



LEGAL NOTICE

**REQUEST FOR BID
SEALED BID 14-035**

For

Traffic Signal Maintenance

For

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

St. Charles County is seeking bids for **Traffic Signal Maintenance**. 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 "**14-035 Traffic Signal Maintenance**" 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 11:00 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, **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
Highway Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-7589
purchasing@sccmo.org

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

- 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.

Proposal Response from (please complete)

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:

<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.

Prevailing Wage

This is a prevailing wage project, therefore, not less than the prevailing hourly rate of wages, as set out in the wage order attached to and made part of the specification for work under the contract, **must** be paid to all workers performing work under the contract. (See section 290.250 RSMo)

The contractor will forfeit a penalty to St. Charles County of \$100.00 per day (or portion of a day) for each worker that is paid less than the prevailing rate for any work done under the contract by the contractor or by any subcontractor. (See section 290.250 RSMo.) For detailed information on rules and occupational titles see 8CSR 30-3.010 through 3.060 (Code of State Regulations-Prevailing Wage rules.) Missouri Annual Wage Order 20 as amended November 25, 2013 shall be in effect for this project.

Insurance

Worker's Compensation and Employer's Liability: The successful contractor and each subcontractor shall maintain a policy of Worker's Compensation insurance, or be a qualified self-insurer, providing Statutory limits and Employer's Liability coverage with limits of no less than \$500,000 during the life of the contract.

Automobile, General Liability (including products and completed operations) and Property Damage: Minimum coverage to be maintained by Contractor and each subcontractor in the amount of \$1,000,000 for bodily injury or death to any one person and \$3,000,000 per occurrence. Coverage for completed operations shall also be included. Property damage coverage of at least \$1,000,000 shall be maintained. In the alternative, a Combined Single Limit Policy in the amount of \$3,000,000 shall be maintained. Automobile coverage must include non-owned vehicles.

All such insurance shall be written through an insurance company licensed to do business in the State of Missouri and acceptable to Saint Charles County. The policy must specifically state that the coverage, as it pertains to the County, shall be primary; that any or all insurance carried by an additional insured is strictly excess and secondary, and will not contribute to the Contractor's

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policy.

The Contractor and each subcontractor agree to furnish Saint Charles County with a Certificate of Insurance naming them as an Additional Insured on each of their respective policies and include a provision for at least 30 days written notice of any material change or cancellation.

Transient Employer

Every transient employer, as defined in section 285.230, RSMo, must post in a prominent and easily accessible place at the work site a clearly legible copy of the following: (1) The notice of registration for employer withholding issued to such transient employer by the Director of Revenue; (2) Proof of coverage for workers compensation insurance or self-insurance signed by the transient employer and verified by the Department of Revenue through records of the division of workers' compensation; and (3) The notice of registration for unemployment insurance issued to such transient employer by the division of employment security. Any transient employer failing to comply with these requirements shall, under section 285.234, be liable for a penalty of \$500 per day until notices required by this section are posted as required by that statute

Certificate of Authority

All foreign corporations transacting business on a project for St. Charles County must obtain a **Certificate of Authority form Corp-42** from the Missouri Secretary of State. Failure to obtain a certificate shall subject the corporation to a fine of not less than one thousand dollars (see sections 351.572 and 351.574, RSMo).

BID SPECIFICATIONS

TRAFFIC SIGNAL MAINTENANCE

The St. Charles County Highway Department is accepting bids for routine and/or emergency traffic signal maintenance and repair on an as needed basis in various areas of the County.

This bid shall be submitted on a per hour basis and should show the minimum number of hours charged for each service call, if any. The bid should include the price for the base response of one individual with a bucket truck. The price should also include the cost for each additional person that might be required. The bidder should attach a price list for any additional equipment that might be required as well. The price list should be on an hourly basis. A maximum response time should also be noted. **Liquated Damages of \$50 per hour will be assessed for failure to respond within the specified time.**

Bidders are expected to have all equipment, parts, and supplies necessary to restore signals to a properly functioning state.

Bids shall include a percent markup to be added to all necessary repair parts documented by invoice. Incidental materials such as tape, wire nuts, etc. shall be included in the per hour price.

The bidders could be called upon during the day or night with minimal notification time involved.

The bidder will work closely with the County Highway Department, and possibly other designated municipalities, to make necessary repairs as required.

Current List of Saint Charles County Maintained Traffic Signals

1. Arena Pkwy & Friedens/South River Rd.
2. Arena Pkwy & North Arena Entrance
3. Arena Pkwy & South Arena Entrance/South River Rd.
4. Barathaven Blvd. & St. Madelene Dr. (CxWalk button activated Flasher, Dardenne Prairie)
5. Barathaven Blvd. & Riparian Dr. (CxWalk button activated Flasher, Dardenne Prairie)
6. Birdie Hills Rd. & Knaust Rd.
7. Cottleville Parkway at SCC College South Entrance-Cottleville
8. Cottleville Parkway at SCC College Southwest/Lofts Entrances-Cottleville
9. Cottleville Pkwy/Knaust Rd. & Weiss Rd. –Cottleville
10. Country Ridge Dr./Brittany Cove Dr. & Route N – Cottleville
11. Feise Rd. & Hanley Rd. -Dardenne Prairie
12. Francis Howell Central Campus School & Route N-Cottleville
13. Francis Howell Central Campus School & Route N (yellow Flasher) -Cottleville
14. Greens Bottom & Katy Trail (yellow flashers)
15. Jungs Station Rd. & Upper Bottom Rd.
16. Knaust Rd. & Laura Hill Rd.
17. Motherhead Rd. & Route N (Fire house preemption)
18. O'Fallon Rd. & Francis Howell Middle School (School Speed Zone Flasher)
19. St. Peters-Howell Rd. & McClay Rd.
20. St. Peters-Howell Rd. & Toelle Dr. (Master controller for 3 signal coordinated closed loop including Central School Rd.).
21. Upper Bottom Rd. & Old Upper Bottom Rd.

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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
SB14-035
Traffic Signal Maintenance

BID OPENING DATE: 1/07/2014 at 11:00 AM

 (Bidder name)

Submits the following bid for this project:

	Base Rate (per hour) (1 worker and bucket truck)	Additional personnel (per hour)	Minimum number of hours charged
Monday thru Friday 7:00 a.m. to 5:00 p.m.			
Saturday/Sunday 7:00 a.m. to 5:00 p.m.			
After Hours (7 days a week) 5:00 p.m. to 7:00 a.m.			
Maximum Response Time (hours)			
Emergency			
Non-emergency			
Mark Up on Invoiced Parts (%)			

This bid shall be retained until such time as bids are taken for 2015.

Authorized Signature **Date** _____

Emergency contact name and phone number (24/7): _____

Non-emergency contact name and phone number: _____

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: _____

Proposal Response from (please complete)

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 _____ (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