



LEGAL NOTICE

REQUEST FOR BID SEALED BID 14-103

For

Department of Corrections Uniforms and Equipment

For

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

St. Charles County is seeking bids for **Department of Corrections Uniforms and Equipment**. . The vendor must guarantee the quoted prices for a period of three years. The county is looking for a 36 month agreement. 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 copies of the bid must be received in a sealed envelope plainly marked "**Sealed Bid 14-103 Department of Corrections Uniforms and Equipment**" 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 05/08/2014 at 2:00 pm, 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 Manager 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

All 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
kmanderach@sccmo.org

Linda Saettele
Department of Corrections
St. Charles County Government
301 N Second Street
St. Charles, Missouri 63301
Fax (636) 949-7344
lsaettele@sccmo.org

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **05/01/2014**. 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/Businesses/>. 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 (3) three year period commencing from the date of the notice of award.
- After the initial three year period, 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 bid.
- 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 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 agency of St. Charles County Government 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:***

<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

ST. CHARLES COUNTY DEPARTMENT OF CORRECTIONS UNIFORM & EQUIPMENT SPECIFICATIONS

SERVICE SPECIFICATIONS

- Successful vendor must have a local site with sufficient stock where officers can try on uniform clothing in store and have alterations, at no additional cost, made during normal business hours. The following alterations must be available: hem trousers, alter waistband, attach emblems, change buttons and snaps on duty gear and press garments. The Department will provide emblems to be sewn on by vendor.
- Adequate inventory must be maintained so that special orders are generally unnecessary.
- No contracted items are to be issued to any St. Charles County Department of Corrections personnel without written authorization of the Department.
- The specifications listed are to maintain the standard of quality of items currently in use and are the only acceptable items. **NO SUBSTITUTIONS ARE ACCEPTABLE.**
- Bid may be awarded to multiple vendors or may be awarded to one vendor based on overall cost, performance, accessibility and service considerations.
- The number of Corrections Officers is approximately 120.
- Backorders will not have shipping charges added.
- Vouchers can be faxed to vendor and shipped at no additional charge.

2014 UNIFORM/DUTY GEAR SPECIFICATIONS			
	ITEM DESCRIPTION	SIZES	COST
1.	MEN'S LONG SLEEVE SHIRT (BUTTON FRONT)	14 1/2 - 17 1/2	
		18 - 20	
		22	
	Elbeco Paragon Plus #878 - Color/Lt. Blue 65% Poly - 35% Cotton, Epaulets, Sewn-in crease, Badge tab, Pocket flaps with velcro closures. No Exceptions.		
2.	MEN'S SHORT SLEEVE SHIRT (BUTTON FRONT)	14 1/2 - 17 1/2	
		18 - 20	
		22	
	Elbeco Paragon Plus #868 - Color/Lt. Blue 65% Poly - 35% Cotton, Epaulets, Sewn-in creases, Badge tab, Pocket flaps with velcro closures. No Exceptions.		
3.	MEN'S LONG SLEEVE SHIRT (BUTTON FRONT)	14 1/2 - 17 1/2	
		18 - 20	
		22	
	Elbeco Paragon Plus #P877 - Color/White 65% Poly - 35% Cotton, Epaulets, Sewn-in creases, Badge tab, Pocket flaps with velcro closures. No Exceptions.		
4.	MEN'S SHORT SLEEVE SHIRT (BUTTON FRONT)	14 1/2 - 17 1/2	
		18 - 20	
		22	
	Elbeco Paragon Plus #867 - Color/White 65% Poly - 35% Cotton, Epaulets, Sewn-in creases, Badge tab, Pocket flaps with velcro closures. No Exceptions.		
5.	WOMEN'S LONG SLEEVE SHIRT (BUTTON FRONT)	32 - 42	
		44 - 46	
	Elbeco Paragon Plus #P802-3 - Color/Lt. Blue 65% Poly - 35% Cotton, Epaulets, Sewn-in creases, Badge tab, Pocket flaps with velcro closures. No Exceptions.		

2014 UNIFORM/DUTY GEAR SPECIFICATIONS			
	ITEM DESCRIPTION	SIZES	COST
6.	WOMEN'S SHORT SLEEVE SHIRT (BUTTON FRONT)	32 - 42	
		44 - 46	
	Elbeco Paragon Plus #P812-3 - Color/Lt. Blue 65% Poly - 35% Cotton, Epaulets, Sewn-in creases, Badge tab, Pocket flaps with velcro closures. No Exceptions.		
7.	WOMEN'S LONG SLEEVE SHIRT (BUTTON FRONT)	32 - 42	
		44 - 46	
	Elbeco Paragon Plus #P801-3 - Color/White 65% Poly - 35% Cotton, Epaulets, Sewn-in creases, Badge tab, Pocket flaps with velcro closures. No Exceptions.		
8.	WOMEN'S SHORT SLEEVE SHIRT (BUTTON FRONT)	32 - 42	
		44 - 46	
	Elbeco Paragon Plus #P811-3 - Color/White 65% Poly - 35% Cotton, Epaulets, Sewn-in creases, Badge tab, Pocket flaps with velcro closures. No Exceptions. <i>Note: Department emblems must be sewn on both sleeves.</i>		
9.	COMMAND DRESS UNIFORM COAT	36-46	
		48-50	
		52-54	
	Fechheimer Model #38800 LAPD Navy, 100% Polyester. Button Front, Fully Lined, Badge Tab, Gold or Silver "P" Buttons - 2 Buttons sewn on each sleeve. Gold sleeve braid - Lieutenants and above No Exceptions. <i>Note: Department emblems must be sewn on both sleeves.</i>		
10.	MEN'S UNIFORM DRESS TROUSER	28 - 42	
		44 - 50	
		52 - 54	
	Fechheimer Model #38200 - Color/Navy - 100% Polyester	56-58	
11.	WOMEN'S UNIFORM DRESS TROUSER	4-18	
		20-24	
	Fechheimer Model #38233 - Color/Navy - 100% Polyester. No Exceptions.		

2014 UNIFORM/DUTY GEAR SPECIFICATIONS			
	ITEM DESCRIPTION	SIZES	COST
12.	SLEEVE BRAID		
	1/2 " Dark Gold Mylar - Sewn per row		
13.	UNIFORM CAP		
	Midway Model #5366-5 One Piece Cap - Round 5-Star. No Exceptions.		
14.	METAL EXPANSION CAP STRAPS		
	Rhodium or Gold Plate. No Exceptions.		
15.	UNIFORM CAP RAIN COVER		
	Blauer #107 - Clear No Exceptions.		
16.	UNIFORM BALL CAP		
	Flex-fit Model #6477 - Color/Black - Poly/Wool Fabric. Mini Department badge emblem sewn on. No Exceptions.		
17.	UNIFORM WATCH CAP		
	Blauer Model #125 - Color/Black - Poly/Wool knit, Fleece Lined. Mini Department badge emblem sewn on. No Exceptions.		
18.	UNIFORM GLOVES	S - 2XL	
	Thinsulate leather lined gloves Velcro wrist closure.		
19.	UNIFORM CLIP-ON TIES		
	Model #90010 - Men's Regular Length - 18"		
	Model #90043 - Men's X-Long Length - 20"		
	Model #90051 - Women's Length - 14"		
	Broome #900BOBH Series, 100% Polyester Dark Navy 3" width, with button hole feature. No Exceptions.		
20.	UNIFORM DRESS SHOES – HI-GLOSS OXFORD		
	Men's Sizes – Regular and Wide Widths	7-14	
	Women's Sizes – Regular and Wide Widths	6-10	
21.	UNIFORM BOOTS – ALL BLACK – NO STEEL TOE BOOTS		
	Men's Sizes – Regular and Wide Widths	7-15	
	Women's Sizes – Regular and Wide Widths	6-11	
	Please list percentage discount for boot purchases	%	

2014 UNIFORM/DUTY GEAR SPECIFICATIONS			
	ITEM DESCRIPTION	SIZES	COST
22.	UNIFORM NAMEPLATE		
	Reeves #50, Silver or Gold Polished, Black Letter, Clutch Back		
23.	AMERICAN FLAG BAR INSIGNIA PIN		
	Premier Model #P4207G - Gold - #4207S - Silver		
24.	TIE BAR		
	Model #TC826RP - Silver		
	Model #TC826GP - Gold		
25.	SERVICE STARS		
	1 - Star		
	2 - Star		
	3 - Star		
	4 - Star		
	5 - Star		
	6 - Star		
	Model #2349 - 7/16" size - Silver and Gold		
26.	LIFE JACKET GUN LOCK		
	Model # LJ1 - Glock 22		
27.	BADGE CASE FOR BLACKINTON B1329		
28.	BADGE WALLET FOR BLACKINTON B1329		
29.	HANDCUFFS		
	S & W Model #350103 - Nickel		
	S & W Model #350101 - Blue/Black		
	Peerless Model #700 – Nickel		
30.	MEN'S 5.11 LONG SLEEVE PRO POLO	XS - 2XL	
		3XL	
		Tall L - 5XL	
	Model # 42056-016 Color - Heather Grey No Exceptions. <i>Sew Department Badge emblem left upper front.</i>		

2014 UNIFORM/DUTY GEAR SPECIFICATIONS			
	ITEM DESCRIPTION	SIZES	COST
31.	NAME EMBROIDERED		
	First initial, Last name, Black Block Letters - Right Upper Front 3/8 inch lettering Rank embroidered under name – Corporals and above		
32.	MEN'S 5.11 SHORT SLEEVE PRO POLO	XS - 2XL	
		3XL	
		Tall L - 5XL	
	Model 41060-016 Color - Heather Grey No Exceptions. <i>Sew Department Badge emblem left upper front.</i>		
33.	NAME EMBROIDERED		
	First initial, Last name, Black Block Letters - Right Upper Front 3/8 inch lettering Rank embroidered under name – Corporals and above		
34.	MEN'S 5.11 TACLITE PRO PANTS	28-44	
		46-54	
	Model # 74273-019 - Color/Black 65% Poly 35% Cotton - Rip Stop No Exceptions.		
35.	WOMEN'S 5.11 TACLITE PRO PANTS	2-20	
	Model # 64360-019 - Color/Black 65% Poly 35% Cotton - Rip Stop No Exceptions.		
36.	5.11 3-IN-1 PARKA	XS - 2XL	
		3XL - 4XL	
	Model # 48001-019 - Color/Black No Exceptions.		
37.	NAME EMBROIDERED ON FLEECE LINER		
	First initial, Last name, Block Letters – silver or gold embroidery - Right Upper Front Rank embroidered under name – Corporals and above <i>Note: Department badge emblem sewn on left upper front of fleece liner and concealable flap on parka.</i>		

2014 UNIFORM/DUTY GEAR SPECIFICATIONS			
	ITEM DESCRIPTION	SIZES	COST
38.	DUTY BELT - HI-GLOSS GOLD OR SILVER BUCKLE	24-44	
		46-52	
		54-60	
	Gould & Goodrich Model # H59FL-CL No Exceptions.		
39.	UNIFORM VELCRO TIPPED TROUSER BELT	26 - 44	
		46 -54	
		56 - 60	
	Boston Model 6630-1 - Plain Black. No Exceptions.		
40.	HOLSTER - HI-GLOSS - RIGHT AND LEFT HAND		
	Level III Triple Retention Holster Model #H391-G17-CL - No Exceptions		
41.	DOUBLE MAG CASE - HI-GLOSS - GOLD OR SILVER SNAPS		
	Gould & Goodrich Model # H627-7-CL - Glock 22 No Exceptions.		
42.	HANDCUFF CASE - HI-GLOSS - GOLD OR SILVER SNAP		
	Gould & Goodrich Model # H580-CL No Exceptions.		
43.	MKIV HOLDER W/COVER - HI-GLOSS - GOLD OR SILVER SNAP		
	Gould & Goodrich Model # H681-4-CL No Exceptions.		
44.	GLOVE POUCH W/FLAP-HI-GLOSS		
	Gould & Goodrich Model # H555-CL No Exceptions.		
45.	KEY HOLDER SILENT WRAP - HI-GLOSS		
	Gould & Goodrich Model # H598-CL No Exceptions.		
46.	BELT KEEPER DOUBLE SNAP-HI-GLOSS - GOLD OR SILVER SNAPS		
	Gould & Goodrich Model # H76-CL No Exceptions.		
47.	MINI MAG HOLDER - HI-GLOSS		
	Boston Model #5556-2 No Exceptions.		

2014 UNIFORM/DUTY GEAR SPECIFICATIONS			
	ITEM DESCRIPTION	SIZES	COST
48.	PHOENIX NYLON DUTY BELT 2 1/4"	S - XL	
		2XL	
		3XL	
	Gould & Goodrich X54 No Exceptions.		
49.	PHOENIX NYLON VEL-CRO BELT 1 1/2"	S - XL	
		2XL	
		3XL	
	Gould & Goodrich Model # X55 No Exceptions.		
50.	PHOENIX NYLON DOUBLE MAG CASE		
	Gould & Goodrich Model # X627-7 - GLOCK 22 No Exceptions.		
51.	PHOENIX NYLON HANDCUFF CASE		
	Gould & Goodrich #X70 No Exceptions.		
52.	PHOENIX NYLON MKIV HOLDER W/COVER		
	Gould & Goodrich X681-4 No Exceptions.		
53.	PHOENIX NYLON DOUBLE GLOVE POUCH W/FLAP		
	Gould & Goodrich Model # X555 No Exceptions.		
54.	PHOENIX NYLON KEY HOLDER SILENT WRAP		
	Gould & Goodrich Model # X598 No Exceptions.		
55.	PHOENIX NYLON BELT KEEPER DOUBLE SNAP		
	Gould & Goodrich #B2099 No Exceptions.		
56.	PHOENIX NYLON MINI MAG HOLDER		
	Gould & Goodrich Model # X672-1 No Exceptions.		
57.	HOLSTER – KYDEX FINISH – RIGHT AND LEFT HAND		
	Level III Triple Retention Holster Model #T391-G17 – No Exceptions		

2014 UNIFORM/DUTY GEAR SPECIFICATIONS			
	ITEM DESCRIPTION	SIZES	COST
58.	STREAMLIGHT STRION LED RECHARGEABLE FLASHLIGHT WITH AC RECHARGING SYSTEM		
	Model #STR74303		
59.	HI-GLOSS STREAMLIGHT STRION LED RECHARGEABLE FLASHLIGHT CASE – OPEN TOP		
	Model #ION-3		
60.	HI-GLOSS CASE FOR STRION LED RECHARGEABLE FLASHLIGHT CASE WITH FLAP – SILVER OR GOLD SNAP		
	Model # H672-8-CL		
61.	PHOENIX CASE FOR STRION LED RECHARGEABLE FLASHLIGHT		
	Model # X672-8 CASE WITH FLAP		
62.	STREAMLIGHT STINGER LED RECHARGEABLE FLASHLIGHT WITH AC RECHARGING SYSTEM		
	Model #STR75711		
63.	HI-GLOSS CASE - STINGER LED RECHARGEABLE FLASHLIGHT		
	Model #H672-7-CL – CASE WITH FLAP		
64.	HI-GLOSS CASE – STINGER LED RECHARGEABLE FLASHLIGHT		
	Model #H673-7-CL – OPEN TOP		
65.	HI-GLOSS CASE – STINGER LED RECHARGEABLE FLASHLIGHT		
	Model #5559PS-2 – OPEN TOP/OPEN BOTTOM (SLEEVE)		
66.	PHOENIX STREAMLIGHT STINGER LED FLASHLIGHT Model #X672-7 – CASE WITH FLAP		
67.	PATROL TEK LIGHT HOLDER – OPEN TOP/OPEN BOTTOM (SLEEVE) FOR STREAMLIGHT STINGER LED RECHARGEABLE FLASHLIGHT		
	Model # 8026-31315		
68.	MINI-MAG FLASHLIGHT		
	2 AA Batteries included - Color/Black		
69.	PHOENIX CASE – STRION LED RECHARGEABLE FLASHLIGHT OPEN TOP Model #X673-5		
70.	STREAMLIGHT STRION LED RECHARGEABLE FLASHLIGHT CHARGING BASE		
71.	STREAMLIGHT STRION LED RECHARGEABLE FLASHLIGHT AC CORD CHARGER		

2014 UNIFORM/DUTY GEAR SPECIFICATIONS			
	ITEM DESCRIPTION	SIZES	COST
72.	STREAMLIGHT STINGER LED RECHARGEABLE FLASHLIGHT CHARGING BASE		
73.	STREAMLIGHT STINGER LED RECHARGEABLE FLASHLIGHT AC CORD CHARGER		
74.	ASP COLLAPSIBLE BATON – 21 INCHES, BLACK WITH FOAM GRIP Model #52411 – NO EXCEPTIONS		
75.	HI-GLOSS BATON HOLSTER Model #H560-21-CL		
76.	PHOENIX BATON HOLSTER Model #X560-21		
77.	5.11 BLACK FLEECE JACKET	SMALL-XL	
	SILVER OR GOLD BADGE EMBLEM ON LEFT CHEST	2XL	
	MODEL #48038-019	3XL	
		4XL	
78.	NAME EMBROIDERED – FLEECE JACKET ON RIGHT CHEST First Initial, Last name, Block Letters – silver or gold embroidery Right Upper Front 3/8 inch lettering Rank to be embroidered under name – Corporals and above		
79.	SWEATER, DARK NAVY No Badges to be sewn on sweater Model #205DN	XS-XL	
		2XL	
		3XL	
		4XL	

_____ (Bidder name)

Authorized signature

Date _____

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: _____

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

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.

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