



LEGAL NOTICE

REQUEST FOR BID SEALED BID 14-128

For

Nursing Services

For

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

St. Charles County is seeking bids for **Nursing Services**. The vendor must guarantee the quoted prices for a period of three (3) years. 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 “**Sealed Bid 14-128 Nursing 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 06/17/2014 at 2:00 PM, in 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:

Debbie Echele
Assistant Director – Corrections Medical Services
St. Charles County Department of Corrections
301 North Second St
St. Charles, Missouri 63301
Fax: (636)949 - 7586
dechele@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 **06/05/2014**. 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. 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 thirty six (36) 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/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 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. Other factors including but not limited to geographic location, price and vendor's experience working with correctional facilities may be considered in the award of this bid. The 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.

Insurance

The successful Bidder must carry comprehensive general liability insurance, as well as professional liability insurance for medical malpractice in amounts no less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate per coverage. The Bidder shall indemnify, defend and hold the County of St. Charles, its officers and employees, harmless from and against any claims based on the Bidder's performance of its obligations.

Worker's Compensation and Employer's Liability: The successful contractor shall maintain insurance coverage for Worker's Compensation with statutory limits and Employer's Liability coverage with limits no less than \$500,000 during the life of the contract.

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 Contractor agrees to furnish Saint Charles County with a Certificate of Insurance naming it 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. Such certificates shall be supplied to the county at the time of the award.

The County's approval or acceptance of such certificates of insurance shall in no way release or relieve the respective contractor from any responsibility, liability or obligation.

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

Independent Contractor

The successful vendor shall act as an independent contractor insofar as the performance of the duties in this RFP.

DESCRIPTION AND GOALS OF SERVICE

The St. Charles County Department of Corrections is seeking bids for providing Licensed Practical Nurses, hereinafter referred to as LPNs, ranging from 40 – 160 hours per week furnishing Nursing Services for the St. Charles County Department of Corrections (SCCDOC) located at 301 North Second Street in St. Charles, Missouri. The facility handles both adult male and female offenders. The average daily inmate / detainee population is approximately 400 in the secure population.

The SCCDOC has a medical staff of nurses who are County employees. The purpose behind seeking this bid is to supplement the Department's compliment of nurses with qualified nursing staff to insure that medical services are available on a 24 hour basis. This Department contracts with a Physician, Dentist and Mental Health Care providers for their services. Depending upon the circumstances, the Vendor's nurse may be the only medical staff in the facility during designated time periods. At any time, a Correctional Officer may be called upon by any Medical staff to provide security and assistance for the nursing staff. All nurses have the ability to contact the Department's contracted physician.

SCCDOC shifts are scheduled monthly from the first of the month to the last day of the month. The uncovered or "open" shifts are sent to the vendor ten days prior to the start of the next month with the expectation that all the open shifts for the month will be filled by the vendor's LPNs by the first of the month. Once the vendor submits the filled shifts, SCCDOC will not cancel the vendor's scheduled shifts. In the event there is a cancellation by a County nurse two or more hours prior to the start of a shift, it is the expectation of the vendor to fill that shift with a vendor's LPN. This open shift can be filled with either one vendor LPN for an eight hour shift or two vendor LPNs for four hours each. SCCDOC will strive to notify the vendor immediately when becoming aware of a shift cancellation by a County nurse. When a vendor LPN cancels a shift it is the expectation of the vendor to replace that shift with another vendor LPN.

Vendor shall furnish the SCCDOC with LPNs who are proficient in the scope of nursing practice permitted under their licensure. These skills shall include but not be limited to the provision of initial and ongoing nursing assessments, the ability to critically think and develop strategies of nursing care. The ability to exercise sound clinical judgment based on nursing knowledge and to contribute to the development of nursing diagnoses and plans of care. In addition, nurses must be experienced in medication administration, the operation of special medical equipment such as nebulizers, pulse oximeters, and the use of oxygen, and must have the ability to draw blood for specimen collections. Nurses must be competent and confident in responding to emergency situations. Nurses frequently are the first line of medical intervention and as such, carry a large responsibility for the overall maintenance of inmate / detainee physical and mental health.

Nursing practice in correctional facilities is characterized by a high degree of autonomy. The nurse is expected to make independent assessments, plan appropriate intervention, and provide care. Effective nursing practice in a correctional facility requires a variety of assessment skills, including interviewing, communication, physical assessment and behavioral observations. It is essential that the nurse in a correctional facility be knowledgeable about the principles of prevention, control and surveillance for communicable diseases such as flu, tuberculosis, hepatitis, HIV, and sexually transmitted diseases. The practice of nursing within the non-traditional environment of a correctional setting offers additional challenges to the practitioner. The nurse must consistently maintain professional boundaries within an environment of potentially manipulative inmates / detainees. Nurses must work collaboratively within the confines of a security driven environment requiring particular diligence to the management of everyday implements such as pens and scissors as well as when performing medical treatments or procedures utilizing sharp objects.

The Scope and Standards of Nursing Practice in Correctional Facilities as established by the American Nurses Association and the National Commission on Correctional Health Care (NCCHC) serves as a basis for nursing practice within the Medical Division. The work may involve moderate risks for discomfort secondary to required special safety precautions, such as, the provision of nursing care must only be completed when a security officer is present possibly delaying immediate intervention. In addition, there is the possibility of exposure to contagious diseases or infections. The use of standard precautions is routinely followed at SCCDOC and is appropriate for nearly all situations.

Healthcare services in the correctional setting include the use of all aspects of the nursing process in:

1. Carrying out screening activities, which includes health assessments;
2. Providing direct health care services;
3. Assessing individual health behaviors;
4. Recognizing mental health conditions;
5. Providing education and counseling on related health issues;
6. Assisting individuals in assuming responsibility for their own health care to the best of their ability, knowledge and circumstances;
7. Providing emergency supportive care, CPR, and first aid to the best of their ability, knowledge and circumstances.

BID SPECIFICATIONS:

- Specific qualifications or requirements, including but not limited to licensure and accreditation.
- Vendor shall have a minimum of three (3) years of experience in **Correctional** nursing service staffing. Proof shall be furnished.
- Vendor shall conduct business during normal working hours and shall also be accessible twenty-four (24) hours a day, seven (7) days a week, to respond to requests and/or complaints.
- Vendor must provide a minimum of 3 references from current contracted Correctional Facilities and include contact information for the Medical Supervisor. Provide population size of the Correctional facility. References are preferred from facilities with a similar population size of SCCDOC.
- Vendor shall provide LPNs to fulfill the requirement of this contract and shall endeavor to assign the same nurses to the facility whenever possible.
- Referred nurse must have at least twelve (12) months of nursing experience preferably in a correctional facility, hospital or other acute care facility.
- Vendor shall provide supplemental staffing on week days, Holidays, week-ends and whenever the County nurses are not required to provide coverage. The shifts are for 8 hours in length without a break for meals. Nurses are NOT allowed to leave the facility for meals during their shift. Day shift is from 0700-1500, Evening shift is from 1500-2300, Night shift is from 2300-0700.
- Vendor shall submit their business plan for strategies used to recruit and retain LPNs. Include in the business plan the steps taken to ensure open shifts at SCCDOC will be filled by qualified, oriented LPNs on a regular monthly basis and on a “short-notice” basis (for example: when a County nurse calls in sick two hours prior to the start of his/her). Explain in detail the business plan to fill the open shifts on both a monthly basis and an “as-needed” short-notice basis.
- Provide statistics from the past 12 months regarding open shifts requested to be filled versus vendor’s inability to fill the open shift. What is your percentage of fill rate?
- Vendor shall submit proof of the number of qualified LPNs currently employed and available for orientation.

- Vendor shall ensure that each of the LPNs referred to SCCDOC shall have passed a criminal background check completed by the Vendor.
- LPNs are required to show proof of TB clearance before the start of service and yearly thereafter.
- The Vendor will also instruct each LPN to disclose any relationships between the referred nurse and any person under the custody of the SCCDOC. This includes relatives, friends, or any other type of close personal relationship. The Vendor shall notify the facility requesting the nurse of any known relationships with the referred nurse prior to referral. The Assistant Director – Corrections Medical Services or designee will work with the facility’s security personnel to determine if the referred nurse is acceptable for placement in the facility.
- Vendor shall ensure that each of the LPNs referred to the facility possesses a current and valid nursing license issued by the State of Missouri and current CPR training card. A copy of each nurse’s license and CPR card shall be provided to SCCDOC.
- Vendor agrees to sixteen (16) hours of **unpaid** orientation to all new assignees. It shall be the responsibility of SCCDOC to orient LPNs to the facility and acquaint them with the correctional nursing policies as may be necessary for performance of their duties. The SCCDOC agrees to provide an additional fifty six (56) hours of **paid** orientation following the first sixteen hours of unpaid orientation.
- Vendor shall notify referred nurses of the dress code, which is standard nursing attire such as scrubs and closed shoes. No sleeveless or low cut tops, short skirts, capri pants, shorts or high heels. Jewelry is limited to a watch, wedding ring and post style earrings. **Cell phones are NOT permitted inside the facility.**
- The Vendor must provide all insurance coverage for the nurses provided. This insurance includes, but is not necessarily limited to Worker’s Compensation, general liability and malpractice. Copies of appropriate insurance documents showing coverage should also be included with the bid.
- Vendors shall provide a copy of their proposed contract which addresses the vendor’s terms and conditions of service, such items as cancellation procedures, background checks, skill level of their staff, etc. Preference will be given to vendors that have the ability to insure comprehensive employee benefits which may include, but not necessarily limited to health, life, dental and retirement plans for their full time positions. A comprehensive employee benefits package promotes the retention of staff, reduces employee turnover, minimizes staff training needs and provides for the continuity of care which is vital to this organization.

- Vendor is responsible for providing an immediate replacement should any of their nursing staff be required to leave the premises for any suspected violation of department policy, medical protocol or violation of law. In instances such as those, all administrative or disciplinary actions / concerns are solely the responsibility of the Vendor.

- Vendor shall provide pricing information for their scheduled LPNs. Must include the hourly rate charged to SCCDOC for LPN services. Vendor should also distinguish any variation in charges by shifts, days, holidays, etc. (For evaluation/comparison purposes the County will compare LPN pricing based on **eleven (11) Holidays/year**: 264 hours of coverage from 7:00AM – 3:00PM, 176 hours of coverage from 3:00PM – 11:00PM, 88 hours of coverage from 11:00PM – 7:00AM. Price comparison will also be for **Saturday and Sunday** rates: 1240 hours of coverage from 7:00AM – 3:00PM, 1240 hours of coverage from 3:00PM - 11:00PM, 576 hours of coverage from 11:00PM – 7:00AM. Weekday shifts **Monday – Friday**: 576 hours of coverage from 7:00AM – 3:00PM, 1536 hours of coverage from 3:00PM – 11:00PM, 384 hours of coverage from 11:00PM – 7:00AM.)

- In the event that a Contractor fails to deliver goods / materials / equipment and/or services in accordance with the contract terms and conditions, the County, after due oral or written notice, may procure the goods / materials / equipment and/or services from other sources and hold the principle contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the County may have.

- **The contract will initially be for a three (3) year period with an option to renew for two (2) one year extensions under the same terms and conditions.**

NURSE RESPONSIBILITIES AND DUTIES:

While providing patient care services at SCCDOC each nurse shall comply with all provisions of the licensing laws under which he/she is licensed, with regulations promulgated thereunder, and each shall comply with all nursing policies and procedures adopted by the facility to protect the health and welfare of its patients. Guidelines under which the nurses will be required to work are the guidelines that are the well-established departmental policy and procedures, provider orders, directives, and nurse protocols. The nurse shall use his/her judgment in selecting a course of action when any one of several could be appropriate, e.g., a patient's change in condition may warrant either continual observation, informing nurse supervisor, calling a physician, or initiating pre-planned emergency treatment.

Duties of the LPN shall include, but not be limited to the following:

- **Medication Administration:** Passing medications to detainees/inmates. Charging for medications. Processing pharmacy orders. Assist with inventory of medications. Return unused medications. Perform narcotic counts. Assist Security Officers with ensuring no medications are cheeked, palmed, or otherwise disseminated. Report to the appropriate personnel any abnormal behavior or findings observed while on med pass.
- **Initial Intake Assessment of detainees:** Assessing the medical and mental health of incoming detainees/inmates. Making a determination as to whether or not the inmate has a potentially life threatening injury(ies) or condition which would require immediate medical attention. Determining when a detainee needs to be sent to the Emergency Room for a "Fit for Confinement" prior to accepting custody of the detainee. Assesses for symptoms of Tuberculosis and administers PPD's. Initiates medical and mental health appointments. Screens for suicidal ideations. Initiates nursing protocols. Assesses for signs and symptoms of substance abuse and the need for detoxification. Verifies current prescriptions /medications of incoming detainees/inmates. Notifies on call MD to obtain appropriate medication orders when applicable. Witnesses necessary signatures for the "Release of Information". Obtains vital signs. Obtains urine for pregnancy tests on all female offenders. Must have good working rapport with the Booking Officers. Coordinates with the Booking Officers to expedite transfer of inmate to the appropriate housing unit. Possess high level of professionalism with respect for the correctional environment without compromising professional ethics or standards. Ability to understand the specific health care needs of incarcerated people.

- Desk Nurse: Monitors diabetic inmates and administers insulin injections. Assists the physician during clinic. Schedules and performs nursing sick calls and follows nursing protocols. Draws blood for lab work. Completes appointments in the computer. Carries out and signs off doctor's orders. Orders medication from the pharmacy. Charges the inmate's account for all medical appointments/medications. Documentation and filing. Inmate education. Performs narcotic and sharps counts with the medication nurse. Maintains a clean, organized, and sanitary work place.
- Medical Emergencies: All nurses respond to inmate altercations on the housing units, calls for officer assistance, and medical emergencies within the Facility (once the scene has been declared secured by Correctional Supervisor). Ability to perform First Aid, CPR and use of the AED. Possess critical thinking skills. Ability to remain calm and effective in stressful situations.
- Clerical duties: Proficient in excellent documentation in the medical chart/computer. Basic computer skills. Filing, alphabetizing, organizing medical records. Use of the Fax machine, telephone, copier/printer, and scanner. Customer service skills.
- Physical abilities: Ability to lift, push, pull, stoop, climb stairs, walk long distances, stand long periods of time. No "light duty" is provided.

EVALUATION AND SCORING OF BID AWARD:

Points shall be assigned to each of the following specifications to aide in bid comparison and final bid award. The Vendor with the highest total points will receive preference in determining the award. If **all** "Terms and Conditions" and "Bid Specifications" listed are not met, even though the Vendor receives the highest points, the Vendor may be disqualified:

1. 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. (10 points)
2. Vendor shall have a minimum of three (3) years of experience in **correctional** nursing service staffing. Proof shall be furnished. (30 Points)
3. Proof of licensure and accreditation of Vendor. (20 Points)
4. Vendors shall provide a copy of the proposed contract for SCCDOC which addresses the vendor's terms and conditions of service, such items as cancellation procedures, background checks, skill level of their staff, etc. Explain in detail the business plan to fill the open shifts on both a monthly basis and on a "short-notice" basis. (40 Points)
5. Preference will be given to vendors that have the ability to insure comprehensive employee benefits which may include, but not necessarily limited to health, life, dental and retirement plans for their full time positions. A comprehensive employee benefits package promotes the retention of staff, reduces employee turnover, minimizes staff training needs and provides for the continuity of care which is vital to this organization. (30 Points)
6. Referred nurse must have at least twelve (12) months of nursing experience preferably in a correctional facility, hospital or other acute care facility. Provide resumes for a minimum of three (3) current LPNs employed by the Vendor. (40 Points)
7. Vendor shall provide pricing information for their scheduled LPNs. Must include the hourly rate charged to SCCDOC for LPN services. Vendor should also distinguish any variation in charges by shifts, days, holidays, etc. Refer to Table on page 15. (10 Points)
8. Vendor agrees to a contract which will initially be for a three (3) year period with an option to renew for two (2) one year extensions under the same terms and conditions. (20 Points)

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

SB 14-128

Nursing Services

BID OPENING DATE: 06/17/2014 at 2:00 PM

(Bidder name)

Submits the following bid for this project:

Position	Day(s) of the Week	Shift (indicate AM or PM)	Hourly rate charged to SCCDOC by Vendor
L.P.N.	Monday-Friday	From <u>7:00AM</u> To <u>3:00PM</u>	\$
		From <u>3:00PM</u> To <u>11:00PM</u>	\$
		From <u>11:00PM</u> To <u>7:00AM</u>	\$
L.P.N.	Saturday	From <u>7:00AM</u> To <u>3:00PM</u>	\$
		From <u>3:00PM</u> To <u>11:00PM</u>	\$
		From <u>11:00PM</u> To <u>7:00AM</u>	\$
L.P.N.	Sunday	From <u>7:00AM</u> To <u>3:00PM</u>	\$
		From <u>3:00PM</u> To <u>11:00PM</u>	\$
		From <u>11:00PM</u> To <u>7:00AM</u>	\$
L.P.N.	Holiday	From <u>7:00AM</u> To <u>3:00PM</u>	\$
		From <u>3:00PM</u> To <u>11:00PM</u>	\$
		From <u>11:00PM</u> To <u>7:00AM</u>	\$

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

Comes now _____ as _____ first being duly
(Name) (Office held)

sworn, on my oath, affirm _____ is enrolled and will
(Company name)

continue to participate in a federal work authorization program in respect to employees that will work

in connection with the contracted services related to _____

(Describe project or insert bid number)

for the duration of the contract, in accordance with RSMo Chapter 285.530 (2). I also affirm that
_____ does not and will not
(Company name)

knowingly employ a person who is an unauthorized alien in connection with the contracted services
related to the _____

(Describe project or insert bid number)

for the duration of the contract.

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 (person with authority)

Printed name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am commissioned as a notary
(Day) (Month & Year)

Public within the County of _____, State of _____, and my
commission expires on _____.

Signature of Notary

Date