified, a sum of \$25.00 per day per order shall be forfeited to the County as liquidated damages.

All bids shall be in effect until new bids are let in 2015.

## Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**BID FORM**

**14-023**

**Road Signs**

**BID OPENING DATE: 1/07/2014 at 10:00 AM**

\_\_\_\_\_  
(Bidder name)

**Submits the following bid for this project:**

<b>Extruded Aluminum Street Sign Blanks (each price)</b>		
	No Finish	Covered W/ High Intensity Prismatic Sheeting
9" X 24"	\$	\$
9" X 30"	\$	\$
9" X 36"	\$	\$
9" X 42"	\$	\$
9" X 48"	\$	\$
9" X 54"	\$	\$
9" X 60"	\$	\$
<b>Aluminum Street Sign Blanks (each price)</b>		
	No Finish	Covered W/ High Intensity Prismatic Sheeting
9" X 24"	\$	\$
9" X 30"	\$	\$
9" X 36"	\$	\$
9" X 42"	\$	\$
9" X 48"	\$	\$
9" X 54"	\$	\$
9" X 60"	\$	\$

**Proposal Response from (please complete)**

\_\_\_\_\_  
**Name of Company or individual**



<b>Aluminum Sign Blanks (Specify Thickness _____)</b>	<b>Price Each</b>
24" Octagon	\$
30" Octagon	\$
36" Octagon	\$
12" Octagon	\$
30" Triangular	\$
36" Triangular	\$
30" Circle	\$
36" Circle	\$
30" Pentagon	\$
36" Pentagon	\$
12" X 12"	\$
12" X 18"	\$
18" X 18"	\$
18" X 24"	\$
24" X 12"	\$
24" X 24"	\$
24" X 30"	\$
24" X 36"	\$
30" X 30"	\$
36" X 36"	\$
48" X 24"	\$
48" X 30"	\$

**Proposal Response from (please complete)**

\_\_\_\_\_  
**Name of Company or individual**

<b>Finished Signs (each price)</b>	<b>W/ High Intensity Prismatic Reflective Sheeting (Must Meet ASTM D 4956 Type III &amp; IV)</b>	<b>W/ DG3, Diamond Grade Fluorescent</b>	<b>3 Color W/ High Intensity Prismatic Reflective Sheeting (Must Meet ASTM D 4956 Type III &amp; IV)</b>	<b>4 Color W/ High Intensity Prismatic Reflective Sheeting (Must Meet ASTM D 4956 Type III &amp; IV)</b>
18" Octagon	\$			
24" Octagon	\$			
30" Octagon	\$			
36" Octagon	\$			
36" Circle	\$			
18" Octagon	\$			
30" Triangular	\$			
36" Triangular	\$			
10" X 30"	\$	\$		
12" X 12"	\$	\$	\$	\$
12" X 18"	\$	\$	\$	\$
18" X 6"	\$	\$	\$	\$
18" X 18"	\$	\$	\$	\$
18" X 24"	\$	\$	\$	\$
18" X 24" Dbl Sided Chevron	\$	\$	\$	\$
24" X 8"	\$	\$	\$	\$
24" X 10"	\$	\$	\$	\$
24" X 12"	\$	\$	\$	\$
24" X 24"	\$	\$	\$	\$
24" X 30"	\$	\$	\$	\$
24" X 48"	\$	\$	\$	\$
30" X 30"	\$	\$	\$	\$
36" X 12"	\$	\$	\$	\$

36" X 24"	\$	\$	\$	\$
36" X 36"	\$	\$	\$	\$
48" X 30"	\$	\$	\$	\$
10" X 30" Double Face (Hazard Markers)				
18" X 18" End of Road Markers				

	Covered W/ High Intensity Prismatic Sheeting
30" Stop Sign Faces W/ High Intensity Prismatic	\$
100 Sign "Date" Stickers (See Specifications)	\$
500 Sign "Date" Stickers (See Specifications)	\$

All bids shall be in effect until new bids are let in 2015.

\_\_\_\_\_  
Authorized signature

Date \_\_\_\_\_

**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 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**

**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

**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.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION

**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